

**AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, DECEMBER 19, 2013
10:30 A.M.**

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

CALL TO ORDER

**Revised 12/16/13
4:20 p.m.**

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- December 5, 2013 Regular Meeting

APPROVAL OF PURCHASE ORDERS

- December 19, 2013

APPROVAL OF ACCOUNTS PAYABLE

- December 12, 2013
- December 19, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 10:45 a.m. Leslie Smith
Financial Presentation
2. 11:30 a.m. Interviews and Appointments to the Jefferson County Emergency Services Agency (JCESA) Board for (3) three-year terms ending November 2, 2016 - Discussion/Action
3. 11:45 a.m. Roger Goodwin, Chief County Engineer
- Partial Release of the Escrow Agreement for DR Acquisitions, LLC - Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26) - Cash in Escrow with the Bank of Charles Town, Charles Town, West Virginia originally in the amount of \$972,616.00 - Discussion/Action
- Request the Commission to allow staff to call on any Letter of Credits that have not been renewed by Monday, January 6, 2014 - Discussion/Action

NEW BUSINESS:

4. Discuss Budget Goal - Discussion/Action (JT)
5. Set dates and times for the 2014 Board of Review and Equalization meetings - Discussion/Action
6. Set date and time for the FY2014 HOME Investment Partnership Public Hearing - Discussion/Action
7. Discuss meetings in January, 2014 - Discussion/Action
8. Set date and time for public hearing - Probate Matters - Discussion/Action
9. Clarifying role of County Commission liaison to different boards and commissions - Discussion/Action (LW)

COUNTY ADMINISTRATOR REPORTS

- HRA Short Plan Year
- Process for Policies
- PCard Rebate
- Elected Official Roundtable

COUNTY COMMISSION REPORTS

10. 12:00 p.m. Break for Lunch

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

11. 1:30 p.m. Tim Stanton, Finance Director
 - Internal Budget Revisions - Discussion/Action
 - General County Fund Budget Revisions - Discussion/Action
 - Discuss finances and potential cost savings list (blue list)- Discussion/Action
 - Presentation of new Jefferson County Finance Department Policies and Procedures - Discussion/Action
 - Recommendation for Current Open Positions - Discussion/Action
12. ADJOURN

CORRESPONDENCE:

Notice of County Office Closure for Christmas Eve and Christmas Day.

Notice of County Office Closure for New Year's Eve and New Year's Day.

Jefferson County Commission Notice of Intent to Appoint to the Board of Zoning Appeals.

Memorandum from the Jefferson County Engineering Department - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.

Memorandum from the Jefferson County Engineering Department - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.

Memorandum from the Jefferson County Engineering Department - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.

Memorandum from the Jefferson County Engineering Department - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.

Letter from Joe DeLong, Executive Director of the West Virginia Regional Jail and Correctional Facility Authority regarding the changes that have been made at the Regional Jail Authority over the past several months and what further initiative lie ahead.

Jefferson County Public Service District - November 4, 2013 Minutes from the Regular Board Meeting.

Notice from the Loudoun County, Virginia Planning Department regarding a public hearing scheduled for December 11, 2013 on the Comprehensive Plan Amendment.

West Virginia Weekly Lottery Settlement for Charles Town week ending November 30, 2013.

West Virginia Weekly Lottery Settlement for Charles Town week ending December 7, 2013.

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

Minutes

Jefferson County Commission

Thursday, December 5, 2013

A meeting of the Jefferson County Commission was held on Thursday, December 5, 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 Dale Manuel, Patsy Noland, Walter Pellish, Jane Tabb and Lyn Widmyer. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the Thursday, December 5, 2013 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Widmyer to approve the Special Session Legislative Summit Minutes of November 12, 2013. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Regular Meeting Minutes of November 21, 2013. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the Public Hearing Minutes of November 21, 2013. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$63,254.22 to include P.O. Nos. 52176, 51459, 49839, 51673, 51809, 51810, 52228, 52173, 52175, 50346, 51664, and 52121. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071173	406	ASSESSOR OF JEFFERSON CO	51422	\$ 48.16	\$ -	\$ 48.16
071174	712	AT&T/GA		\$ -	\$ 78.38	\$ 78.38

071175	700	MATTHEW ARMEL		\$ -	\$ 308.00	\$ 308.00
071176	700	BRUCES 24 WRECKER SERVIC	51538	\$ 382.34	\$ -	\$ 382.34
071177	425	B-K OFFICE SUPPLY INC	52164	\$ 548.25	\$ -	\$ 548.25
071177	425	B-K OFFICE SUPPLY INC	52172	\$ 548.25	\$ -	\$ 548.25
071178	425	BOLAND SERVICES	52171	\$ 328.00	\$ -	\$ 328.00
071179	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
071180	403	CASTO & HARRIS INC	51453	\$ 174.41	\$ -	\$ 174.41
071181	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
071182	405	MARCIA L. CHANDLER, RPR	51661	\$ 870.10	\$ -	\$ 870.10
071183	425	DODSON'S SEPTIC	52169	\$ 260.00	\$ -	\$ 260.00
071184	425	DAYCON	52163	\$ 818.21	\$ -	\$ 818.21
071185	717	DONALD B. RICE TIRE CO.	52166	\$ 1,298.73	\$ -	\$ 1,298.73
071186	701	GALLS,LLC/QUATERMASTER L	51539	\$ 2,975.83	\$ -	\$ 2,975.83
071187	404	JEFFERSON PUBLISH CO INC	52122	\$ 4,765.26	\$ -	\$ 4,765.26
071187	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 33.74	\$ 33.74
071188	425	JEFFERSON RENTAL	52170	\$ 244.52	\$ -	\$ 244.52
071189	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
071190	700	LAW ENFORCEMENT SYS INC	51533	\$ 167.00	\$ -	\$ 167.00
071191	405	MATTHEW BENDER & CO	51660	\$ 246.18	\$ -	\$ 246.18
071192	405	HARRY A. MILMAN, PH.D	51663	\$ 2,457.10	\$ -	\$ 2,457.10
071193	425	MOORE MEDICAL LLC	51916	\$ 11,818.66	\$ -	\$ 11,818.66
071194	404	PIFER OFFICE SUPPLY, INC	52119	\$ 211.80	\$ -	\$ 211.80
071194	406	PIFER OFFICE SUPPLY, INC	51420	\$ 336.44	\$ -	\$ 336.44
071195	425	RCS SECURITY		\$ -	\$ 1,074.00	\$ 1,074.00
071196	700	RAY ALLEN MFG,LLC.	51537	\$ 259.98	\$ -	\$ 259.98
071197	700	RICK'S WELDING&CRANE SRV	51535	\$ 480.00	\$ -	\$ 480.00
071198	404	SHERIFF OF JEFFERSON CO	52120	\$ 136.43	\$ -	\$ 136.43
071199	403	SOFTWARE SYSTEMS, INC	51457	\$ 171.41	\$ -	\$ 171.41
071200	704	ST/WV REGIONAL JAIL &	51804	\$ 108,417.75	\$ -	\$ 108,417.75
071201	700	SUPERIOR AUTO BODY	51534	\$ 1,212.09	\$ -	\$ 1,212.09
071202	716	TEVA/TOTAL EQUINE VET AS	51894	\$ 389.00	\$ -	\$ 389.00
071203	716	DOROTHY TURLEY		\$ -	\$ 335.50	\$ 335.50
071204	716	VALLEY EQUINE ASSOC/V.E.	51920	\$ 325.50	\$ -	\$ 325.50
071205	716	WV BOARD VETERINARY MED	51919	\$ 150.00	\$ -	\$ 150.00
071206	440	WV CODE OFFICIALS ASSOC	50242	\$ 150.00	\$ -	\$ 150.00
071207	412	WPS,INC	50023	\$ 74.90	\$ -	\$ 74.90
TOTAL						\$ 153,114.84
TOTAL				\$ 140,266.30	\$ 12,848.54	\$ 153,114.84

Motion by Mr. Manuel to approve the accounts payable for November 27, 2013 in the amount of \$153,114.84. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071210	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
071211	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
071212	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
071213	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
071214	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
071215	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
071216	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
071217	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
071218	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
071219	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,842.87	\$ 5,842.87
071220	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,984.44	\$ 1,984.44
071220	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,697.97	\$ 1,697.97
071221	700	KATHY HERTELENDY		\$ -	\$ 8.46	\$ 8.46
071222	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 3,460.00	\$ 3,460.00
071223	GRANT	JEFFERSON CO EMERGENCY		\$ -	\$ 7,000.00	\$ 7,000.00
071224	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
071224	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,328.00	\$ 5,328.00
071225	PAYROLL	HIGHMARK WV		\$ -	\$ 186,881.46	\$ 186,881.46
071226	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
071227	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
071228	700	WILLIAM POTTER		\$ -	\$ 18.21	\$ 18.21
071229	402	RECORD MANAGEMENT SOLUTN	51631	\$ 35.00	\$ -	\$ 35.00
071230	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,668.00	\$ 6,668.00
071231	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 414.00	\$ 414.00
071231	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 57.50	\$ 57.50
071231	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 805.00	\$ 805.00
071231	405	SOFTWARE SYSTEMS, INC		\$ -	\$ 152.50	\$ 152.50
071231	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
071231	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 517.22	\$ 517.22
071232	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 55.56	\$ 55.56
071232	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 13.00	\$ 13.00
071232	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,790.92	\$ 10,790.92
071232	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,140.28	\$ 46,140.28
071232	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,360.70	\$ 45,360.70
071232	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 62.34	\$ 62.34
071233	401	STAPLES CREDIT PLAN		\$ -	\$ 133.82	\$ 133.82

071233	412	STAPLES CREDIT PLAN		\$ -	\$ 233.02	\$ 233.02
071233	425	STAPLES CREDIT PLAN		\$ -	\$ 108.12	\$ 108.12
071234	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
071235	712	UPS		\$ -	\$ 32.14	\$ 32.14
071236	402	XEROX CORPORATION	51632	\$ 1,407.52	\$ -	\$ 1,407.52
TOTAL						\$ 331,725.84
TOTAL				\$ 1,442.52	\$ 330,283.32	\$ 331,725.84

Motion by Ms. Tabb to approve the accounts payable for December 5, 2013 in the amount of \$331,725.84 . Motion seconded and unanimously approved.

PUBLIC COMMENT:

Sandy McDonald, Deputy County Administrator – introduced Russell Burgess, the County’s new full-time IT specialist.

Martin Burke, resident – spoke regarding the sound levels in his neighborhood of Summit Point, specifically addressing the gunfire and bomb explosions from the nearby BSR, Inc. training center.

Patricia Rucker, resident – spoke regarding her concerns and frustrations over the amended Meeting Room Policy.

Charles Cheezum, resident – requested permission to address the Commission during interviews and appointments for the Public Service District vacancy to speak in support of applicant Gagan Batra.

PRESENTATIONS

1. The Honorable Tiffany Lawrence, West Virginia House of Delegates – presented the Commission with the West Virginia Community Partnership Grants for WestPEP and the Jefferson County Parks and Recreation Commission.
 - o John Risenweber, Director of the Jefferson County Development Authority, also spoke and introduced Bill Clark, the current Morgan County Economic Development Director and newly appointed Region Nine Director.

2. Craig Jennings, Preston County Commission President – spoke regarding Preston County’s experiences with hosting the All Good Music Festival.
 - o Ms. Keyser notified the Commission she received a letter late in the afternoon on Wednesday, December 4th from Ms. Junipa Contento on behalf of the All Good Festival stating they would be withdrawing their seasonal use permit to host their event in Jefferson County during the 2014 season. As a result, Mr. Jennings did not appear before the Commission to discuss Preston County’s experience with the All Good Festival.

3. Resolution in Recognition of Jeffrey Doran Bresee for his services on the Jefferson County Board of Zoning Appeals.
 - **Motion by Ms. Noland to adopt the Resolution in recognition of Jeffrey Doran Bresee for his services on the Jefferson County Board of Zoning Appeals as presented and authorize the President and fellow Commissioners to affix their signatures to the document. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:12 am.
The Commission reconvened at 10:22 am.
5. Interviews and Appointments to the Jefferson County Public Service District for one six-year term ending December 1, 2019.
 - **Motion by Ms. Tabb to appoint Gagan Batra to the Jefferson County Public Service District for one six-year term ending December 1, 2019. Motion seconded and unanimously approved.**
6. Interviews and Appointments to the Jefferson County Parks and Recreation Commission for one unexpired term ending June 30, 2014.
 - **Motion by Ms. Widmyer to appoint Ranale Jones to the Jefferson County Parks and Recreation Commission for one unexpired term ending June 30, 2014. Motion seconded and unanimously approved.**
7. Lynn Fields, Deputy Probate Clerk – requested the Commission set a date and time for a public hearing for a verified Petition to Compel Amended Appraisement; Accounting; and to Remove the Executor Daniel D. Duncan – Estate of Gayle Botts Duncan, deceased.
 - **Motion by Ms. Tabb to request staff to work with Ms. Fields to establish a date and time to schedule a public hearing on the above listed probate matters. Motion seconded and unanimously approved.**
8. Peter Fricke, Middleway Conservancy Association, Inc. – requested the support of Middleway Conservancy’s application for a BAD Buildings Program Technical Assistance Grant with a letter to accompany application, and if the grant is awarded, nomination of a county representative to the Middleway BAD Buildings Team of residents and stakeholders.
 - **Motion by Ms. Tabb to submit a letter supporting the Middleway Conservancy Association’s application to the Brownfield, Abandoned and Dilapidated (BAD) Buildings Program for a technical assistance grant of \$10,000 and, if the grant is awarded, that the Jefferson County**

Commission resolves to appoint a county representative to the Middleway BAD Buildings Team of residents and stakeholders. Motion seconded and unanimously approved.

9. David Boltson, resident – requested the restoration of the originally assigned residence house number of 393 Camelot Way to the residence currently assigned to 390 Camelot Way.

- **Motion by Ms. Tabb to deny the restoration of the originally assigned residence house number of 393 Camelot Way to the residence currently assigned to 390 Camelot Way. Motion seconded and unanimously approved.**

10. The Commission recessed for lunch at 12:15.
The Commission reconvened at 1:30.

11. Elizabeth Wheeler, Jefferson County Farmland Protection Board

- A. Requested the approval of the 2014 Jefferson County Farmland Protection Board Program amended to defer the UASFLA appraisal required of landowners applying to the Jefferson County Farmland Protection Program until after the application has been qualified in the ranking process.

- **Motion by Ms. Ms. Tabb to approve the amended 2014 Farmland Protection Board Program as presented by Ms. Tabb for the appraisal and deed of easement as presented. Motion seconded and unanimously approved.**

- B. Presented the Jefferson County Farmland Protection Board FY 2013 Annual Report.

- C. Presented the Jefferson County Farmland Protection Board Strategic Plan.

12. Stephanie Grove, Assistant Prosecuting Attorney – discussed with the Commission the possible noise ordinance revisions.

- **Motion by Ms. Noland to enter into Executive Session, citing §6-9A-4. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

13. Jennifer Brockman, Director of Planning and Zoning – requested the Commission set a date to schedule a Public Hearing on the Proposed Zoning Map Amendment (Project Hunter) for a 107 acre property owned by Ann, James, and Ernest Hunter,

designated as Tax District: Middleway (07), Map: 1, Parcel: 2, located on the north side of Route 115 (Old Route 9/Charles Town Road), approximately 700 feet southeast of the Berkeley/Jefferson County line.

- It was the consensus of the Commission to select January 23, 2014 at 6 pm as the date and time for the Public Hearing on the Proposed Zoning Map Amendment (Project Hunter) for a 107 acre property owned by Ann, James, and Ernest Hunter, designated as Tax District: Middleway (07), Map: 1, Parcel: 2, located on the north side of Route 115 (Old Route 9/Charles Town Road), approximately 700 feet southeast of the Berkeley/Jefferson County line.

FINANCE DIRECTOR REPORTS

14. Tim Stanton, Finance Director – provided a Financial Update to the Commissioners regarding the budget for FY14, including a discussion of budget reductions and a breakdown of the calculation of the current fund balance.
 - **Motion by Mr. Manuel to implement a hiring freeze for all new and replacement positions. Motion seconded. Motion withdrawn.**

UNFINISHED BUSINESS

15. Jennifer Brockman, Director of Planning and Zoning - On October 10, 2013, the Jefferson County Commission held a Public Hearing to consider public input regarding proposed Minor Amendments to the Jefferson County Zoning and Land Development Ordinance Sections 2.2, 4.10, 4A.5, 5.7, 5.8, 8.5, 8.14 (new), 8.15 (new), 9.5, 10.5, 11.1, 12.2 and Appendix C (Agricultural Use and Other Amendments). The record was held open until October 24, 2013 for additional written comments, and the Planning and Zoning staff developed a matrix which summarized all of the comments received with proposed staff responses to each comment for Commission consideration. Ms. Brockman brought the matrix before the Commission for further discussion:
 - **Motion by Ms. Widmyer that Rural Reception/ Event Facility, Small still require a public hearing and approval before the Board of Zoning Appeals. Motion seconded but fails on a vote of 2-3 with Ms. Noland, Mr. Pellish, and Mr. Tabb opposing.**
 - **Motion by Mr. Manuel to limit Rural Receptions, Small to a frequency of no more than four events per year. Motion seconded but fails on a vote of 2-3 with Ms. Noland, Mr. Pellish, and Ms. Tabb opposing.**
 - It was the consensus of the Commission to approve the staff recommendation to add the language “Approvals of all Rural Reception/Event Facilities shall

include a provision that noise at the property line shall conform with Section 8.9A(1) of this Ordinance.” to section 8.14.

- It was the consensus of the Commission to change the limit of the number of attendees for a Rural Reception, Small to the number of vehicles (75) per event.
- It was the consensus of the Commission to add a statement to the ordinance noting that if a Rural Reception/Event Facility, Small exceeds the limited provisions as outlined, the permit may be revoked.
- It was the consensus of the Commission to include this sentence under the definitions section of the Rural Reception/Event Facility and Rural Reception Event Facility/Small Topic: “Such events are limited to events that involve extended families and friends, such as weddings, wedding receptions, birthday events, anniversary events, reunion events and/or family gatherings. No events that involve charging admission or are solely performance events are permitted under this provision.”
- It was the consensus of the Commission to change size limit of Accessory Agricultural Dwelling Unit from 1,000 square feet to 1,700 square feet, an average size of a double wide trailer, in 8.15.

NEW BUSINESS

16. Discussion of the Resolution for Establishment of Time and Place of Regular Jefferson County Commission Meetings.

- **Motion by Ms. Widmyer to approve the Resolution which establishes the lower level of the Old Charles Town Library as the County Commission Meeting Room. Motion seconded and unanimously approved.**

17. Approval of the Jefferson County Commission Holiday Schedule for 2014.

- **Motion by Ms. Tabb to approve the Jefferson County Commission Holiday Schedule for 2014 as presented. Motion seconded and unanimously approved.**

18. Setting of date and time for first meeting of 2014.

- **Motion by Mr. Manuel to approve Thursday, January 2, 2014 at 9:30 am as the date and time for the first meeting of 2014. Motion seconded and unanimously approved.**

19. Counsel opinion on proper use of ambulance fee – Stephanie Grove, Assistant Prosecuting Attorney, stated ambulance fees can only be used for ambulance/EMS services.
20. Ratification of vote on November 21, 2013 – partial release of the Construction Bond security for Hospice of the Panhandle, Inc. (File#S10-05) – letter of credit #10010976610 with Susquehanna Bank, Martinsburg, WV
 - **Motion by Ms. Noland to ratify the vote on November 21, 2013 – partial release of the Construction Bond security for Hospice of the Panhandle, Inc. (File #S10-05) – letter of credit #10010976610 with Susquehanna Bank, Martinsburg, WV. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- New Finance Department Policies – Ms. Keyser gave the Commissioners copies of the proposed Capital Outlay and Purchase Order policies for their review. She also mentioned a possible Energy Policy, which would prohibit the use of personal space heaters. Ms. Keyser stated these policies would be included on the agenda for discussion/action during the next Commission meeting.
- Preliminary Summary from Leslie Smith – Ms. Keyser gave the Commissioners copies of Leslie Smith’s preliminary financial summary and stated Ms. Smith would be available by phone this week and in person next week should the Commissioners have questions. Ms. Keyser also stated Ms. Smith’s final report would be included in the agenda packet for the next Commission meeting.
- Reminder of the Printz Estate Hearing – Ms. Keyser reminded the Commission of the Printz Estate Hearing set for Tuesday, December 10 at 10:30 am.
- Scheduling of Meet Your Commissioners – Ms. Keyser asked the Commission for a consensus on the date and time for the Meet Your Commissioners event. The Commissioners agreed upon Thursday, January 30 at 5 pm at the Blue Ridge Fire Co. Station.

COUNTY COMMISSIONER’S REPORTS

Jane Tabb

- Attended the APUS Groundbreaking.
- Attended a Public Service District meeting.
- Attended a Homeland Security meeting.
- Attended the HBPA open house.

Walt Pellish

- Attended the APUS Groundbreaking.

- Attended a Solid Waste Authority meeting.

Patsy Noland

- Attended the APUS Groundbreaking.
- Attended the CCAWV Legislative Summit in Berkeley County.
- Attended a 4-H meeting.
- Attended an Affordable Housing Partnership meeting.

Lyn Widmyer

- Attended the APUS Groundbreaking.
- Attended the CCAWV Legislative Summit in Berkeley County.

Dale Manuel

- Attended the Planning and Zoning Public Hearing on New Zoning Categories.
- Attended the APUS Groundbreaking..
- Attended the CCAWV Legislative Summit in Berkeley County.
- Shopped for toys for the Kiwanis Christmas program.

The Commission meeting was adjourned at 3:47 pm on a motion by Ms. Tabb. Motion was seconded and unanimously approved.

DALE MANUEL, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

Dec. 19, 2013

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
ANIMAL CONTROL	51922	\$ 276.00	Valley Pet Cemetary	Carcass Disposal
	51923	\$ 357.00	Total Equine Vet.	Vet Care
	51924	\$ 602.00	Susan B. Schramm	Equine Care
	51540	\$ 665.00	Richard Gleason	Refund of Quarantine
ASSESSOR	51424	\$ 480.00	Global Science & Technology, Inc.	Annual Dog Tag Maintenance
CENTRAL GARAGE	51849	\$ 1,899.00	Jasper	Transmission
	52180	\$ 144.47	Thomassen	Thermostat Housing and Assembly
	52190	\$ 196.89	J&K Precision Auto Care	Alignment/Camber Correction Bolts
COMMUNICATIONS	51691	\$ 497.00	Specialty Business Supplies	Fire Cards
	51692	\$ 1,457.00	Specialty Business Supplies	Police Cards
COUNTY COMMISSION	50243	\$ 2,636.00	TischlerBise, Inc.	Impact Fee Study Update
COUNTY CLERK	51812	\$ 139.82	Pifer Office Supply	Office Supplies
COURTHOUSE	52187	\$ 165.00	NFPA	Membership Dues
	52188	\$ 442.24	Trenary Service Company	Service Call
	52192	\$ 360.48	Del Martin, Inc.	Denim Work Shirts
DATA PROCESSING	52217	\$ 532.50	CDWG	IBM LTO5 Tapes
	52218	\$ 264.57	CDWG	3 External USB Drives
	52219	\$ 489.66	CDWG	6 External USB Drives
	52229	\$ 684.40	Double Radius, Inc.	3 Pack - Professional WiFi
	52230	\$ 216.95	Smartdraw	Software Packages
	52231	\$ 2,366.45	Ipswitch Imail Server	Imail License/Mail Archive Service Agreement

FINANCE	51813	\$ 200.00	Xerox	WebEX W-2/1099 Training Class
MAINTENANCE	52178	\$ 1,774.16	Double Radius	VOIP
OTHER BUILDINGS	51864	\$ 466.40	Stanley Access Technologies	Service Call for Repairs
	52154	\$ 631.70	BK Office Supplies	Office Supplies
	52159	\$ 208.25	Apple Valley Tire	Service Call
	52179	\$ 265.00	Dodson Septic Tank Cleaning	Septic Tank Pump
	52181	\$ 668.78	Grainger	Supplies
	52182	\$ 308.00	Stanley Access Technologies	Service Labor
	52183	\$ 107.50	Battery Mart	Batteries
	52184	\$ 129.84	Donald B. Rice	Tires
	52186	\$ 365.00	Spectrum	Trip Test/Sprinkler Inspection
	52191	\$ 143.52	Grainger	Filters
PROSECUTING ATTORNEY'S OFFICE	51665	\$ 245.00	Marcia L. Chandler, RPR	Transcripts
SHERIFF'S OFFICE	51532	\$ 24,558.00	WV Signal & Light	New Vehicle Interior Components
	51541	\$ 615.55	Maxim Reporting	Court Depositions
	51542	\$ 1,380.00	Jefferson County DSA	2014 Dues
	51543	\$ 210.62	Enhanced Printing & Promotions	Uniforms & Accessories
	51544	\$ 3,764.84	Galls	Uniforms & Accessories
	51545	\$ 2,000.00	Superior Autobody	Vehicle Repair
	51546	\$ 188.88	Thomassen	Vehicle Keys
GRAND TOTAL		\$ 48,483.11		

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Leslie Smith

Department or Organization: _____

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: December 19, 2013 10:30 a.m.

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Financial Presentation

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

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

Are documents attachments? Yes No

If not, explain:

Is a projector needed? Yes No

Contact information:

Email address: _____

Phone number: _____

INTRODUCTION AND METHODOLOGY

Pursuant to the county commission's request in the scope of service of the employment contract, I have completed a review of the current budget, revenue and expenditures. The following is a summary of my observations, analysis and recommendations subject to the financial information that I could access. Some of the information may be repetitious as mentioned in my previous summary, some will be new and some may expanded upon further. It has been a privilege to assist Jefferson County and as always, I am available to assist in any way possible. In addition, I would be remiss if I did not extend my gratitude and many thanks to The Honorable Herb Snyder, West Virginia Senator from the 16th District, who was very supportive of this endeavor as well as many others, including President of the Senate Jeffrey K. Kessler and Clerk of the Senate Joe Minard. With their permission, I was able to accept employment outside of my senate and government organization committee obligations.

A financial review of an entity involves an assessment of current conditions and an historical review of events and practices contributing or leading to the current condition. Financial condition is the ability of the county government to balance recurring expenditure needs with recurring revenue sources, while maintaining constitutional and statutory services to the public. This analysis focuses on information that I was able to obtain from the budgeting/accounting software, required publications and reports, and information provided by county staff. It is my understanding that some information i.e., budget requests from elected officials, county departments and outside agencies is not available. A good financial analysis will look back 5, 7 to 10 years to determine where you have been and how the County got where they are today. As mentioned previously, I looked back several years at the information I could access but would be glad to work with the County for a more historical review. In addition, although I did not look at a complete financial history, some comments, findings or recommendations may be made based on my personal knowledge of past practices.

The County's financial condition has been affected by many factors both internal and external to the County: Declining property values and/or no increase in property value and very little new property, declining user fees, declining gambling revenues and overall decline in general fund revenues. While revenues are declining, county general fund expenditures are increasing in constitutional/statutory offices, county departments and outside agencies. The financial analysis is based on the specific factors mostly internal to the organization. Although external factors are extremely important factors when assessing financial condition, those factors e.g., population, economic development, growth in general and political climate will not be part of the discussion or possibly only a cursory mention.

ANALYZE THE CURRENT FINANCIAL CONDITION OF THE COUNTY

In reviewing the current financial condition of the County, the initial step was to review the previous year's budget (FY2013) for insight into the current budget year (FY2014). The unencumbered fund balance budgeted for FY2014 was \$3,483,539, the amount reported to the State Auditor's Office in the Levy Estimate Official Budget Document in March 2013 for the Fiscal Year 2014, whereas the actual amount year ended June 30, 2013, was \$3,114,613, a difference of (-\$368,926). Although this amount was reported to the State Auditor's Office, the amount was not entered into the County Budget/Accounting Software. The unencumbered budget amount should be entered into the budget document in the Budget/Accounting software. If the budget has been finalized for FY2014, (I am sure this is the case but I am not able to check since I do not have access to these menu options in the software) a budget revision will need to be entered to account for the unencumbered fund balance actual amount with the offsetting reduction in expenditure amounts. In addition to entering the unencumbered fund balance budgeted into the budget software, a budget revision for the actual unencumbered fund balance for the coal severance fund should have been made by July 15, 2013, to reflect the actual vs the budgeted (required by statute by July 15th each year). The general fund budget revision for unencumbered fund balance is required by July 30th of each year. Neither of these budget revisions were completed by these dates. These revisions need to be completed, sent to the State Auditor's Office for approval and entered into the budgeting/accounting software. Along with this reduction in revenue, the County will need to do offsetting reductions in expenditure accounts. A county financial statement is required to be published 90 days after the first meeting of the governing body (county commission). This publication was completed. After this is published, the unencumbered fund balance needs to be revised within the budget again with a budget revision to the State Auditor's Office. This adjustment is usually very minor and does not provide significant change to the budget.

Unencumbered Fund Balance (Old Term) Discussion – Current Term Unassigned Fund Balance

The unassigned fund balance, (sometimes referred to as carry over or the amount of funds carried over from the current fiscal year to the current or new fiscal year) according to the State Auditor's County Uniform Chart of Accounts is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes with the general fund. GASB 54, paragraph 17. (unassigned cash available each July 1 or beginning of the fiscal year). The cash is necessary to carry the County until tax collections begin July 15th. The bulk of tax collections are not realized until the end of August or first part of September thus creating a

possible cash shortfall for county operating expenses. The cash on hand or the unencumbered/unassigned fund balance is utilized to alleviate this cash shortfall.

Although the unassigned fund balance is listed as a revenue item in the budget, the item should not be used for county operating expenses when budgeting. The fund balance is the difference between the county's assets and liabilities. The unencumbered/unassigned fund balance needs to be available to meet short term financial needs of the County. The unassigned fund balance should only be used for nonrecurring one time expenditures. This fund balance may only be expended once and cannot be depended on as a source for future budgeting. In addition, according to the County Government Guideline to the Budget Process published by the West Virginia State Auditor's Office – Conservatism should be exercised when projecting the unassigned or carry-over balance.

How much unencumbered fund balance is enough? I could provide the Commission with the standard or formal recommendations of national governmental financial associations, which is 5 to 15 percent of your total operating budget or at least 2 months to fund operating expenses each new fiscal year (these figures being minimum levels) but, to be more prudent, the Commission should endeavor to maintain higher than minimum levels.

Unencumbered/unassigned fund balance will always vary with fluctuations in revenues and expenditures. It is a mistake to place emphasis on an unencumbered fund balance at any one time, but instead look over an extended number of years to determine if the fund balance diminished because of events causing its use, if it was used as part of operating expenses or to balance the budget, and how quickly it may be replenished. Looking back a number of years at the encumbered fund balance budgeted vs the actual is a good start. This would be reasonably easy to reproduce and I could provide it to the Commission at a future date, or I am sure that the finance director may have already provided this information to the Commission. In the recent past, it is evident when reviewing the financial documents of the County that the unencumbered/unassigned fund balance has become an ever increasing part of the operating budget.

In FY11 Actual revenues over expenditures - \$547,481

In FY12 Actual revenues over expenditures - \$951,176

In FY2013 Actual revenues over expenditures - (-\$1,012,705)

In FY2014/current budget total revenues are budgeted at \$25,254,667 with an unassigned fund balance included of \$3,483,539 (actual unassigned fund balance is \$3,114,613 for a budgeted vs actual of - \$368,926.). The unencumbered balance amount budgeted in FY2014 was used to

budget for reoccurring expenditures or to provide a mechanism to balance the budget rather than cutting expenditures or attempting to increase other revenues.

Operating revenue budgeted for FY2014 is \$21,771,128 whereas operating expenditures are budgeted at \$25,254,667 which includes a contingency line item of \$1,032,746. This contingency line item is the only substantial amount in the current budget that may be used to offset the deficit. There are no capital expenditures budgeted that may possibly be used to offset the budget deficit. The only capital item budgeted is in the County Clerk's capital for \$29,300 and may not be revised without permission from the County Clerk.

If contingencies are revised from expenditures, operating expenditures will be reduced to \$24,221,921. This revision will still result in an operational budget deficit for the current fiscal year of -\$2,619,719. This is the amount that would need to be cut from the FY2014 budget in order to balance operating revenues with operating expenditures. Although this would balance the County's budget, it does not provide for a unencumbered fund balance July 1, 2014. To be prudent, at a minimum level, the County should be able to budget or expect the FY2015 unencumbered fund balance for use beginning July 1, 2014, at a minimum of \$3 million (this is a conservative amount based on the current financial situation of the County). This means additional reductions in the current budget.

REVIEW THE BUDGET FOR THE FISCAL YEAR 2014; AND/OR RECONSTRUCT THE BUDGET FOR THE FISCAL YEAR 2014

As mentioned in this report, without access to the budget requests from each agency, reconstruction of the expenditure part of the budget cannot be accomplished or a comparison be completed of amount requested and amount funded. I was advised to use the expenditure amounts in the budget.

Revenue Discussion

In reviewing revenues, it appears that most revenues are realistic and achievable. In fact, most revenues were adjusted down from the previous year to reflect more accurate figures. The revenue part of the budget is not at issue for FY2014 although conservatism when budgeting revenues is a good approach. There are some revenue line items that may be slightly adjusted such as:

PILT – Federal Payment in Lieu of Taxes - revenue line number 325 – Although very small and previously budgeted at \$16,000, it is not included in the FY2014 budget and the collection or submission by the federal government has been erratic for the last several years from a low of \$6,000 to a high of only \$16,000.

Filing Fees – revenue line number 372 – there will be a small revenue received in January 2014 for election filing fees.

Within the budgeting/accounting software budget document (although the bottom line is not changed) ad valorem taxes current and public utilities are not separated for reporting purposes. In addition, tax discounts (a contra revenue account) is not shown as budgeted. The tax discount line is still tracked within the budget as a separate item. It is a matter of reporting preference and is not germane to the bottom line revenue total. To more appropriately track public utilities, the public utilities amount should be separated from the ad valorem current line and entered into the budget. As mentioned previously, this does not affect the revenue bottom line but is a reporting preference.

It is evident from the actual amounts received as of 6/30/2013 that several revenue lines are declining such as:

- E911 Fees
- Video Lottery
- Table Games

Other revenues (building permits, property transfer tax, inspection fees, the aforementioned E911 Fees) have dropped off significantly in the last several years while there are no corresponding reductions in expenditure departments.

County governments have very few revenue lines that are consistent and reliable from year to year. Ad valorem property taxes are for most governments the majority of revenues, with lesser amounts in statutorily authorized fees (wine and liquor, franchise fees, land use fees, E911 Fees) contributing to the revenue stream. All or most fees collected by West Virginia county governments are statutorily authorized and subject to change. Some fees are set in statute with others set by the governing body or county commission.

The County Commission should review all fees set by the Commission to determine if the fees are sufficient to cover the corresponding expenditure department and/or review the expenditure department to determine if current staffing levels, expenditure obligations and programs are absolutely necessary. With the current state of financial affairs, all expenditure departments in Jefferson County should be reviewed, hopefully with the assistance and cooperation of each elected official and department head.

Another issue is the county's dependence on revenue from the gaming industry, specifically video lottery and table games. For FY2014, combined budget for VLT and table games is

\$4,793,840, a decrease from FY2013 budget of \$5,900,000. Gaming revenues have allowed Jefferson County to do many things for the county government and the citizens of Jefferson County but the County has become increasingly dependent on this revenue and it appears to be almost wholly included in the county operating budget (realizing that the Ambulance Authority is approximately \$2.2 million). Without this revenue of approximately \$4.7 million, the county operating budget would be approximately \$16.9 million. The county should be able to develop and balance its operating budget including recurring and routine expenditures for capital outlay, on this \$16.9 million amount. If constitutional, statutory, mandated and essential expenditures are budgeted to this \$16.9 million amount, the County may look to gaming revenues to budget amounts to other expenditure departments that contribute to quality of life for Jefferson County. The Commission must determine if each expenditure is constitutional, statutory or nice to have. As all of you are aware, the constitutional responsibilities must be funded first with all other expenditures being permissible after funding the constitutional and statutory offices. It is unrealistic to expect the budget be cut to \$16.9 million but the Commission should, in the future, endeavor to reduce gaming revenues as a part of general fund operating expenses. During the budget cycle, the Commission should budget constitutional/statutory and essential expenditure departments to the expected revenue amount thus balancing the budget, then budget gaming revenues and lastly, enter a conservative unencumbered fund balance amount.

That being stated, the process of getting there (budget cutting both internal and external to the county government) will be painful to both the County Commission and expenditure departments that may also be experiencing budget allocation reductions from other funding entities including other local governments, state and local governments, and a reduction in the expenditure department's user fees as well (for the departments that set their own user fee rather than set by the County Commission or statutorily defined). This may not be possible in this fiscal year but will be a process over several years and budget cycles.

Expenditure Discussion

While it is quite obvious that revenues were reduced to reflect more accurate and realistic projections, expenditures in most every department increased except the county commission operating budget (department 401) and a few others that are minor reductions. The commission budget was reduced from \$2.3 million in FY2013 to \$2 million in FY2014. The County Commission capital budget in FY2013 (department 986) was budgeted at \$2.9 million. It is my assumption that all departments needing capital items needed to come before the County Commission for any capital items. In FY2014, the commission capital outlay budget is zero. The only capital item budgeted in FY2014 is \$29,300 for the county clerk. Again, I am

concerned that there are no capital items budgeted for the FY2014 fiscal year. I am very aware that Jefferson County has a capital outlay fund (fund #246). This fund was created by resolution many years ago (if my memory is correct, it was created in the early 1970's) and currently has a balance of \$5.6 million. With a unanimous vote and permission from the West Virginia State Auditor's Office, the Commission may have to use some of this capital money to assist in balancing the budget in this year and possibly future years. The Commission should also look at other capital or special funds that were created to determine if funds may be available in those funds to help alleviate the budget crisis. The Commission should be cautious and review all commitments made for these special purpose funds to ensure that the County does not rescind an obligation previously made.

Although there is disagreement on how an item is classified as a capital item, it is my opinion that recurring capital items should be included in the county operating budget rather than taken from a capital outlay fund (which was created for large capital items). For example, replacement vehicles should be a recurring capital item within the operating budget, copiers should be in an operating budget as a capital item or as a supply item as well as personal computers, printers, software and office equipment etc. These are items that must be replaced in cycles although replacements are needed each year and should be budgeted as such. They must be included in the general fund when budgeting as reoccurring operating capital items .

The most obvious expenditure line item to reduce, as mentioned above, is the contingency line item number 699 which was budgeted at \$1,032,746 for the current year FY2014. In the budget document/levy estimate sent to the State Auditor's Office, the aforementioned amount is listed in the budget. In reviewing the information in the budget reports, this amount is now \$926,456. Online inquiry lists the reduction of \$106,290 in the post period 10/2013. In reviewing the budget revision list, I could not find a revision for this item. In fact, there are not budget revisions yet entered for FY2014. In addition, I could not find information on the transaction within the budget system inquiry or any reports generated.

Cutting a current budget by this amount is a daunting and unwelcome task. As you are well aware, a constitutional/elected official's budget may not be revised down without their permission. However, I feel confident that each elected official and department will work diligently with the County Commission and commission staff to assist in alleviating this budget situation.

Each department, including elected officials, should provide the Commission with voluntary expenditure reductions within their respective departments. In the case of the elected officials, each official will be required to submit a letter to the Commission agreeing to this reduction that is required to be submitted to the State Auditor's Office with the budget revision. In the

case of nonelected offices, this letter of agreement is not required and the Commission may reduce those budgets at will.

As previously mentioned, revenues less unencumbered fund balance budgeted and gaming revenue is approximately \$16.9 – with gaming revenues the budgeted revenues are \$21.7 million. For FY2014, expenditures (\$25.2 million) are classified as:

- General Government \$13.7 million
- Public Safety \$10.2 million
- Health and Sanitation \$36,750
- Culture and Recreation \$1.1 million
- Social Services \$20,000
- Capital Outlay \$29,300.

Of this total, \$14.5 are attributed to personal services (salaries, matching FICA, Medicare, Retirement, health, dental, optical or all related payroll expenses). It is my understanding from the County Administrator that actual health care insurance costs are actually lower than was budgeted. Although I do not know the amount, this is a place to reduce expenditures. I am sure that the County Commission does not want to cut staff, and am sure that would be the last place to make cuts. I would recommend that there be a hiring freeze and that no employees be hired to replace an employee that leaves employment with the County. I am not aware of the number of vacancies within the County but would begin here.

Contracted services within the budget amount to \$3.1 million. Contracted services are printing, travel and education, maintenance and repair of equipment and buildings, postage, rents, professional studies or service by outside consultants, insurance and bonds including county liability insurance and worker's compensation, professional services, contracted services, health reimbursement account, and retiree premiums. Courthouse (department 424) and other buildings (department 425) account for a total of \$1.1 million in contracted services expenditures while the county commission budget (department 401) accounts for over \$1 million in contracted services for a total of these departments over \$2.2 million, leaving only approximately \$900,000 for all remaining departments. This is pointed out because it appears currently and historically, these three departments have contracted amounts in their budgets that support all of county government.

I would recommend that all contracted services for all departments be reviewed to determine if there is a professional study or project that may be delayed or cancelled. Is there a service

that may be performed in house without hiring additional personnel? The County should do a cost comparison of services that could possibly be performed by contracting out rather than in house personnel or departments. This may have already been completed but I do not have knowledge of any such studies or cost/benefit analyses.

Commodities within the budget amount to \$2.4 million. Commodities are supplies and materials, uniforms, record books, software, hardware, gasoline and regional jail. Regional jail comprises \$1.2 million of this total. It appears that departments have budgets for materials and supplies but only a few have items budgeted for software or hardware (communications department 712 having some hardware and software – other departments a smaller amount.) The IT or data processing department (department 428) having the largest budget for hardware at \$100,000, licensing and fees at \$97,260 (I am not sure if this includes new software) and zero dollars for new software. It appears that funding for new hardware (pc's, printers etc.) have been moved from individual department budgets and placed in the IT/Data Processing budget unless the new or replacement hardware is within the materials and supplies budget of each department. I am unable to determine that from the information I could access, but I would recommend checking this to make sure there is sufficient funding for new and replacement hardware. As mentioned previously, there is no funding in departmental capital outlay accounts for any such hardware. I am also unable to determine what hardware is planned to be purchased in the \$100,000 budgeted in the IT/Data Processing hardware line item.

In addition, in speaking with the County Administrator, I inquired about the need to replace copiers and where it was placed in the budget. I was informed that the County is in a contract with Ricoh and that all copier maintenance and replacement is handled through that contract. I was unable to determine if this contract was budgeted centrally or within each department.

It appears that all expenses related to vehicle operation have been moved from each department to central garage.

With all of the above centralization of departmental expenses, I am confident that a comprehensive record is maintained of the expenses of each department, and are reported routinely to the County Commission in order that usage for each department may be reviewed and evaluated.

Capital outlay total budget amount is \$29,300. This has been discussed at length but includes purchases of land, purchases of buildings, automobiles, machinery, office equipment, furniture etc. It appears that there is nothing budgeted for any capital equipment within the general fund budget. I recommend that in future budget cycles, capital outlay be budgeted according to the needs of each department and of course, within fiscal constraints. Each department

head needs to be informed of what has been budgeted for their individual department needs e.g., 2 vehicles for XYZ department at \$20,000 each, 4 vehicles for ABC department etc.

Contributions to entities total budget amount is \$4 million. Contribution budgets consist of ambulance authority at \$2.2 million, parks and recreation, visitor's bureau, arts and humanities, historical commission, Region 9, economic development, airport authority, PANTRAN, solid waste authority, senior center, agricultural agent, etc. Hotel Occupancy Tax revenue is budgeted at \$556,447 and completely supports the expenditures to the visitor's bureau, arts and humanities and historical commission. The Commission should review all contributions to determine if budgeted amounts may be reduced or eliminated for FY2014 and/or costs shifted to maintain other expenditure departments.

The Transfers and Non-Operating Expenses total budget amount is \$1 million and is the amount contained in department 699 contingencies/actuarial reserve. This amount has been previously discussed at length and should be used to assist in balancing the budget for FY2014.

In addition, it appears that some departmental expenditures have been shifted to centralized departments i.e., data processing and central garage. However, it is not readily apparent that after shifting expenditures from these departments that the overall expenditure amounts of the departments decreased. Many of the expenditure departments have seem to have grown tremendously within the last few years. I did not have time to devote to a comparison and analysis of the departmental budget growth within the last few years, but would be more than willing to do this for the Commission.

One very fortunate financial item is that Jefferson County has no long term debt.

PREPARE AND SUBMIT A WRITTEN REPORT REGARDING FINDINGS AND RECOMMENDATIONS TO THE COUNTY WITH RESPECT TO THE FINANCIAL ANALYSIS OF CURRENT BUDGET AND RECOMMENDATIONS WITH RESPECT TO THE PREPARATION AND PRESENTATION OF CURRENT AND FUTURE BUDGETS. CONSULTANT SHALL PRESENT THE CONSULTANT'S REPORT AND IN PERSON TO THE COUNTY COMMISSION AND SHALL PROVIDE WRITTEN COPY OF THE REPORT TO THE COUNTY ADMINISTRATOR PRIOR TO THE IN-PERSON PRESENTATION.

Report attached or included.

REVIEW AND RECONSTRUCT PREVIOUS YEARS' BUDGETS AS NECESSARY

As mentioned previously, without access to the budget requests from each agency, reconstruction of the expenditure part of the budget cannot be accomplished, or a comparison be completed of the budget amounts requested and the budget amounts funded. I was advised to use the expenditure amounts in the budget.

**WORK WITH AND COLLABORATE WITH THE COUNTY ADMISISTRATOR, ELECTED OFFICIALS,
DEPARTMENT HEADS AND OTHER EMPLOYEES AS REQUIRED AND NEEDED TO GAIN DATA
AND INFORMATION RELATIVE TO ALL OF THE ABOVE**

I worked with the County Administrator but because of the shortness of time was unable to meet with county elected officials and department heads. In the future, as time permits, I would be more than willing to work with anyone within the county government or external to the county government to provide the Commission with additional financial insight and analysis.

**CONSULT WITH THE STATE AUDITOR OF WV AS NECESSARY TO ACCOMPLISH THE TASKS SET
FORTH ABOVE**

Most consultation was through the website and using online documents. I am glad to perform additional consultation if the Commission deems it necessary.

**CONSULT WITH THE WV STATE TAX DEPARTMENT AS NECESSARY TO ACCOMPLISH THE TASKS
SET FORTH ABOVE**

For this report, there was no the need to consult with the State Tax Department.

**CONSULT WITH OTHER VENDORS TO THE COUNTY AS NECESSARY TO ACCOMPLISH THE TASKS
SET FORTH ABOVE. THE COUNTY SHALL PAY THE COST TO ALLOW THE CONSULTANT ON-LINE
ACCESS TO ELECTRONIC FINANCIAL SYSTEM AND SUCH LIMITED COSTS TO BE BILLED TO THE
COUNTY.**

I consulted with Software Systems, Inc., to gain online access to the county's budgeting/accounting software.

SUMMARY AND RECOMMENDATIONS

Again, thank you for the opportunity to assist Jefferson County. I regret that I did not have more time and was unable to start until such a late date but am willing to assist you in any way possible in the future. As you are aware, the legislative session begins on Wednesday, January 8, 2014, with interim sessions the 3 previous days beginning on Sunday, January 5, 2014. For the next 60 plus days, I will be busy with the session but am always available to talk by telephone, skype or answer emails is anyone has any questions. In addition, if you would need to meet with me or have me come to Jefferson County for any reason during the legislative

session, I could probably work that out for a Friday or Monday and, of course, most weekends I could devote time to Jefferson County.

Recommendations and Observations

Many recommendations, suggestions and observations were provided within the text of this report, some will be repeated and reiterated. Additional comments will be provided for additional insight.

Fixing the current budget problem for FY2014 will involve great cooperation among all departments and the County Commission.

- Meet with all departments and elected officials to ascertain all voluntary expenditure reductions.
- Make necessary expenditure reductions to balance the current budget. If the cuts are not volunteered, the Commission will need to make the cuts to departments exclusive of the elected officials, but this will need to be addressed when formulating the FY2015 budget.
- When formulating the FY2015 budget, be mindful that you must fund your elected and constitutional offices before funding outside agencies.
- Staffing levels of all departments should be evaluated when formulating the FY2015 budget.
- Review to determine if there may be a cost or service shifting to other agencies i.e., other local governments, the State of West Virginia or private agencies.
- Institute an immediate hiring freeze in all departments.
- No purchases should be allowed without a purchase order and prior approval of the County Commission. This may seem futile but you may want to send a memo to each vendor stating that the County will not pay for anything that does not have an approved purchase order. The memo could be sent with each vendor check sent for payment.
- The County Commission may need to spend some of its capital outlay fund #246 to assist in balancing the FY2014 budget and possibly the FY2015 budget.
- The Commission should cut the current budget by at least \$3.4 million to balance the budget, and to assure that you have carryover into the next fiscal year. If possible, the budget should additionally be cut a minimum of \$500,000 for this purpose.

- Unencumbered/unassigned fund balance should never be used for annual operating costs of the County and should never be used to balance a budget.
- Reoccurring capital outlay should be funded within the general fund budget.
- The capital outlay fund should have an annual amount from the general fund budgeted to it in order that the county increase this fund to be used for capital projects based on a county commission developed capital outlay plan. This will be difficult because the first priority must be to recapture and increase your fund balances.
- Bring all budget revisions up to date for the current year (FY2014).
- Review user fees to determine if they may be adjusted to assist with the shortfall.
- Determine if there are any new fees to be instituted.
- When property assessment figures are received from the Assessor in March 2015, calculate all possible levy rates and have a public hearing, according to statute, to increase levy rates. Be mindful that your current levy rates Class II (27.5) and Classes III and IV (55.00), are within approximately .04% of constitutional maximum.
- Reduce dependence on gaming revenue for operating expenses.
- Some expenditure budget items in the budget in the budget/accounting software appear to have cents in the amounts e.g., \$4250.46, but the levy estimate figures are to be rounded. The expenditure amounts within the budget should be reviewed to ensure that the amounts are correct and have been entered correctly.
- For FY2014 and for the upcoming FY2015 budget formulation, each line item expenditure should be reviewed to determine if anything may be cut. This may seem tedious and trivial, but sometimes it is very helpful and provides individual commissioners with a better understanding of the process.
- County staff, specifically the Finance Director, the County Administrator and others the Commission deems appropriate need to be trained on the budgeting/accounting software. It is very important that these individuals understand the workings of every aspect of this software and are able to inquire and run reports. I recommend that you schedule with Software Systems, Inc., for this training as soon as possible. Again, I am more that willing to assist in any way that I can and can provide insight on the nuances and, for lack of a better word, anomalies of county government in general.
- The County Commission should review monthly if not weekly expenditure and revenue reports produced by the budgeting/accounting software. Revenues are usually posted

only once a month unless the practice has changed but expenditures are updated and posted weekly. I could suggest to the Commission or provide information to the staff of reports to provide.

- It is very important for the Commission and the staff to work very closely with the finance staff in the County Clerk's office and the chief tax deputy in the sheriff's tax office. The finance staff performs almost all functions within the budgeting/accounting software. The chief tax deputy tracks all bank accounts, revenues and will be able to provide the commission with actual cash amounts on hand.
- In the online 2014 levy estimate on the County Commission website, the levy page is not in the levy estimate. I obtained a copy of the levy page calculations from the State Auditor's website.
- Review inventory for all equipment to determine if the equipment may be retired or auctioned by the County. Does the County have surplus office furniture, equipment, etc.? How many vehicles may be decommissioned from each department. This may create some revenue by auctioning the equipment, and reduce maintenance and repair and insurance costs of these items.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jessica Carroll

Department or Entity: Jefferson County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: December 19, 2013

Date Requested – 2nd Choice: January 2, 2013

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

Subject:

- **Interviews and Appointments to the Jefferson County Emergency Services Agency (JCESA) Board for three (3) three-year terms ending November 2, 2016 as follows:**
 - **Two Citizen Representatives**
 - **One EMS Representative**

- **Interviews and Appointments to the Jefferson County Emergency Services Agency (JCESA) Board for one (1) unexpired term ending November 2, 2015 as follows:**
 - **One Citizen Representative**

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

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

Attachments:

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, December 5th, 2013, or as soon thereafter as the Commission may decide:

Jefferson County Emergency Services Agency - (3) Three year terms ending November 2, 2016 as follows:

- Two Citizen representatives
- One EMS representative

Jefferson County Emergency Services Agency - (1) Unexpired term ending November 2, 2015 as follows:

- One Citizen representative

§7-17A-4

(c) Only residents of the county in which the board is formed are eligible to serve on the joint emergency services board. At all times, the board shall consist of at least two representatives from the emergency medical services community, at least two representatives from the fire protection services community, and at least two citizen representatives from the county at-large. The citizen members may not be employed with the emergency medical services community, fire protection services community or the county commission and not more than one citizen member may be appointed from the same magisterial district in the county.

Following Magisterial Districts Available for the Citizen Positions:

Harpers Ferry District
Shepherdstown District
Kabletown District

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

November 13th, 20th, and the 27th, 2013

THANKS - JEFFERSON COUNTY COMMISSION

JEFFERSON COUNTY EMERGENCY SERVICES BOARD | 2013

Members currently serving

<i>Name</i>	<i>Represents</i>	<i>District</i>
Maura Sherrill	Citizen	Charles Town District
Michael Mood	FIRE	Middleway District
Alan Williams	FIRE	Charles Town District
Dave Withers	Jeff.Co Fire & Rescue Assoc.	
Ed Boober	Citizen	Middleway District
John Considine	EMS	Charles Town District
VACANT	Citizen – unexpired term ending 2015	Kitchner RESIGNED
Brenda Engle (exp. 11/2/13)	FIRE/EMS	Kabletown District
VACANT (exp. 11/2/13)	Citizen	Murto RESIGNED
Sid White (exp. 11/2/13)	Citizen	Harpers Ferry District
Dale Manuel	Jefferson County Commission	

INTERESTED APPLICANTS

<i>NAME</i>	<i>ATTENDING</i>	<i>CONTACTED</i>

All members, including the Commissioner and the representative for the Jefferson County Fire & Rescue Association, have a vote.

§7-17A-4

(c) Only residents of the county in which the board is formed are eligible to service on the joint emergency services board. At all times, the board shall consist of at least two representatives from the emergency medical services community, at least two representatives from the fire protection services community, and at least two citizen representatives from the county at-large. The citizen members may not be employed with the emergency medical services community, fire protection services community or the county commission and **not more than one citizen member may be appointed from the same magisterial district in the county.**

Following Magisterial Districts Available for the Citizen Positions:

- Harpers Ferry District
- Shepherdstown District
- Kabletown District

December 1, 2013

Jefferson County Commission

P. O. Box 250

Charles Town, WV 25414

Commissioners,

I am interested in being appointed to the Jefferson County Emergency Services Agency Board as and Emergency Medical Services representative. I am a registered nurse in the emergency department at Jefferson Medical Center. I have lived in the community for 10 years. I am an active volunteer firefighter at Independent Fire Company. I am currently in the process of obtaining a West Virginia paramedic certification and expect to be an active running paramedic by the end of the year. I have been involved with fire/EMS since 1987 and a nurse since 1995.

I feel that my experiences within a combination paid/volunteer system, as well as in my career, would be beneficial to the community as a board member. Several volunteers and JCESA staff have encouraged me to apply for appointment. I would accept such a challenge assisting the board with providing Jefferson County with the best emergency services possible.

Thank you for your consideration,



Tim O'Neal

119 Burnlea Rd

Charles Town, WV 25414

304 598 0151
Kable Town

RECEIVED

DEC 11 2013

Jefferson County Commission

Jessica Carroll

From: Debbie Keyser [dkeyser@jeffersoncountywv.org]
Sent: Wednesday, December 11, 2013 10:12 AM
To: 'Jessica Carroll'; 'Sandy McDonald'
Subject: FW: JCESA Board of Directors appointment

From: wanda aitcheson [<mailto:waitcheson@yahoo.com>]
Sent: Tuesday, December 10, 2013 1:40 PM
To: dkeyser@jeffersoncountywv.org
Subject: JCESA Board of Directors appointment

To: Jefferson County Commission
From: Robert D. Aitcheson
P.O. Box 188
Rippon, WV 25441
304-725-7639
bob.aitch46@gmail.com

Please accept this as my application to serve on a voluntary basis on the Board of Directors of Jefferson County Emergency Services Agency. I am willing to serve if you want me to do so, bearing in mind I may have to miss an occasional meeting due to our travel plans.

Robert D. Aitcheson

Charles Tomm

November 28, 2013

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

Dear Sir/Madam,


Please find enclosed a copy of my resume for your consideration regarding the vacancy within the Emergency Services Agency. I live within the **Shepherdstown District** and retired as a Captain with Montgomery County Fire & Rescue in Maryland after 26 years of service.

I have a thorough understanding of the International Building and National Fire Protection Association Codes and Standards combined with than 36 years of experience within the volunteer, military and career fire service in fire suppression, prevention, protection and emergency medical services. During this period, I participated on numerous committees ranging from Howard County, MD Fire Rescue Staffing Task Force. Montgomery County, MD Fire Rescue Accreditation Committee, Hazardous Materials Response Committee and Emergency Operations Center and Emergency Management Group Committee (EOC & EMG) fire service representative. Currently, I am a Committee member with the International Fire Service Training Association (IFSTA) assisting with rewriting the 5th Edition of the Fire Protection Suppression and Detection Systems manual.

Having the technical knowledge and experience within the fire service and fire protection community while meeting the requirement of not having a relationship with the fire companies and EMS within Jefferson County, I believe will allow me to assist the Agency in providing an unbiased and neutral representation while providing valuable technical insight.

Thank you for your time and consideration.

Sincerely,


Christopher L. Conroy, CET
1347 Engle Mollers Rd.
Harpers Ferry, WV 25425
Phone: 410.302.3621

RECEIVED

DEC 11 2013

Jefferson County Commission

*Christopher L. Conroy
1347 Engle Molders Road
Harpers Ferry, WV 25425
Email: CLConroy@aol.com
Tel: (410)302-3621*

EXPERIENCE

- 2004 – Present *the* Protection Engineering Group, Inc. – Chantilly, Virginia
Sr. Fire Protection Specialist
Provides oversight, mentoring and/or technical assistance during the design, construction and installation of fire protection systems that includes: Collaborating with Fire Protection Engineers in designing new fire protection systems or changes to existing systems to accommodate construction modifications or changes in occupancy within new or existing structures to ensure compliance with the applicable codes and standards. Utilizing AutoCAD, revises construction documents to reflect new or modifications to fire protection system designs. Performs hydraulic, voltage drop and standby power calculations as required to verify system performance. Performs construction period services to verify compliance with construction documents, specifications and applicable codes and standards, as an example: 1) Reviews fire protection contractor submittals, shop drawings, calculations (hydraulic, seismic bracing and restraint, voltage drop, standby power, etc.) and manufacturers equipment product data. 2) Conducts onsite construction commissioning and/or installation acceptance inspections or witnesses functional testing of fire protection systems. Performs assessments of existing buildings to determine adequacy of fire protection systems and features, identifies life safety or fire protection deficiencies and provides recommendations for corrective action. Evaluates fire protection system failures (pre and post fire conditions) to determine the cause and affects installation, maintenance, equipment and/or environmental conditions played in contributing to the premature or operational failure. Performs internal sprinkler pipe obstruction and corrosion investigations and pipe/water sample collection oversight for laboratory analysis. Drafts initial findings, recommendations and budget cost analysis for replacement or repairs to damaged fire protection system.
- 2007 – 2011 Department of Fire & Rescue, Montgomery County, Maryland
Captain
Served as the officer in charge of a fire station supervising eight assigned firefighters to ensure station, personnel and apparatus were operationally ready. Supervised assigned firefighters on scheduled 24 hour shift during emergency and non-emergency situations to safely manage and mitigate fire, hazmat and/or emergency medical incidents as the first arriving officer or incident commander. Directed and supervised staff to assure compliance with established policies, procedures and directives. Assessed and evaluated assigned firefighters, performed annual performance reviews to recognize individuals having above average skill levels or recommended remedial training to those having difficulty mastering basic skills. Conducted or supervised in station fire, EMS or hazmat training to ensure personnel obtained hands-on training with new equipment and familiarization with new policies and procedures or to maintain basic and advanced job proficiency requirements (knowledge, skills and abilities) to safely and successfully respond to and mitigate emergency incidents. Responded to fire, hazmat and EMS incidents and implemented operational strategies based standard operating procedures or supervised the initial tactics necessary to perform life safety, incident stabilization and property protection.

- 2005 – 2007 Department of Fire & Rescue, Montgomery County, Maryland
Lieutenant
Served as a unit officer in charge of an Engine Company and Hazmat Officer to ensure assigned personnel and apparatus were operationally ready for service. Supervised assigned firefighters on scheduled 24 hour shift during emergency and non-emergency situations to safely manage and mitigate fire, hazmat and/or emergency medical calls as the first arriving officer or incident commander. Assisted station Captain with station management, training and supervision of personnel to ensure compliance with established policies, procedures and directives. Responded to fire, EMS and hazmat incidents and assisted with life safety, incident stabilization and property protection. Fulfilled station management responsibilities and duties in the absence of assigned Captain. Responded with task force to New Orleans, LA after hurricane Katrina to assist with providing fire protection and re-establishing hazmat operations. Responded to numerous hazardous material events and directed staging area hazmat decontamination operations of fire and rescue personnel and equipment returning from contaminated areas or operations.
- 2003 – 2005 Department of Fire & Rescue, Montgomery County, Maryland
Master Firefighter
Performed the duties and responsibilities associated with fire suppression, protection, prevention and emergency medical treatment. Responded to emergency situations as the apparatus driver/operator or acting Company Officer and performed the associated duties as outlined in the MCFR policy and procedures for structural fires and the National Incident Management System. As an acting Company Officer performed duties and responsibilities as a Lieutenant. Provided fire protection systems training and familiarization on fire alarm systems, wet, dry, pre-action and/or deluge sprinkler systems, fire pumps standpipes and smoke control systems.
- 1995 – 2011 Department of Fire & Rescue, Montgomery County, Maryland
Hazardous Material Technician
As a hazmat technician, perform duties and responsibilities associated with recognizing and mitigating the hazards associated with accidental or intentional release of hazardous vapors, solids and/or liquids associated with industrial chemicals and compounds, illicit drug labs, radiological, biological or chemical warfare agents or precursors. Research known chemical/agent involved and advises the Operations Officer as to the recommended safety precautions, compatible protective clothing and the containment and decontamination procedures. Select the appropriate field testing equipment and/or toxic, flammable or bio meter; verify operational readiness and brief Entry Team members on specialized meters and chemical sampling equipment. When assigned as an Entry Team member duties included donning the appropriate chemical personal protective equipment and respiratory protection i.e level A, B C boots and gloves, communication equipment with either self contained breathing apparatus, powered air purified respirator (PAPR) or chemical filtered masked. Enter hazardous area with the required tools and specialized equipment and perform rescue, information gathering, field testing and sampling and control and containment. Perform hazardous materials inspections of licensed facilities throughout the County to ensure compliance with Federal, National and Local Laws, Standards and Codes. Responsible for the calibration and repair of toxic, combustible and oxygen sensing meters as well as maintaining and training of the Hapsite a portable Gas Chromatograph, Mass Spectrometer used in the identification of volatile organic compounds and chemical warfare agents.

As a Hazmat Officer, performed initial incident size-up, site safety plan, approved hazardous material containment/confinement and mitigation plan and advised Incident Commander of situation status, required additional resources, evacuation/isolation zones and decontamination plan as the subject matter expert. Performed hot wash debriefs and after action reports associated with major or complex hazardous material incidents.

1987 – 2002

Fire Protection Today, Inc., Ellicott City, Maryland

President and Founder

Responsible for oversight and functions associated with a small fire protection consulting firm specializing in the inspection, testing and design of fire protection systems. Performed day-to-day business management and development while providing technical oversight. Performed fire protection design for residential and commercial properties utilizing AutoCAD, Polaris, Sigma and THE drafting and fire protection software. Conducted and/or supervised the inspection and testing of fire protection systems to ensure compliance with Local Codes and Contract Specifications. Met with Building Owners, Architects, Engineers, Contractors and Fire Marshal's to review, design, coordinate and negotiate issues or projects in obtaining code compliance for permit submittals and/or field changes. Provided training for employees on fire protection systems and familiarization with fire protection systems codes and standards minimum requirements. Supported fire protection engineering firms with life safety and fire protection system assessments, testing, inspections, design, operation performance or system failure investigations.

1987 – 2003

Department of Fire & Rescue, Montgomery County, Maryland

Firefighter III

Performed the duties and responsibilities associated with fire suppression, protection, prevention and emergency medical treatment. Responded to emergency situations as either a firefighter or apparatus driver/operator and performed the assigned duties. Performed fire prevention inspections within an assigned response area. Provided fire protection systems training and familiarization on fire alarm systems, fire sprinkler systems that included wet, dry, preaction and/or deluge type systems, fire pumps standpipes and smoke control systems.

1985 – 1987

Department of Fire & Rescue, Montgomery County, Maryland

Fire Protection Engineer Technician III

Performed life safety and fire protection system construction permit review associated with new construction or the renovation of existing structures. Reviewed construction plans, shop drawings, product data and calculations to ensure minimum compliance to Local and Nationally adopted codes and standards are met. Attended pre-construction meetings with building owners, architects and engineers to coordinate design intent and recommended changes to obtain minimum code compliance. Performed life safety construction and fire protection system inspections and witnessed acceptance testing to verify compliance with the applicable Fire and/or Building Codes. Assisted with revising the County Fire Code and Amendments while adopting the National Fire Codes and developing local policy for residential sprinkler systems and the egress and evacuation of multi-cinema theaters. Montgomery County Fire Rescue representative to the State Fire Marshal's Sub-Committee.

1984 – 1985

Grinnell Fire Protection Systems, Columbia, Maryland

Fire Protection Designer

Designed fire sprinkler systems in accordance with NFPA13 for new structures or revised existing shop drawings to accommodate changes in occupancy or construction to commercial structures.

- 1981 – 1984 U.S. Air Force, RAF Bentwaters / Woodbridge, United Kingdom
Staff Sergeant – Fire Inspector
Performed the duties and responsibilities associated with a Base Fire Inspector, i.e. fire prevention inspections, building construction plan review, fire protection system plan review, fire protection system inspection and witness acceptance or periodic testing, public fire safety education and fire cause and origin investigations. Developed and implemented an inspection program for three forward bases located in Germany and several radar sites located in England.
- 1979 – 1981 U.S. Air Force, Moody, AFB, Georgia
Airman, Firefighter
Performed the duties and responsibilities associated with fire suppression, protection, rescue and emergency medical treatment on a Tactical Fighter Base. As a member of the Rapid Deployment Force provided fire protection at two remote base bases, the first being a classified site which provided air support for the rescue attempt of the American hostages in Iran, the second to Cairo West Airfield in Egypt, for a joint exercise with the Egyptian Air Force.

EDUCATION & TRAINING

- 2008 – Present Columbia Southern University
- Major in Fire Science - 70 Credits
- 1987 – 2011 MCFR Public Safety Training Academy, Montgomery County, Maryland
- Instructor I
 - Firefighter III
 - Fire Officer I
 - Fire Officer II
 - Practical Rescue
 - Incident Command
 - Building Construction
 - Pumps and Hydraulics
 - Ladder Truck Operations
 - Emergency Vehicle Operator
 - Fire Officer Candidate School
 - Emergency Medical Technician
 - Hapsite Portable GC/MS Specialist
 - Hazardous Materials Training – 120+ Annually
- 1999 – 2011 Department of Justice / Department of Homeland Security
- United States Army Chemical School, Fort McClellan, Alabama
- Toxic Agent Training
 - Chemical/Biological Countermeasures Course
- Federal Emergency Management Agency
- IS100 National Incident Command System
 - IS200 National ICS Federal Disaster Worker
 - IS300 National Unified Command System
 - IS400 National Incident Command System
 - IS700 National Incident Management System
 - Homeland Security Exercise and Evaluation Program

- 1985 – 1995 University of Maryland, College Park, Maryland
- Fire Inspector Course
 - Hazardous Material Technician
 - NFPA 13 Seminar sponsored by NFSA & NFPA
 - NFPA 25 Seminar sponsored by NFSA
 - NFPA 231c Seminar sponsored by NFSA
- 1983 – 2011 National Fire Academy, Emmitsburg, Maryland
- Fire Inspector II
 - Plan Review for Fire Inspectors
 - Food and Agricultural Terrorism Threat Assessment
 - Testing and Evaluation of Water Supplies for Fire Protection
 - Hydraulic Calculations for Water-Based Fire Protection Systems Plan Review
- 1979 – 1984 Community College of the Air Force
- Fire Science Major - 32 Credits
- 1979 – 1984 USAF Fire School, Chanute AFB, Illinois
- Fire Inspector I
 - Firefighter Rescuer
 - Fire Protection Specialist

CERTIFICATIONS

National Institute for the Certification in Engineering Technologies (NICET)

- Fire Alarm Systems – Level III
- Automatic Sprinkler System Layout – Level III
- Special Hazard Suppression Systems – Level III
- Inspection & Testing of Water Based Systems – Level III

National Professional Qualification Standard and Qualification Board (ProBoard)

- NFPA Firefighter I
- NFPA Firefighter II
- NFPA Fire Officer I
- NFPA Fire Officer II
- NFPA Fire Inspector I
- NFPA Fire Service Instructor I

PROFESSIONAL MEMBERSHIPS

National Fire Protection Association (NFPA)

Society of Fire Protection Engineers (SFPE)

Society of Fire Protection Engineers Chesapeake Chapter

International Fire Service Training Association (IFSTA) - Committee Member
5th Edition, Fire Detection and Suppression Systems

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: December 19, 2013

Date Requested – 2nd Choice: _____

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

Subject: Bond reduction and/or release.

Please provide the County Commission with a description of your request or presentation, including any background information: Partial release of the Escrow Agreement for DR Acquisitions, LLC – Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26) – Cash in Escrow with The Bank of Charles Town, Charles Town, West Virginia originally in the amount of \$972,616.00.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a partial release of \$554,392.00 from Cash in Escrow agreement with the Bank of Charles Town construction bond amount for DR Acquisitions, LLC - Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26).

Attachments: Bond Release Letter
Bond Reduction or Release Request Report
Site Map



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

December 19, 2013

PRESIDENT
Dale Manuel

Mr. Arch A. Moore, III
Executive Vice President
Bank of Charles Town

VICE PRESIDENT
Walt Pellish

COMMISSIONER
Jane Tabb

P. O. Box 906
Charles Town, West Virginia 25414

COMMISSIONER
Patsy Noland

RE: Escrow Agreement dated October 2, 2013 Construction Bond Surety for
DR Acquisitions, LLC - Sheridan Estates Subdivision, Phases 1 & 2
(Files #00-33 & #05-26).

COMMISSIONER
Lyn Widmyer

Dear Mr. Moore:

The Jefferson County Commission authorizes a partial release of \$554,392.00 construction bond amount for DR Acquisitions, LLC – Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26). This project is located on the north side of Route 340/13-Shipley School Road and U.S. Route 340 at 0.10 miles east of Shepherdstown Pike-Route 230. Work remaining includes but is not limited to the following:

1. Earthwork
2. Paving
3. Completion of sewer system
4. Storm drains
5. Miscellaneous site construction

In summary, you are hereby authorized to reduce the amount of the above referenced Escrow Agreement, originally issued in the amount of \$972,616.00 to \$418,224.00. Please contact the Engineering Department at (304)-728-3257 if you have any questions.

Sincerely,

Dale Manuel, President
Jefferson County Commission

DM:rfb

cc: DR Acquisitions, LLC
64 Thomas Drive
Suite 110
Frederick, MD 21702
Department of Engineering

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Slusher McDonald

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 11 / 27 / 2013

J.C.P.C. File No. 00 - 33

Consultant/Engineer/Firm Name: DAN RYAN BUILDERS

Mailing Address: 10212 GOVERNOR LANE BLVD.

City: WILLIAMSPORT State: MD Zip: 21795

Contact Person: MATTHEW POWELL Phone: 240-420-6040

Project/Subdivision Name: SHERIDAN ESTATES

Section/Phase: _____ Lots: _____

Review Comments:

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

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

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

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

Comments: ROAD REPAIRS APPEAR COMPLETE, & ADDITIONAL WORK HAS BEEN PERFORMED

RECOMMEND REDUCTION.

Approved for:
Bond Reduction
By [Signature] Date 12/02/13
County Engineer

Original Bond Amt. \$ 1,738,199 + 15% Cont. \$ 260,730 = Total Original Bond Amt. \$ 1,998,929

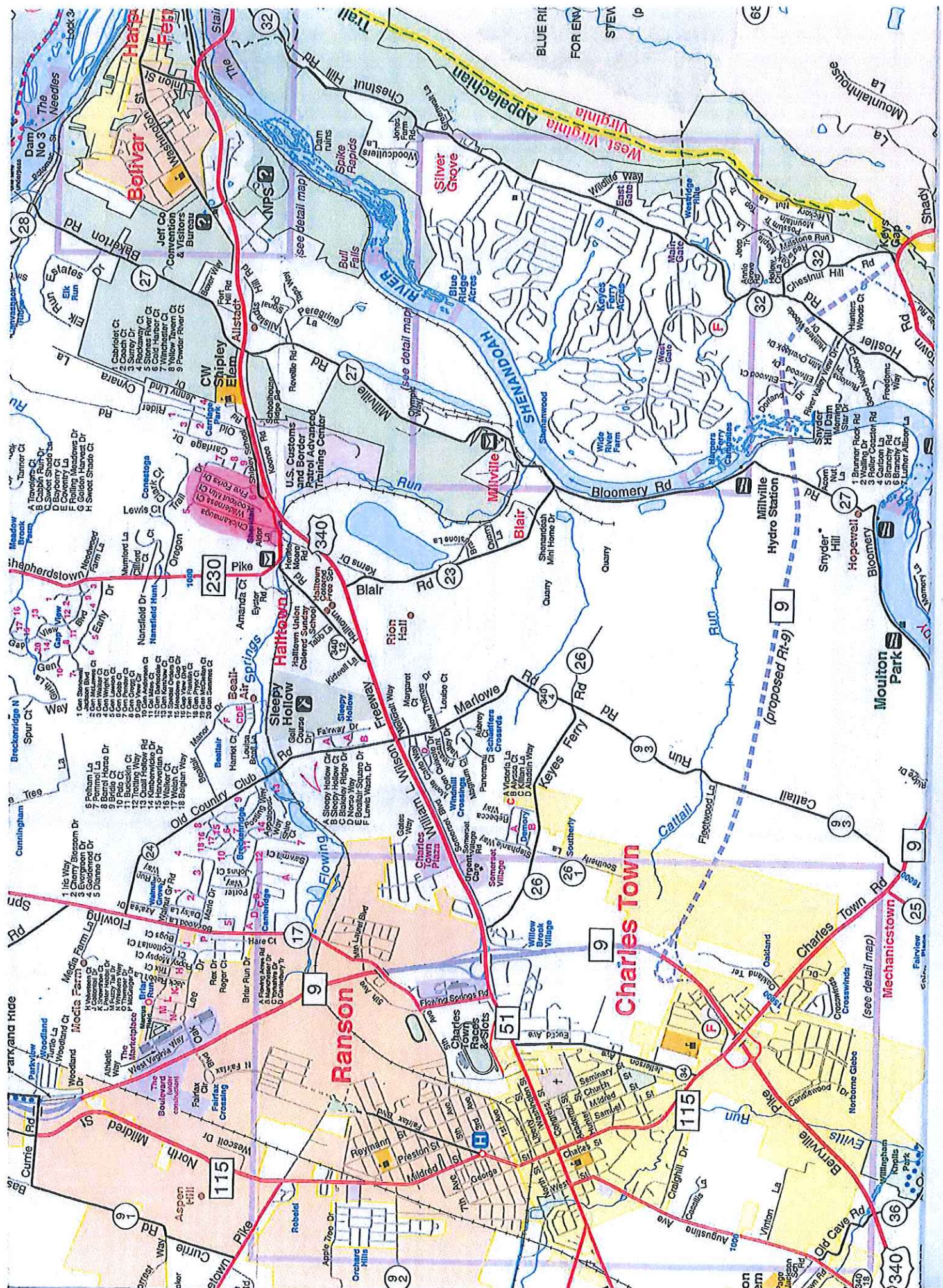
Total Current Bond Amount \$ 1,998,929.00

Cost of Work Remaining \$ 1,256,119.00 + Contingency Amount \$ 188,418.00

= Approved for Revised Bond Amount \$ 1,444,537.00

Reviewed By: Joseph W. Kent Title: L.D.I.

Signature: [Signature] Date: 12 / 02 / 2013



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: December 19, 2013

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: In the event there is inclement weather and the County Commission is unable to meet on January 2, 2014 we would like to get authorization from the Commission to call any Letter of Credits that have not been renewed by the January 15, 2014 deadline. This will give staff the time needed to prepare the necessary paperwork to call any Letter of Credits that have not been renewed.

Subject: Letter of Credits securing construction bonds.

Please provide the County Commission with a description of your request or presentation, including any background information: Ask the Commission to allow Staff to call on any Letter of Credits that have not been renewed by Monday, January 6, 2014.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize Staff to call any Letter of Credits that are due that have not been renewed by the close of business on Monday, January 6, 2014.

Attachments:

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Cobb

Department or Organization: _____

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: _____

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Budget Goal

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):

Segregate gambling revenue & budget for one-time expenses only.

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: Sandy Slusher McDonald, Deputy County Administrator

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: December 19, 2013

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Notice - Board of Review and Equalization - 2014

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

Set dates and times for the 2014 Board of Review and Equalization meetings

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

Motion to approve the Notice for 2014 Board of Review and Equalization and to advertise the approved notice

Are documents attachments? Yes **XXX** No

If not, explain:

Is a projector needed? Yes No

Contact information:

Email address: _____

Phone number: _____

NOTICE
Board of Review and
Equalization

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, January 30, 2014, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2014.

The Commission will continue to sit as a Board of Review and Equalization on Tuesday, February 4, 2014, at 1:30 p.m., Thursday, February 6, 2014, at 1:30 p.m., Tuesday, February 11, 2014, at 1:30 p.m., and thereafter as deemed necessary.

Persons wishing to appear before the Commission should apply to the Assessor no later than Thursday, February 20, 2014, at noon, in order to complete the proper forms and to schedule a hearing date prior to the planned final date of Tuesday, February 25, 2014.

Given under my hand this 19th day of December, 2013.

JENNIFER MAGHAN, COUNTY CLERK

NOTICE OF INCREASE IN ASSESSMENT

JOHN M CUTRIGHT
ZZZZZZZZZZZ
XXXXXXXXXXXXXXXXXXXX

PROPERTY OWNER

WOODS RONALD J &
BERNARD NORDIN
1640 CHERRY FARM RD
HARRISVILLE RI 02830

DATE: 11/22/2013

PARCEL ID: 09 22000400000000
LEGAL DESC: 13.12 SUR LESS R R STRIP
SIDING BEAR MT

DEAR PROPERTY OWNER:

IN ACCORDANCE WITH CHAPTER 11, ARTICLE 3, SECTION 2A OF THE WEST VIRGINIA CODE, I AM HEREWITH NOTIFYING YOU THAT YOUR CURRENT PROPERTY ASSESSMENT FOR THE FORTHCOMING YEAR IS \$4,800.

THE ASSESSED PROPERTY VALUE HAS INCREASED BY AT LEAST 10% AND \$1,000, BUT THE LEVEL OF POTENTIAL TAX CHANGE IS NOT KNOWN UNTIL LEVYING BODIES SET THEIR TAX RATES.

THIS ASSESSED VALUE REPRESENTS 60% OF THE APPRAISED MARKET VALUE AS REQUIRED BY WEST VIRGINIA CODE CHAPTER 11 ARTICLE IC.

PERSONS CLAIMING HOMESTEAD EXEMPTION BENEFITS SHOULD DEDUCT THE EXEMPT AMOUNTS (\$20,000) FROM THE VALUE SHOWN.

IF YOU DISAGREE WITH THIS APPRAISAL, YOU MAY APPEAL BY FILING A WRITTEN PETITION FOR AN INFORMAL REVIEW WITH YOUR COUNTY ASSESSOR WITHIN EIGHT (8) BUSINESS DAYS OF RECEIVING THIS NOTICE.

BARBOUR COUNTY ASSESSOR
ADDRESS ZZZZZZZZZZZ
XXXXXXXXXXXXXXXXXXXX

YOU MAY ALSO APPEAL BY FILING A WRITTEN PROTEST WITH THE CLERK OF YOUR COUNTY COMMISSION NO LATER THAN FEBRUARY 20, 2014, INDICATING WHETHER YOU WISH YOUR PROTEST TO BE HEARD BY THE COMMISSION SITTING AS A BOARD OF EQUALIZATION AND REVIEW IN FEBRUARY, OR AS A BOARD OF ASSESSMENT APPEALS IN OCTOBER. IF THE BOARD OF EQUALIZATION AND REVIEW HAS ADJOURNED SINE DIE BEFORE FEBRUARY 20, YOUR APPEAL WILL BE HEARD BY THE COUNTY COMMISSION SITTING AS A BOARD OF ASSESSMENT APPEALS IN OCTOBER 2014.

COUNTY COMMISSION
ADDRESS AAAAAAAAAA
BBBBBBBBBBBB

PHONE CCCCCCCCCC

IF YOU FAIL TO TIMELY EXERCISE YOUR RIGHT TO APPEAL, YOU WILL LOSE THE RIGHT TO APPEAL THIS YEAR'S TAX ASSESSMENT.

Sandy AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Sandy Slusher McDonald, Deputy County Administrator

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: December 19, 2013

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Set date and time for FY2014 HOME Investment Partnership Program Public Hearing

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

The purpose of this public hearing is to discuss the specific housing needs of Jefferson County, WV

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

Motion approve the FY2014 HOME Investment Program Program Public Hearing on January 16th, 2014 at 11:00 a.m. and to advertise the notice as presented

Are documents attachments? Yes No

If not, explain:

Is a projector needed? Yes No

Contact information:

Email address: _____

Phone number: _____

**JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA
FY 2014 HOME INVESTMENT PARTNERSHIP PROGRAM**

Notice is hereby given by the Jefferson County Commission that it will hold a public hearing on **Thursday, January 16, 2014 at 11:00 a.m.**, prevailing time, in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia. The Jefferson County Commission Chambers are accessible to persons with physical disabilities. If special arrangements need to be made to accommodate citizens in order for them to participate in the public hearing, please call **Sandy Slusher McDonald, Deputy County Administrator, at 304-728-3284** to make those arrangements.

The purpose of this public hearing is to discuss the specific housing needs of Jefferson County, WV. The Jefferson County Commission is a member of the Eastern Panhandle HOME Consortium of West Virginia which consists of the City of Martinsburg, Berkeley County, part of Jefferson County and part of Morgan County, West Virginia. The HOME Consortium is eligible to receive a HOME Investment Partnership Grant in FY 2014. The U.S. Department of Housing and Urban Development will be notifying the City of Martinsburg in the future of the amount of HOME funds that will be available for FY 2014. In order to receive those funds, the member jurisdictions in the Eastern Panhandle HOME Consortium must develop a program for the use of HOME funds as a part of the City of Martinsburg's FY 2014 Consolidated Annual Action Plan. The HOME Consortium will be preparing their HOME Program and they intend to afford citizens, local agencies, and interested parties the opportunity to become involved in the planning process.

The following general types of activities are eligible for funding under the HOME program: Homeowner Rehabilitation, including repair, rehabilitation or reconstruction of owner occupied houses; Homebuyer Activities, including funds for purchase and/or rehabilitation of existing houses or new construction of houses for homebuyers; Rental Housing, including acquisition and/or rehabilitation of existing rental housing or new construction of rental housing; and Tenant Based Rental Assistance, including financial assistance for rent, security deposits and under certain conditions, utility deposits for tenants. All HOME funds must be used for persons and households that meet the HUD income guidelines and definition of low- and moderate-income.

Notice is also hereby given that the JEFFERSON COUNTY COMMISSION is accepting proposals for the use of its portion of the HOME Consortium funds for FY 2014 beginning December 2, 2013. Application packets, instructions and information are available on an open basis. All interested applicants are encouraged to contact the Jefferson County Commission office, in order to obtain the application packet and to address any questions. **Please contact Sandy Slusher McDonald at 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284.**

All interested citizens are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the housing needs of Jefferson County and the use of HOME funds to address those needs. Written comments may be addressed to **Sandy Slusher McDonald, Deputy County Administrator, 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284**

Dale Manuel, President
Jefferson County Commission

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Debbie Keyser

Department or Entity: County Administrator

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: December 19, 2014

Date Requested – 2nd Choice: _____

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

Subject: Possibility of meeting each Thursday for the month of January – Discussion/Action

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

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

Attachments:

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Debbie Keyser

Department or Entity: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: December 19, 2013

Date Requested – 2nd Choice: _____

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

Subject: **Date/Time for Duncan Public Hearing (Probate matters) – Discussion/Action**

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

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

Attachments:

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Lyn Widmyer

Department or Entity: _____

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: December 19

Date Requested – 2nd Choice: _____

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

This issue needs to be discussed before we meet in January

Subject: **Clarifying role of County Commission liaison to different boards and commissions**

Please provide the County Commission with a description of your request or presentation, including any background information: **Each January, County Commissioners are assigned as liaison to various boards, committees and commissions. The function of voting and non-voting liaisons needs to be discussed.**

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

Role of non-voting liaison commissioners

Attend meetings as needed to discuss items of County Commission interest—either to provide information or hear from committee/board members. Report back to County Commission.

Role of voting liaison commissioners

Attend meetings.

Advise county commission of upcoming items of county concern and review voting options.

Update county commission of actions, particularly votes made as representative of county commission.

Attachments:

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tim STANTON

Department or Organization: COMMISSIONERS

Estimation of amount of time needed for appointment: 2 HRS

Date Requested – 1st Choice: _____

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: 12/19/13

Subject (Wording to be placed on agenda):

REVIEW/ACTION OF FY14 CONTRIBUTION BUDGET
(SEE ITEMS IN BLUE IN PACKET)

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 attachments? Yes No

If not, explain: SEE SPREADSHEET - ITEMS IN BLUE

Is a projector needed? Yes No

Contact information:

Email address: _____

Phone number: _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tim Stanton, Finance Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: December 19, 2013

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Budget Revisions

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 attachments? Yes No
If not, explain:

Is a projector needed? Yes No

Contact information:

Email address: _____

Phone number: _____

Summary of attached Budget Revisions

Attached are 12 budget revisions which total \$1,293,407 in expenditure reductions in the FY14 budget. Attached you will find the resolutions, budget revision forms, and backup from the department managers concerning the detail of the reductions. These budget revisions are labeled revisions 3 thru 14. Budget revisions 3, 4, 5, 6, 8, 9, 10, 11, 12, and 13 are voluntarily reductions of department managers. Budget revision number 7 is a calculation from the payroll department relating to health insurance. Budget revision number 14 is a recommendation to eliminate the contingency line in order to balance the budget.

There are an additional \$868,419 in budget revisions to process yet, \$107,900 to discuss with department managers and \$1,235,259 to discuss with the Commissioners (items listed in blue).

Proposed FY14 Budget Reductions for Discussion									
GL Acct #	Department	Description	Reduction	Maximum available to cut					
			Amount needed to restore to Fund Balance	3,900,000					
1	001-716-xx-xxx-000	Animal Control	Agreed budget reductions of dept 716	(13,500)					Rev # 3
2	001-717-xx-xxx-000	Garage	Agreed budget reductions of dept 717	(15,000)					Rev # 4
3	001-425-02-xxx-000	Maintenace-Other Bldgs	Agreed budget reductions of dept 425	(65,000)					Rev # 4
4	001-711-xx-xxx-000	Homeland Security	Agreed budget reductions of dept 711	(1,800)					Rev # 5
5	001-440-xx-xxx-000	Engineering	Agreed budget reductions of dept 440	(16,145)					Rev # 6
6	001-xxx-01-106-000	Various	Health Insurance budget adjustment	(207,570)					Rev # 7
7	001-712-xx-xxx-000	Emer Communications	Agreed budget reductions of dept 712	(69,564)					Rev # 8
8	001-433-xx-xxx-000	GIS	Agreed budget reductions of dept 433	(24,165)					Rev # 9
9	001-900-05-567-000	Parks/rec	Agreed budget reductions of dept 900	(18,147)					Rev # 10
10	001-412-xx-xxx-000	Ag Agent	Agreed budget reductions of Ag Agent dept 412	(3,473)					Rev # 11
11	001-401-xx-xxx-000	Commissioners	Agreed budget reductions of dept 401	(45,900)					Rev # 12
12	001-439-xx-xxx-000	Planning	Agreed budget reductions of dept 439	(26,695)					Rev # 13
13	001-699-06-675-000		reduce contingency	(786,448)	926,456				Rev # 14
14	Total of Budget reductions ready for approval			(1,293,407)					
15	001-406-xx-xxx-000	Assessor	Assessor budget adjustment	(94,185)					(1)
16	001-325-IG-000	Revenue	Federal Payment in Lieu of taxes	(10,000)					(1)
17	001-330-CS-000	Revenue	Sheriff Revenue	14,500					(1)
18	001-330-CS-001	Revenue	Sheriff Revenue	(14,500)					(1)
19	001-331-CS-000	Revenue	Cnty Clerk Revenue	20,000					(1)
20	001-331-CS-001	Revenue	Voter Registration Fees	(20,000)					(1)
21	001-331-CS-02	Revenue	Cnty Clerk Preservation	(1,500)					(1)
22	001-382-MM--000	Revenue	Reimbursements	64,026					(1)
23	001-394-TR-000	Revenue	Reimbursements	143,962					(1)
24	001-304-OT-000	Revenue	Transfer tax increase	(736,000)					(1)
25	Various	Various	Payroll budget adjustment	(82,763)	303,548				(1)
26	Various	Various	Telephone Adjustment	(150,000)					(1)
27	Subtotal			(866,460)					
28	001-424-xx-xxx-000	Maintenance	Estimated savings in Dept 424 CTHSE	(47,900)					
29	001-425-02-xxx-000	Maintenance	Estimated savings in Dept 425 Other bldgs	(5,000)					

30	001-403-xx-xxx-000	Cir Court	Cir Court budget Adjustment				(5,000)		
31	001-402-xx-xxx-000	County Clerk	Budget adjustments of Clerk				(50,000)		
32	Subtotal						(107,900)		
33	001-900-05-567-004	Parks/Rec	Fireworks				(3,000)	3,000	(7)
34	001-900-05-567-005	Parks/Rec	Scholarship Fund				(5,000)	5,000	(7)
35	001-900-05-567-006	Parks/Rec	Audit Fees				(10,000)	10,000	(7)
36	Subtotal						(23,000)		
37	001-401-05-567-000	Commissioners	Partnership for Affordable Housing				(40,000)	40,000	
38			Coal Severance				(494,808)		
39	001-425-02-213-001	Maintenance	Maintenance electricity				(7,500)		(2)
40	001-401-02-223-001	Commissioners	1/2 reduction of HRA funding				(80,000)	142,106	
41	001-916-05-567-000	Library	1/2 reduction of Library Capital funding				(130,000)	130,000	(3)
42	001-431-05-568-000	Econ Dev	Econ Dev Contribution				(15,343)	63,929	(4)
43	001-431-05-568-000	Econ Dev	Contribution to Airport Authority				(6,500)	11,500	(5)
44	001-808-05-567-000	Solid Waste	Contribution to Solid Waste				(18,375)	18,375	(6)
45	001-952-05-567-000	Senior Citizens	Contribution				(6,300)	6,300	(8)
46	001-953-05-567-000	Public Trans	Contribution				(6,850)	6,850	(9)
47	001-715-05-567000	Ambulance Authority	Ambulance Authority Contribution				(268,000)	1,118,226	(10)
48	001-401-05-568-000	Commissioners	Commissioner contributions				(245,000)	250,000	
49			EMS Fee costs not budgeted				83,417		
50	Subtotal						(1,235,259)		
51	Total Reductions						(3,526,026)		
52	Additional reductions which need to be made						373,974		
			Seeking approval to compile budget revisions						
			For Commissioner discussion						
			Additional discussion with Dept Manager						
			Other						
			(1) Pending budget adjustments						
			(2) Per Bill if electric heaters are removed						
			(3) FY12 paid \$221,160, FY13 paid \$240,000, FY14 budget \$260,000						
			(4) FY12 paid \$73,069, FY13 pd \$127,909, FY14 budget \$127,909. Reduce 12% to funding of \$112,516						
			(5) FY12 paid zero, FY13 pd \$5000, FY14 budget \$11500. Reduce to FY13 level of \$5,000						
			(6) FY12 paid \$35,000, FY13 \$35,000, FY14 budget \$36,750						

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 19th day of December, 2013, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # 3 to the General County Fund, a copy of which is entered as part of this record.

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

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

Jefferson County Commission
 GOVERNMENT ENTITY

CONTROL NUMBER

2014

FY

1

FUND

3

REV. NO.

1 of 1

PG. OF NO.

Person To Contact Regarding

P.O. Box 250

Budget Revision: **Tim Stanton**

STREET OR PO BOX

Phone: **304-728-3284 ext 1008**

Fax: **304-725-7916**

Charles Town

25414

CITY

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	3,483,539		13,500	3,470,039
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

-13,500

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
716	Dog Warden/Humane Society	345,562		13,500	332,062
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

-13,500

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Budget Revision Summary

Budget Revision #3 of FY14

The Sheriff on December 4, 2013 voluntarily reduced the Animal Control budget #716 by \$13,500. This reduction will reduce the amount needed of prior year Unassigned Fund Balance. The specific accounts to reduce are on the attached letter from the Sheriff.

The offsetting revenue account to reduce is:

Unencumbered Fund Balance 001-229-00-002 \$13,500



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

December 4, 2013

Jefferson County Commission
PO Box 250
Charles Town WV 25414

Re: Budget

Dear Commissioners:

In a review of the budget for Animal Control, I have determined that the following line items can be decreased by the amounts indicated, in hopes of aiding with current financial situation.

716-02-214	Travel	\$500
716-02-221	Training/Education	\$1,000
716-02-230	Contracted Services	\$2,000
716-03-341	Materials/Supplies	\$5,000
716-03-343	Auto Supplies	\$1,000
716-03-345	Uniforms	\$500
716-03-354	Computer Hardware	\$1,000
716-03-355	IT Support	\$2,500

This would total a return of \$13,500, which is a 24% decrease in the non-salary and benefits line items of the approved budget.

It is my hope that you will not find the need to make any additional cuts to this department.

Sincerely,

Peter H. Dougherty
Sheriff and Treasurer

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 19th day of December, 2013, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # 4 to the General County Fund, a copy of which is entered as part of this record.

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

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

REQUEST FOR REVISION TO APPROVED BUDGET

CONTROL NUMBER

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

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

2014
 FY
1
 FUND
4
 REV. NO.
1 of 1
 PG. OF NO.

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding
 Budget Revision: Tim Stanton
 Phone: 304-728-3284 ext 1008
 Fax: 304-725-7916

P.O. Box 250
 STREET OR PO BOX
Charles Town
 CITY
25414
 ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	3,483,539		80,000	3,403,539
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			-80,000		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
425	Other Buildings	823,000		65,000	758,000
717	Central Garage	357,478		15,000	342,478
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			-80,000		

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Director, Local Government Services Division

AUTHORIZED SIGNATURE
 OF ENTITY

APPROVAL
 DATE

Budget Revision Summary

Budget Revision #4 of FY14

The Maintenance Director voluntarily reduced the Maintenance Department (#425) budget by \$65,000 and the Central Garage Department (#717) by \$15,000. This reduction will reduce the amount needed of prior year Unassigned Fund Balance. The specific accounts to reduce are as follows:

Building and Repairs	001-425-02-215-000	\$50,000
Building Supplies	001-425-03-341-000	\$15,000
Overtime	001-717-01-108-001	\$750
Extra Help	001-717-01-109-001	\$2,500
Maintenance Repairs	001-717-02-216-000	\$750
Education & Training	001-717-02-221-000	\$1,000
Material & Supplies	001-717-03-341-000	\$10,000

The offsetting revenue account to reduce is:

Unencumbered Fund Balance	001-299-00-002	\$80,000
---------------------------	----------------	----------

Bill Polk

From: Tim Stanton [tstanton@jeffersoncountywv.org]
Sent: Monday, November 25, 2013 10:26 AM
To: bpolk@jeffersoncountywv.org
Subject: budget figures

Listed below is the figures that you requested.

FY12 Actual Spending

Dept 424 \$1,327,971
Dept 425 \$758,231
Dept 717 \$0
Total \$2,086,202

FY13 Actual Spending

Dept 424 \$1,261,190
Dept 425 \$726,543
Dept 717 \$341,826
Total \$2,329,559

FY14 Budget

Dept 424 \$1,312,119
Dept 425 \$823,000
Dept 717 \$357,478
Total \$2,492,597

Thank you

*424 is already
15,852 less
than 2012*

*Budget
Reductions
to Bill Polk*

*425 Line 215 - 50,000
341 - 15,000

- 65,000*

*717 Line 108 - 750
109 - 2,500
216 - 750
221 - 1,000
341 - 10,000

- 15,000*

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2013.0.3426 / Virus Database: 3629/6865 - Release Date: 11/25/13

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 19th day of December, 2013, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # 5 to the General County Fund, a copy of which is entered as part of this record.

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

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER

2014

FY

1

FUND

5

REV. NO.

1 of 1

PG. OF NO.

Jefferson County Commission

GOVERNMENT ENTITY

Person To Contact Regarding

Budget Revision: **Tim Stanton**

Phone: **304-728-3284 ext 1008**

Fax: **304-725-7916**

P.O. Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	3,483,539		1,800	3,481,739
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

-1,800

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
711	Emergency Services	276,789		1,800	274,989
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

-1,800

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division

Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Budget Revision Summary

Budget Revision #5 of FY14

The Homeland Security Director on November 24, 2013 voluntarily reduced the Homeland Security Department (#711) budget by \$1,800. This reduction will reduce the amount needed of prior year Unassigned Fund Balance. The specific accounts to reduce are as follows:

Equipment Rent 001-711-02-219-001 \$1,200

Training & Education 001-711-02-221-000 \$600

The offsetting revenue account to reduce is:

Unencumbered Fund Balance 001-299-00-002 \$1,800

Tim Stanton

DEPT 711

From: Barbara Miller [bmiller@jeffersoncountywv.org]
Sent: Sunday, November 24, 2013 9:13 PM
To: Debbie Keyser
Cc: tstanton@jeffersoncountywv.org; 'Tim Stanton'; sandy@jeffersoncountywv.org; tmehling@jeffersoncountywv.org
Subject: Re: Budget Request
Attachments: Request for Savings back to County.xlsx

Debbie and Tim:

I found \$1,800 in the Homeland Security and Emergency Management's budget that can be returned from this year's budget. I know you need much more, but I hope it helps some.
I will be back in the office on December 2nd. If you need anything in the meantime, I can be reached through this email address. Wishing you a very Happy Thanksgiving!

Barb

Barbara J. Miller, CEM,CFM
Director
Jefferson County Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430
Ph. 304-728-3290
Fax 304-728-3320
Blackberry 304-283-4227
Email: bmiller@jeffersoncountywv.org

----- Original Message -----

From: "Debbie Keyser" <dkeyser@jeffersoncountywv.org>
Sent: 11/22/2013 12:19:49 PM
To: "Barb Miller" <bmiller@jeffersoncountywv.org>, "Bill Polk" <bpolk@jeffersoncountywv.org>, jbrockman@jeffersoncountywv.org, "Jeffrey A. Polczynski, ENP" <jpolczynski@jeffersoncountywv.org>, "Roger Goodwin" <rgoodwin@jeffersoncountywv.org>, "Sandy McDonald" <sandy@jeffersoncountywv.org>, tfagan@jeffersoncountywv.org, pdougherty@jcsdww.com, "Doug pittinger" <dpittinger@jcesa.org>, "Marty Freeman" <mfreeman@jcesa.comcastbiz.net>, "Jennifer Myers" <jmyers@jcprc.org>, "John Reisenweber" <john@jcda.net> .
Cc: tstanton@jeffersoncountywv.org, "Tim Stanton" <tstanton75@hotmail.com>
Subject: Budget Request

This is a reminder Tim and I need you to provide us with the dollars you can return back to the County from your budget to help us reach the deficit for this budget year. Please complete and return to Tim and I no later than Monday, November 25th if you are a department manager or elected official. If you are a contingency agency, please provide the total savings as we won't need your line item budget number. It is very important to note the impact in services that will be created as a result of your budget being reduced. And of course, any

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 19th day of December, 2013, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # 6 to the General County Fund, a copy of which is entered as part of this record.

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

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

REQUEST FOR REVISION TO APPROVED BUDGET

CONTROL NUMBER

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

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

2014
 FY
1
 FUND
6
 REV. NO.
1 of 1
 PG. OF NO.

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding
 Budget Revision: Tim Stanton
 Phone: 304-728-3284 ext 1008
 Fax: 304-725-7916

P.O. Box 250
 STREET OR PO BOX
Charles Town 25414
 CITY ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	3,483,539		16,145	3,467,394
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) -16,145

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
440	Engineering	781,490		16,145	765,345
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures -16,145

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Director, Local Government Services Division

AUTHORIZED SIGNATURE OF ENTITY _____ APPROVAL DATE _____

Budget Revision Summary

Budget Revision #6 of FY14

The Engineering Department on November 25, 2013 voluntarily reduced the Engineering Department (#440) budget by \$16,145. This reduction will reduce the amount needed of prior year Unassigned Fund Balance. The specific accounts to reduce are as follows:

Printing	001-440-02-212-000	\$200
Maintenance of Equipment	001-440-02-216-000	\$2,500
Training & Education	001-440-02-221-000	\$5,106
Dues & Subscription	001-440-02-222-000	\$865
Material & Supplies	001-440-03-341-000	\$7,177
Computer Software	001-440-03-353-000	\$1,000

Accounts to be increased are as follows:

Travel	001-440-02-214-000	\$80
Contract Services	001-440-02-230-000	\$623

The offsetting revenue account to reduce is:

Unencumbered Fund Balance	001-299-00-002	\$16,145
---------------------------	----------------	----------

Engineering Department
2013-2014 Proposed Budget Cuts from Operating Expenses
 November 25, 2013

Account	Description	Budget Amount	Unencumbered Balance as of 10/2013	Less Anticipated Expenses	Estimated Surplus Funds	Reason
212	Printing	1000	1000	800	200	Permit placards & permit stickers
214	Travel	3500	2410	2490	(80)	Hotel travel expenses for WV State Code mandated training for building inspectors, engineers & floodplain manager, to maintain required certifications/licenses
216	Maintenance & Repair - Equipment	6000	6000	3500	2,500	Annual maintenance contracts for copier, Large format Oce scanner
220	Legal Ads	4000	4000	4000	-	Need to run legal ads in the spring for property safety bids & to obtain bids for completing subdivision site work.
221	Training & Education	8000	7406	2300	5,106	Cost for training & education classes for WV State Code mandated training for building inspectors, engineers & floodplain manager, to maintain required certifications/licenses.
222	Dues & Subscriptions	1800	1565	700	865	Membership costs for International Code Council (ICC) & West Virginia Code Officials Association (WVCOA). Membership allows us to use these organizations as a resource for required training and to obtain interpretation of the building code.
230	Contracted Services	6000	4877	5500	(623)	Anticipated cost of Accurate Systems to fix Impact Fees Database problems
341	Material & Supplies	11000	9977	2800	7,177	Anticipated cost or supplies for the remainder of the FY, based on last year's costs
353	Computer Software	2000	2000	0	2,000	Planned on buying productivity software to improve office efficiency, but will forego until next year's budget
	Miscellaneous Line Item Adjustments	0	0	1000	-1000	Need to move funds to several line items to provide a contingency buffer from exceeding budget amount after budget cuts. Also, need to move 3,200 from Overtime to the Part-time line item
				Total =	16,145	

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 19th day of December, 2013, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # 7 to the General County Fund, a copy of which is entered as part of this record.

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

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

Jefferson County Commission
 GOVERNMENT ENTITY

CONTROL NUMBER
 2014
 FY
 1
 FUND
 7
 REV. NO.
 1 of 2
 PG. OF NO.

Person To Contact Regarding
 Budget Revision: **Tim Stanton**
 Phone: **304-728-3284 ext 1008**
 Fax: **304-725-7916**

P.O. Box 250
 STREET OR PO BOX
 Charles Town 25414
 CITY ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	3,483,539		207,570	3,275,969
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) **-207,570**

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	2,138,160		16,703	2,121,457
402	County Clerk	955,973		23,462	932,511
403	Circuit Clerk	660,350	28,375		688,725
404	Sheriff-Treasurer	635,091		15,074	620,017
405	Prosecuting Attorney	1,894,571		41,585	1,852,986
406	Assessor	666,226	192		666,418
407	Assessor's Valuation Fund	423,188		12,466	410,722
412	Agricultural Agent	143,057		862	142,195
413	Elections-County Clerk	364,580		2,508	362,072
424	Courthouse	1,312,119	7,513		1,319,632
428	Data Processing	419,506		13,372	406,134
431	Economic Development	471,405	14,319		485,724

NET INCREASE/(DECREASE) Expenditures **-75,633**

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER

2014

FY

1

FUND

7

REV. NO.

2 of 2

PG. OF NO.

Jefferson County Commission

GOVERNMENT ENTITY

P.O. Box 250

STREET OR PO BOX

COUNTY

Government Type

Person To Contact Regarding

Budget Revision: Tim Stanton

Phone: 304-728-3284 ext 1008

Fax: 304-725-7916

Charles Town

CITY

25414

ZIP CODE

REVENUES: (net each acct.)

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

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
433	Geographic Information System	301,301		3,039	298,262
439	Planning & Zoning	529,581		24,156	505,425
440	Engineering	781,490		11,092	770,398
451	Zoning Board	165,446		23,497	141,949
700	Sheriff-Law Enforcement	3,585,707		15,877	3,569,830
711	Emergency Services	276,789		3,039	273,750
712	Communication Center	2,247,789		44,794	2,202,995
716	Dog Warden/Humane Society	345,562		16,168	329,394
717	Central Garage	357,478	9,725		367,203
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			-131,937		

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Budget Revision Summary

Budget Revision #7 of FY14

The Payroll Department on November 14, 2013 analyzed the health insurance budget based on actual enrollment. In the budget a 20% increase was projected. The actual premium increase was 9%. As a result budget revisions are needed. This reduction will reduce the amount needed of prior year Unassigned Fund Balance. The specific accounts to reduce are as follows:

County Commission	001-401-01-105-000	\$16,703
County Clerk	001-402-01-105-000	\$23,462
Sheriff Treasurer	001-404-01-105-000	\$15,074
Prosecuting Attorney	001-405-01-105-000	\$41,585
Assessor Valuation	001-407-01-105-000	\$12,466
Agricultural Agent	001-412-01-105-000	\$862
Elections	001-413-01-105-000	\$2,508
Data Processing	001-428-01-105-00	\$13,372
GIS	001-433-01-105-000	\$3,039
Planning and Zoning	001-439-01-105-000	\$24,156
Engineering	001-440-01-105-000	\$11,092
Zoning Board	001-451-01-105-000	\$23,497
Sheriff Law Enforcement	001-700-01-105-001	\$15,877
Emergency Services	001-711-01-105-000	\$3,039
Communication Center	001-712-01-105-000	\$44,794
Dog Warden	001-716-01-105-000	\$16,168

Accounts to be increased are as follows:

Circuit Clerk	001-403-01-105-000	\$28,375
Assessor	001-406-01-105-000	\$192

Courthouse	001-424-01-105-000	\$7,513
Economic Development	001-431-01-105-000	\$14,319
Central Garage	001-717-01-105-000	\$9,725
The offsetting revenue account to reduce is:		
Unencumbered Fund Balance	001-299-00-002	\$207,570

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 19th day of December, 2013, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # 8 to the General County Fund, a copy of which is entered as part of this record.

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

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

REQUEST FOR REVISION TO APPROVED BUDGET

CONTROL NUMBER

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

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

2014
 FY
1
 FUND
8
 REV. NO.
1 of 1
 PG. OF NO.

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding
 Budget Revision: Tim Stanton
 Phone: 304-728-3284 ext 1008
 Fax: 304-725-7916

P.O. Box 250
 STREET OR PO BOX
Charles Town 25414
 CITY ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	3,483,539		69,564	3,413,975
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

-69,564

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
712	Communication Center	2,247,789		69,564	2,178,225
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

-69,564

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Budget Revision Summary

Budget Revision #8 of FY14

The Director of Emergency Communications on November 22, 2013 voluntarily reduced the 911 Center budget (#712) by \$69,564. This reduction will reduce the amount needed of prior year Unassigned Fund Balance. The specific accounts to reduce are as follows:

Printing	001-712-02-212-000	\$1,500
Travel	001-712-02-214-000	\$4,500
Maintenance & Repair Equip	001-712-02-216-000	\$10,110
Ads & Legal Publications	001-712-02-220-000	\$250
Training & Education	001-712-02-221-000	\$4,000
Dues & Subscriptions	001-712-02-222-000	\$900
Professional Services	001-712-02-223-000	\$4,400
Contracted Services	001-712-02-230-000	\$500
Material & Supplies	001-712-03-341-000	\$1,800
Uniforms	001-712-03-345-000	\$1,000
Computer Software	001-712-03-353-000	\$1,600
Computer Hardware	001-712-03-354-000	\$39,004

The offsetting revenue account to reduce is:

Unencumbered Fund Balance	001-299-00-002	\$69,564
---------------------------	----------------	----------

Tim Stanton

DEPT 712

From: Jeffrey A. Polczynski, ENP [jpolczynski@jeffersoncountywv.org]
Sent: Friday, November 22, 2013 5:22 PM
To: 'Debbie Keyser'; tstanton@jeffersoncountywv.org
Cc: ccross@jeffersoncountywv.org
Subject: RE: Budget Request
Attachments: Commission Demand for Savings back to County_Emergency Communications_Dept 712.xlsx

Here's the document developed by Emergency Communications.

I am not able to cut from any of the personnel lines because we are currently fully staffed. I did not cut from OT because of the upcoming training for CAD this fiscal year. I will be requiring the staff to attend on their days off and I understand that the dispatcher CAD training is at least 40 hours. There will be other training requirements of the staff for administrative training, etc.

The total overall amount is just below \$70,000 and the cuts that I have volunteered to make represent an 18.34% reduction from the lines that are not associated to personnel services (payroll, benefits, OT & Part-Time).

Jeff

Jeffrey A. Polczynski, ENP
Director of Communications
Jefferson County Emergency Communications
Jefferson County, West Virginia
~An EMD Accredited Center of Excellence~

304-279-1823 - Cell
304-728-2100 - Agency

From: Debbie Keyser [mailto:dkeyser@jeffersoncountywv.org]
Sent: Friday, November 22, 2013 12:15 PM
To: 'Barb Miller'; 'Bill Polk'; jbrockman@jeffersoncountywv.org; 'Jeffrey A. Polczynski, ENP'; 'Roger Goodwin'; 'Sandy McDonald'; tfagan@jeffersoncountywv.org; pdougherty@jcsdvw.com; 'Doug pittinger'; 'Marty Freeman'; 'Jennifer Myers'; 'John Reisenweber'
Cc: tstanton@jeffersoncountywv.org; 'Tim Stanton'
Subject: Budget Request

This is a reminder Tim and I need you to provide us with the dollars you can return back to the County from your budget to help us reach the deficit for this budget year. Please complete and return to Tim and I no later than Monday, November 25th if you are a department manager or elected official. If you are a contingency agency, please provide the total savings as we won't need your line item budget number. It is very important to note the impact in services that will be created as a result of your budget being reduced. And of course, any other ideas you have for cost savings would be appreciated as well. Thanks so much for your help toward this crucial project!! Please call if you have questions.

Debbie

Line	Line Item Description	Description	Giveback	Impact
212	Printing	Printing Services	\$ 1,500.00	more than 32% cut. Cuts printing services for the incident cards (replaced with CAD)
214	Travel	EMD Conf - Travel	\$ 4,500.00	60% cut. Cuts Travel to EMD Conference in Orlando for L.Pope and Director
216	Maint/Repair Equip	Analysis of 10% cut puts Repair of Equip at a bare bones state just to sustain	\$ 10,110.30	Motorola SMA came in at approximately \$5,000 more than budgeted. Mainly due to new IP logging recorders installed in 2012 upgrade but previously covered by warranty in fy2012-2013
220	Ads & Legal Pub	Bid Announcements	\$ 250.00	
221	Training & Education	EMD Conf - Training	\$ 1,000.00	EMD Coordinator does not get experience/network for new ProQA & Aqua Server
221	Training & Education	In Service Training	\$ 3,000.00	42% cut out of the training budget
222	Dues & Subscriptions	APCO Memberships	\$ 900.00	
223	Professional Services	Clinical Psych Backgrounds	\$ 4,400.00	If no hires, then don't need to send to psych
230	Contracted Services	Copier	\$ 500.00	Risking overbudget on this. 712 dept pays for both ECC & HSEM use of the copier. HSEM is wildcard
341	Materials & Supplies	Fair/Public Education	\$ 1,800.00	No presence at the County Fair
345	Uniforms	Uniforms	\$ 1,000.00	No uniforms for dispatch staff
353	Computer Hardware	VMWare & Server Software	\$ 1,600.00	Paid for from DP
354	Computer Hardware	CAD Workstations	\$ 22,000.00	Will be paid out of 246-992-04-460-000-CP
354	Computer Hardware	CAD Servers	\$ 17,004.00	2 servers already paid from this line (even though 1 was to be paid by Sheriff)
		Total Amount of Giveback	\$ 69,564.30	This is an 18.34% cut from the non-personnel lines. This represents a very thin operating budget.

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 19th day of December, 2013, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # 9 to the General County Fund, a copy of which is entered as part of this record.

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

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

Jefferson County Commission
 GOVERNMENT ENTITY

CONTROL NUMBER

2014
 FY
1
 FUND
9
 REV. NO.
1 of 1
 PG. OF NO.

Person To Contact Regarding
 Budget Revision: Tim Stanton
 Phone: 304-728-3284 ext 1008
 Fax: 304-725-7916

P.O. Box 250
 STREET OR PO BOX
Charles Town 25414
 CITY ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	3,483,539		24,165	3,459,374
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) -24,165

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
433	Geographic Information System	301,301		24,165	277,136
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures -24,165

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Director, Local Government Services Division

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Budget Revision Summary

Budget Revision #9 of FY14

The GIS Director voluntarily reduced the GIS budget (#433) by \$24,165. This reduction will reduce the amount needed of prior year Unassigned Fund Balance. The specific accounts to reduce are as follows:

Printing	001-433-02-212-000	\$250
Travel	001-433-02-214-000	\$1,025
Maintenance & Repair Equip	001-433-02-216-000	\$750
Ads & Legal Publications	001-433-02-220-000	\$150
Training & Education	001-433-02-221-000	\$1,300
Dues & Subscriptions	001-433-02-222-000	\$740
Contracted Services	001-433-02-230-000	\$19,000
Computer Software	001-433-03-353-000	\$950

The offsetting revenue account to reduce is:

Unencumbered Fund Balance	001-299-00-002	\$24,165
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Expense Object	Acct	Description	Originally Approved	Current Unencumbered Balance	Rank of importance	If you cut only 5's	If you cut 4+	If you cut 3+	If you cut 2+
Salary/Benefits	Total Personnel Payroll & Benefits		\$233,231.00						
Printing	212	Misc printing, large format color scanning	\$250.00	\$250.00	5	\$250.00	\$250.00	\$250.00	\$250.00
Travel	214	Karst Conference	\$200.00	\$200.00	5	\$200.00	\$200.00	\$200.00	\$200.00
Travel	214	WV State GIS Conference	\$575.00	\$575.00	3			\$575.00	\$575.00
Travel	214	URISA/NENA Addressing Conference	\$825.00	\$825.00	5	\$825.00	\$825.00	\$825.00	\$825.00
Travel	214	Travel to offsite GIS training	\$350.00	\$254.48	2				\$254.48
Maint. & Repair-Equip.	216	Misc Repair of Computer Equipment	\$750.00	\$750.00	4		\$750.00	\$750.00	\$750.00
Advertising	220	Advertisements	\$150.00	\$150.00	5	\$150.00	\$150.00	\$150.00	\$150.00
Training & Education	221	Web Mapping Classes	\$450.00	\$450.00	4		\$450.00	\$450.00	\$450.00
Training & Education	221	GIS Programming Classes	\$500.00	\$500.00	2				\$500.00
Training & Education	221	Project Management Training	\$375.00	\$375.00	4		\$375.00	\$375.00	\$375.00
Training & Education	221	Professional Development (MS Office Suite)	\$350.00	\$350.00	2				\$350.00
Training & Education	221	Library Resources, books	\$275.00	\$275.00	5	\$275.00	\$275.00	\$275.00	\$275.00
Training & Education	221	Loudoun GIS Forum	\$50.00	\$50.00	5	\$50.00	\$50.00	\$50.00	\$50.00
Training & Education	221	WVAGP GIS training	\$150.00	\$150.00	4		\$150.00	\$150.00	\$150.00
Due & Subscriptions	222	URISA for GIS Dept.	\$185.00	\$185.00	4		\$185.00	\$185.00	\$185.00
Due & Subscriptions	222	WVAGP for GIS Director	\$95.00	\$95.00	2				\$95.00
Due & Subscriptions	222	WVAGP for GIS Technician	\$95.00	\$95.00	2				\$95.00
Due & Subscriptions	222	AAG for GIS Director	\$165.00	\$165.00	5	\$165.00	\$165.00	\$165.00	\$165.00
Due & Subscriptions	222	AAG for GIS Technician	\$140.00	\$140.00	5	\$140.00	\$140.00	\$140.00	\$140.00
Due & Subscriptions	222	GISP renewal for GIS Director	\$250.00	\$250.00	5	\$250.00	\$250.00	\$250.00	\$250.00
Contracted Services	230	Topographic Data Development	\$9,500.00	\$9,500.00	4		\$9,500.00	\$9,500.00	\$9,500.00
Contracted Services	230	ArcGIS Server Tool Development	\$9,500.00	\$9,500.00	4		\$9,500.00	\$9,500.00	\$9,500.00
Contracted Services	230	CAD aerial imagery support	\$9,000.00	\$9,000.00	2				\$9,000.00
Contracted Services	230	ESRI - ArcGIS annual software maint	\$7,100.00	\$7,100.00	1				
Contracted Services	230	MSAG - OfficeGIS annual software maint.	\$3,595.00	\$3,595.00	3			\$3,595.00	\$3,595.00
Contracted Services	230	MSAG - Eagle Annual software Maint	\$3,500.00	\$3,500.00	3			\$3,500.00	\$3,500.00
Contracted Services	230	EVS - GPS annual support	\$795.00	\$795.00	1				
Contracted Services	230	Copier Lease annual	\$2,900.00	\$1,767.00	1				
Contracted Services	230	D&S Construction - Road Signage	\$9,000.00	\$7,208.00	1				\$2,200.00
Supplies & Materials	341	New PC - 5 yr replacement	\$3,000.00	\$3,000.00	2				\$3,000.00
Supplies & Materials	341	misc office supplies, plotter ink, paper	\$3,000.00	\$2,712.00	2				\$3,712.00
Computer Software	353	Content Mgmt System Add-ins	\$1,000.00	\$950.05	5	\$950.05	\$950.05	\$950.05	\$950.05
Totals			\$68,070.00	\$64,711.53	3.34	\$3,255.05	\$24,165.05	\$31,835.05	\$51,041.53
1 = Critical, Gotta Have it 2 = Would cramp our style without it 3 = Impact Uncertain 4 = Nice to have, can live w/o it this year 5 = Cut it, we don't need it this year			Approved	Left YTD	Average Rank	Minimum cuts	Fair Cuts	Harsh Cuts	Deepest possible cuts
					Savings	1.1%	8.0%	10.6%	16.9%

Department Name: GIS/Addressing (433)

Budget Line Item #	Budget Line Item Name	Services Impacted	\$\$ To Surrender
212	Printing	No large format scanning	\$ 250
214	Travel	Eliminate 2 conferences this year	\$ 1,025
216	Maint & Repair Equipment	Hope computers don't need repair	\$ 750
220	Advertisements	Do not advertise	\$ 150
221	Training & Education	Eliminate half of classes and books	\$ 1,300
222	Dues & Subscriptions	Forgo some annual memberships	\$ 740
230	Contracted Services	Defer topo and arcserver tools to next FY	\$ 19,000
353	Computer Software	Defer some computer upgrades	\$ 950
	Fair Cuts	SubTotal Savings to give back to County	\$ 24,165
214	Travel	Eliminate 1 additional conference	\$ 575
230	Contracted Services	Eliminate 2 addt'l software agreements	\$ 7,095
	Harsher Cuts	Total Savings to give back to County	\$ 31,835

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 19th day of December, 2013, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # 10 to the General County Fund, a copy of which is entered as part of this record.

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

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER

2014

FY

1

FUND

10

REV. NO.

1 of 1

PG. OF NO.

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Budget Revision: **Tim Stanton**
 Phone: **304-728-3284 ext 1008**
 Fax: **304-725-7916**

P.O. Box 250
 STREET OR PO BOX
 Charles Town 25414
 CITY ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	3,483,539		18,147	3,465,392
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) -18,147
 COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
900	Parks & Recreation	561,916		18,147	543,769
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures -18,147

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Budget Revision Summary

Budget Revision #10 of FY14

The Director of JCPRC on November 25, 2013 voluntarily reduced the Parks & Recreation (#900) budget by \$18,147. This reduction will reduce the amount needed of prior year Unassigned Fund Balance. The specific accounts to reduce are as follows:

Personnel Contribution	001-900-05-567-003	\$18,147
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The offsetting revenue account to reduce is:

Unencumbered Fund Balance	001-299-00-002	\$18,147
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Tim Stanton

DEPT 900

From: Jennifer Myers [jmyers@jcprc.org]
Sent: Monday, November 25, 2013 3:24 PM
To: Debbie Keyser; tstanton@jeffersoncountywv.org
Subject: JCPRC Budget Cuts

Debbie-

Per your request, the JCPRC discussed possible cuts to our 2013/2014 fiscal year budget. The JCPRC receives \$288,916.13 from the County, all of which goes toward wages.

Currently, the JCPRC has a vacancy in the Community Center Manager position as Tim Lykins is our acting (temporary) Park Manager. The JCPRC will hold off on filling the Park Manager Position temporarily, which will save the County \$18,147.22 over the next 6 months. If it is decided by our board that the position needs to be filled prior to July 1, 2014 the JCPRC will subsidize the position from our capital account for the remainder of this current fiscal year.

Please note, if these cuts continue into the 2014/2015 fiscal year, the JCPRC may have to eliminate a position. Currently, with a staff of 6, losing a position could affect park/facility maintenance, grant writing, and programming.

If you have any questions, please feel free to give me a call.

Thanks,

Jennifer Myers
Director
Jefferson County Parks & Recreation Commission
Office: 304-728-3207
Cell: 304-433-4049
jmyers@jcprc.org



Register Online at <http://activenet9.active.com/jeffersoncountyrec/>

The information is intended to be for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of the contents of this message is prohibited. If you have received this electronic transmission in error, please notify me by telephone at (304) 728-3207 immediately.

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 19th day of December, 2013, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # 11 to the General County Fund, a copy of which is entered as part of this record.

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

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER

2014

FY

1

FUND

11

REV. NO.

1 of 1

PG. OF NO.

Jefferson County Commission

GOVERNMENT ENTITY

Person To Contact Regarding

Budget Revision: Tim Stanton

Phone: 304-728-3284 ext 1008

Fax: 304-725-7916

P.O. Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	3,483,539		3,473	3,480,066
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

-3,473

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
412	Agricultural Agent	143,057		3,473	139,584
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

-3,473

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division

Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Budget Revision Summary

Budget Revision #11 of FY14

The Extension Agent on November 19, 2013 voluntarily reduced their budget (#412) by \$3,473. This reduction will reduce the amount needed of prior year Unassigned Fund Balance. The specific accounts to reduce are as follows:

Overtime	001-412-01-108-001	\$73
Maintenance & equip repair	001-412-02-216-000	\$500
Dues	001-412-02-222-000	\$300
Contracted Services	001-412-02-230-000	\$1,100
Materials & Supplies	001-412-03-341-000	\$500
Computer Hardware	001-412-03-354-000	\$1,000

The offsetting revenue account to reduce is:

Unencumbered Fund Balance	001-299-00-002	\$3,473
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Tim Stanton

DEPT 412

From: Judith Matlick [Judy.Matlick@mail.wvu.edu]
Sent: Tuesday, November 19, 2013 4:44 PM
To: tstanton@jeffersoncountywv.org
Cc: Debby Keyser (dkeyser@jeffersoncountywv.org)
Subject: Ag Agent aka WVU Jefferson County Extension Budget
Attachments: Ag Agent Budget Reduction.xlsx

I have made a first attempt at possible budget cut. About 76% of our budget is salary and we have a lot of fixed expenses.

Judy Matlick

Extension Agent
1948 Wiltshire Road Suite 3
Kearneysville, WV 25430
304-728-7413 ext. 3

WVU Jefferson County Extension Website: <http://jefferson.ext.wvu.edu/>



Dept	Expense Acct	Expenditure Classification	Amount Approved	Budget Cuts
Ag Agent 412	103	Employee wages & related cost	\$ 92,846.06	\$ 92,846.06
	108	Overtime & related cost	\$ 610.75	\$ 537.46 Cut overtime by 12%
	211	Telephone	\$ 2,600.00	\$ ① 1,875.00 The phone bill is now included in the county bill which is paid by maintenance dept. We will pay about \$30 per month for fax. The phone cost last year was \$5340. We have travel that is required in order to do our work. Part of our travel costs are paid by WVU.
	214	Travel	\$ 8,000.00	\$ 8,000.00 This is difficult to predict. We are trying to extend the life of equipment that we own such as a color laser printer.
	216	Maintenance & Repair-Equipment	\$ 2,000.00	\$ 1,500.00 This was originally budgeted as \$150 per Extension Agent. Reducing to \$100 each.
	222	Dues & subscriptions	\$ 450.00	\$ 150.00
		Dues	\$ 450.00	\$ 50.00
		Subscriptions	\$ 50.00	
	230	Contracted Services		
		Color Laser Printer	\$ 2,100.00	\$ 1,000.00 Are keeping current printer we own rather than leasing or purchasing new. Will delay the purchase or lease until the next fiscal year.
		Copier/printer lease and service contract	\$ 6,400.00	\$ 6,400.00 Already in contract for lease and service contract
		Internet access (Comcast)	\$ 1,000.00	\$ 1,000.00 Already in contract for lease and service contract
	341	Departmental supplies & materials	\$ 3,000.00	\$ 2,500.00
	354	Computer hardware	\$ 2,000.00	\$ 1,000.00 We need to replace a laptop. We purchase computers as a part of a WVU bulk order and usually WVU provides a 50% match. Do not know if that will be offered this year since they are also looking at budget cuts.
	567	Transfers to other govt entities		
		Travel	\$ 5,000.00	\$ 5,000.00 Already in Memorandum of Understanding with WVU. Travel funds are held in fee account for rental cars to cut travel costs.
		Program Assistant	\$ 17,000.00	\$ 17,000.00 Note that is salary for program assistant.
		Total	\$ 143,056.81	\$ 138,858.52
				\$ 109,846.06 Note that this is the total of regular salary: 2 secretaries and a part time program assistant. This does not include overtime. This is 76.7% of our budget.
				\$ 125,889.99 Target total with 12% cut

① Funds are NOT available to cut
TSMANTON

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 19th day of December, 2013, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # 12 to the General County Fund, a copy of which is entered as part of this record.

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

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

Budget Revision Summary

Budget Revision #12 of FY14

The Commissioners Office on November 22, 2013 voluntarily reduced their budget (#401) by \$45,900. Debbie Keyser, Sandy McDonald, and Tim Stanton were in agreement with the reductions. These reductions will reduce the amount needed of prior year Unassigned Fund Balance. The specific accounts to reduce are as follows:

Printing	001-401-02-212-000	\$500
Travel	001-401-02-214-000	\$1,000
Equipment Repair	001-401-02-216-000	\$2,000
Equipment Rental	001-401-02-219-000	\$500
Education & Training	001-401-02-221-000	\$12,900
Professional Services	001-401-02-223-002	\$4,000
Material &Supplies	001-401-03-341-000	\$3,000
Contract Services	001-401-02-230-000	\$22,000

The offsetting revenue account to reduce is:

Unencumbered Fund Balance	001-299-00-002	\$45,900
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Justification for reductions:

Printing – reduce by \$500. Amount budgeted in FY14 was \$500. There was nothing spent in FY12, FY13 and nothing YTD in FY14. This will reduce the printing line to zero.

Travel – reduce by \$1,000. Was budgeted at \$9,000 this year. FY12 \$8,298 was spent, FY13 \$3,231 was spent, FY14 YTD \$1,267 has been spent which is 14% of budget.

Equipment Repair – reduce by \$2,000. Was budgeted at \$6,000. FY12 \$5,671 was spent, FY13 \$1,142 spent, FY14 \$510 has been spent or 8% of budget.

Equipment Rental – reduce by \$500. Was budgeted at \$500. Nothing spent in FY12 or FY13 and nothing YTD FY14.

Education & Training – reduce by \$12,900. Was budgeted at \$25,200. \$1509 spent in FY12 and \$2,620 spent in FY13. \$298 spent YTD FY14. Reduction of \$12,900 represents cost reductions in employee wellness program and employee awards program. Revised budget of \$12,300 represents training of staff \$4,500; develop training library \$500; employee awards program \$1,300; develop workers comp package \$500; employee wellness program \$500; other training \$5,000.

Professional Services - reduce by \$4,000. Employee assistance program was budgeted at \$8,000. Annual cost of employee assistance program is \$4,000.

Material & Supplies – reduce by \$3,000 which was budgeted for computers. These computers were purchased in the FY13 budget.

Contract Services - reduce by \$22,000. \$22,000 was budgeted for eCivis which was eliminated.

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 19th day of December, 2013, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # 13 to the General County Fund, a copy of which is entered as part of this record.

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

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER

2014

FY

1

FUND

13

REV. NO.

1 of 1

PG. OF NO.

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding
 Budget Revision: **Tim Stanton**
 Phone: **304-728-3284 ext 1008**
 Fax: **304-725-7916**

P.O. Box 250
 STREET OR PO BOX
 Charles Town 25414
 CITY ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	3,483,539		26,695	3,456,844
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

-26,695

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
439	Planning & Zoning	529,581		26,695	502,886
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

-26,695

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Budget Revision Summary

Budget Revision #13 of FY14

The Director of Planning and Zoning on November 21, 2013 voluntarily reduced their budget (#439) by \$26,695. These reductions will reduce the amount needed of prior year Unassigned Fund Balance. The specific accounts to reduce are as follows:

Part-time help	001-439-01-108-002	\$2,465
Travel	001-439-02-214-000	\$2,500
Education & Training	001-439-02-221-000	\$3,000
Dues & subscriptions	001-439-02-222-000	\$1,500
Professional Services	001-439-02-223-000	\$10,500
Material & Supplies	001-439-03-341-000	\$2,730
Computer Software	001-439-03-353-000	\$1,800
Computer Hardware	001-439-03-354-000	\$2,200

The offsetting revenue account to reduce is:

Unencumbered Fund Balance	001-299-00-002	\$26,695
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Draft FY 2012 Budget

Account Number	Description	2014 Approved Budget	2014 Proposed Revisions	Comments	2014 Proposed Revised Budget
001-439-01-103-000-GG-000	PLANNING SALARY AND WAGES	310,317	-15,500	The 2014 budget for Planning included \$15,500 more in salaries that currently being paid also Comp Plan Planner position totals \$47,150 plus benefits* (see below)	294,817
001-439-01-104-000-GG-000	PLANNING FICA EXPENSE	19,674	-960	related to \$15,500 overage	18,714
001-439-01-104-001-GG-000	PLANNING MEDICARE EXPENSE	4,601	-225	related to \$15,500 overage	4,376
001-439-01-105-000-GG-000	PLANNING GROUP INSURANCE	98,617	-11,396	budgeted for 3 single and 3 family – have only 2 family, 4 singles	87,221
001-439-01-106-000-GG-000	PLANNING RETIREMENT	45,141	-2,250	related to \$15,500 overage	42,891
001-439-01-108-001-GG-000	PLANNING OVERTIME	1,000	-940	no overtime - comp only	60
001-439-01-108-002-GG-000	PLANNING PTIME/EXTRA HELP	6,000	-2,465	No summer intern requested for Summer 2014 due to budget	3,535
001-439-02-212-000-GG-000	PLANNING PRINTING	-			-
001-439-02-214-000-GG-000	PLANNING TRAVEL	3,000	-2,500	travel to national APA conference deleted due to budget	500
001-439-02-216-000-GG-000	PLANNING MAIN/REP EQUIPMT	7,500		encumbered by copier lease (a 5 year lease entered into under the state contract through March 2015)	7,500
001-439-02-217-000-GG-000	PLANNING MAIN/REP AUTOS	-			-
001-439-02-218-000-GG-000	PLANNING POSTAGE	-			-
001-439-02-219-000-GG-000	PLANNING BLDG/EQUIP RENTS	-			-
001-439-02-220-000-GG-000	PLANNING ADS/LEGAL PUBS	1,000			1,000
001-439-02-221-000-GG-000	PLANNING TRAIN/EDUCATION	3,700	-3,000	National APA conference registration deleted due to budget	700
001-439-02-222-000-GG-000	PLANNING DUES/SUBSCRIPTNS	2,100	-1,500	delete payment of staff's APA/AICP dues	600
001-439-02-223-000-GG-000	PLANNING PROFESSIONAL SVC	15,000	-10,500	Would require breaking contract with Lead Facilitator for Envision Jefferson 2035 (approx. \$3100 remaining); Remove \$7500 budgeted for use in US 340 South access management efforts (which would be the match to the \$13,661 granted to the CC for a US 340 South study)	4,500
001-439-02-229-000-GG-000	PLANNING COURT COST/DAMAG	-			-
001-439-02-230-000-GG-000	PLANNING CONTRACTED SVCS	-			-
001-439-02-236-000-GG-000	PLANNING REFUND ERROR PYT	-			-
001-439-03-341-000-GG-000	PLANNING MATERIAL/SUPPLY	7,730	-2,730	limit supplies for balance of the year	5,000
001-439-03-343-000-GG-000	PLANNING AUTO SUPPLIES	-			-
001-439-03-353-000-GG-000	PLANNING COMPUTER SFTWRE	2,000	-1,800	limited additional computer software this year	200
001-439-03-354-000-GG-000	PLANNING COMPUTER HRDWARE	2,200	-2,200	no new computers this fiscal year	-
001-439-04-459-000-CP-000	PLANNING CAP/OUTLAY-EQUIP		-34,166	* 1/2 year costs for Comp plan planner (salary and benefits)	-34,166
	TOTALS	529,580	(92,132)		437,448

① under review

26695

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 19th day of December, 2013, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # 14 to the General County Fund, a copy of which is entered as part of this record.

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

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

Jefferson County Commission
 GOVERNMENT ENTITY

CONTROL NUMBER

2014
 FY
1
 FUND
14
 REV. NO.
1 of 1
 PG. OF NO.

Person To Contact Regarding
 Budget Revision: Tim Stanton
 Phone: 304-728-3284 ext 1008
 Fax: 304-725-7916

P.O. Box 250
 STREET OR PO BOX
Charles Town
 CITY
25414
 ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	3,483,539		786,448	2,697,091
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			-786,448		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
699	Contingencies	926,456		786,448	140,008
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			-786,448		

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Director, Local Government Services Division

 AUTHORIZED SIGNATURE OF ENTITY
 APPROVAL DATE

Budget Revision Summary

Budget Revision #14 of FY14

It is the recommendation that the contingency account be eliminated in order to balance the budget. This budget revision will leave \$140,008 in this budget line. The balance of \$140,008 represents additional budget transfers that are pending. The specific accounts to reduce are as follows:

Contingency	001-699-06-675-000	\$786,448
-------------	--------------------	-----------

The offsetting revenue account to reduce is:

Unencumbered Fund Balance	001-299-00-002	\$786,448
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Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Tim Stanton

Department or Entity: Jefferson County Finance Director

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: December 19, 2014

Date Requested – 2nd Choice: _____

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

Subject: **Presentation of new Jefferson County Finance Department Policies and Procedures, 307-315 Discussion/Action**

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): **I move approval of the following policies/procedures as presented.**

Attachments: 307- Capital Outlay Policy, 308-Fund Balance Policy, 309- Balanced Budget Policy, 310 - Annual Budgets, 311- Financial Reserve Policy, 312-Contingency Account #01-699, 313-Financial Plan, 314- Financial Sustainability of Benefits, 315-Debt Service

300	Finance			
301	Taxable Fringe Benefits	Travel Voucher	Approved	Keyser
302	Travel Expenses Policy	Travel Expense Form	Approved	Keyser
303	Moving Expenses	Moving Expense Form	Approved	Keyser
304	Purchasing Card Agreement		Approved	McDonald
305	Purchase Order Policy	PO 4-Part Form	Approved	Keyser/Stant
306	Bonus Payment		Approved	Keyser
307	Capital Outlay Policy	Capital Project Packet	Pending	Keyser/Stant
308	Fund Balance Policy		Pending	Stanton
309	Balanced Budget Policy		Pending	Stanton
310	Annual Budgets		Pending	Stanton
311	Financial Reserve Policy		Pending	Stanton
312	Contingency Account #01-699		Pending	Stanton
313	Financial Plan		Pending	Stanton
314	Financial Sustainability of Benefits		Pending	Stanton
315	Debt Service		Pending	Stanton

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Purchase Order Policy		Approved:
Policy Number:	Finance – 305		Author: Keyser/Stanton
Associated:	Purchase Order 4 Part-Form from Accounts Payable		

The purpose of this policy is to establish a uniform procedure for processing all purchase orders for the county. A purchase order is to be used for all items to be purchased. Reimbursements do not need to be on a purchase order, but must be submitted with an expense report, along with itemized receipts and supervisor's approval.

Purchase orders must be written for any items to be purchased. Items at or below \$250 require a purchase order to be approved by the County Administrator. Purchased items at or above \$250 require County Commission approval, which is also the same level established for the PCard Program. Please note items should not be purchased separately to avoid the \$250 limit when ordering in bulk.

The process for Purchase Orders (PO) at or above \$250 is as follows:

- The PO is to be completed in its entirety including the budget line item from which the expense should be paid.
- The PO is submitted to the Commission Staff to be included on the next Commission Meeting Agenda.
- Once the PO is approved, the Commission Staff sends the entire PO to Accounts Payable.
- Accounts Payable will distribute a pink and white copy back to the originator indicating the purchase has been approved. (Accounts Payable keeps the blue and yellow copies).
- ONLY at that point, should the originator of the PO purchase the item(s). Once the item is purchased and an invoice is obtained, the white copy of the purchase order with an itemized receipt attached should be returned to the Accounts Payable department.
- If the budgeted line item has the appropriate funds, Accounts Payable will process payment. A check, along with the invoice will be mailed to the vendor. Accounts Payable will keep one copy of the invoice and one copy of the purchase order for their files for auditing purchases.
- All purchases must be for reasonable and necessary costs. No purchases shall be made in excess of the amount approved by the Commission, unless the difference is strictly due to state tax and shipping costs.
- If the budgeted line item does not have the necessary funds to pay for the total invoice, the invoice will be denied by Accounts Payable and returned to the PO originator. It will be the purchaser's responsibility to complete a Budget Revision Form and appear before the Commission to have monies moved within their budget to accommodate the purchase.

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Capital Outlay Fund	Approved:	
Policy Number:	Finance – 307	Author:	Keyser/Stanton
Associated:	Capital Outlay Project Package/Forms		

All funds expended from the County Commission Capital Outlay Fund #246 must have prior approval of the Jefferson County Commission.

To be approved, a "Project Cost Sheet Packet" must be completed and submitted in the agenda packet as part of the presentation to the Commission for their consideration for an approval or denial. The packet must contain a description of the general scope of the project including expected service and financial benefits; a description and quantification of any impact the project will have on the current or future operating budget; estimated cost of the project; identification of all funding sources; and a method provided to measure the financial or service outcomes of the project. (There is a capital outlay fund number as part of each department's budget. This policy is in reference to the County Commission Capital Outlay fund (#246) only and NOT each department's individual budget)

Minimum Reserve: The County shall strive to maintain a minimum reserve of \$2,000,000 in the Capital Fund to be used in the event of a national disaster or operating emergency. In addition to the emergency reserve, the Capital budget shall be linked to a multi-year capital improvement plan. Funding for a specific project will only be provided in the Capital Fund after the Commissioners have approved the project.

Project Manager - Upon approval, the County Commission will appoint a project manager for oversight of the project.

Accounts Payable Responsibility - The Accounts Payable Department will assign a project number for which all invoices for the project must be coded for payment. All costs associated with a project will be considered "Construction/Work in Progress". Construction-in-Progress represents the cost of buildings or other capital projects that are under construction as of the balance sheet date. Construction-in-Progress represents a temporary capitalization of labor, material and equipment of a project. When the project is completed or substantially completed, when the structure or project is ready for the purpose intended, then depreciation will start on the asset. When the project is completed, the project manager must notify Accounts Payable the project is complete. Accounts Payable will then transfer the total cost of the project to the proper "Asset Category" of the Capital Outlay Fund.

Investment Limit - All projects less than \$10,000 cannot be charged to this fund without special approval of the Finance Director and the County Commission, as the intent of Capital Outlay is to accommodate large invoice items with a life expectancy of one year or more and a value of \$10,000 or more.

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Fund Balance Policy	Approved:	
Policy Number:	308	Author:	Stanton
Associated:			

The County shall maintain an unencumbered fund balance in the General Fund of a minimum of 16.67% of general fund operating expenditures, with a goal of maintaining the fund balance at 20% of General Fund operating expenditures. This ratio will be reviewed as of June 30th of each year. Should the unencumbered fund balance fall below the benchmark, then the County shall adopt a plan to restore this balance to the benchmark level within 24 months. If restoration of the reserve cannot be accomplished within such a period without severe hardship to the County, then the County will establish a different time period.

	<i>Jefferson County Policies & Procedures</i>		
Policy Name:	Fund Balance Policy	Approved:	
Policy Number:	308	Author:	Stanton
Associated:			

The County shall maintain an unencumbered fund balance in the General Fund of a minimum of 16.67% of general fund operating expenditures, with a goal of maintaining the fund balance at 20% of General Fund operating expenditures. This ratio will be reviewed as of June 30th of each year. Should the unencumbered fund balance fall below the benchmark, then the County shall adopt a plan to restore this balance to the benchmark level within 24 months. If restoration of the reserve cannot be accomplished within such a period without severe hardship to the County, then the County will establish a different time period.

Should the unencumbered balance rise above the amount stated in the policy, 50 percent of the excess amount will be placed into a Rainy Day Fund. (Revision by Dale Manuel)

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Annual Budgets	Approved:	
Policy Number:	310	Author:	Stanton
Associated:			

The County shall prepare annual budgets on all funds. This would include the General Fund, Coal Severance Fund, Capital Fund, Restricted Funds, and all other funds.

It is the responsibility of the Finance Director to prepare and submit the budget in a timely manner, and assist each department manager and elected official, as needed, in preparation of their budgets.

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Financial Reserve Policy	Approved:	
Policy Number:	311	Author:	Stanton
Associated:			

On an annual basis the Finance Director shall produce a schedule of all fund surpluses and deficits, with projections of reserve requirements and a plan for the use of the excess surplus for the current year. This document will be used not only to ensure compliance with the Fund Balance Policy, but also to analyze the total reserve and surplus to ensure that the policies as provided do not inadvertently create adverse effects.

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Contingency Account #01-699	Approved:	
Policy Number:	312	Author:	
Associated:			

The County shall include in the General Fund operating budget annually a contingency account equal to 1.50% of the General Fund total expenditures, less debt service, inter-fund transfers, and capital expenditures. This contingency will expire at the end of the fiscal year and balances will not be brought forward.

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Financial Plan	Approved:	
Policy Number:	313	Author:	Stanton
Associated:			

The County shall maintain a three year financial plan and three year budget forecast. If there are breaches of other financial policies that are projected to occur in the three year plan then the County shall develop a budget strategy to correct the situation with the following order of priority:

- 1) Reduce expenditures through improved productivity
- 2) Shift expense to other parties
- 3) Create new service fees or increase existing fees
- 4) Seek tax rate increases or other increases in revenue
- 5) Reduce or eliminate services

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Financial Sustainability of Benefits	Approved:	
Policy Number:	314	Author:	Stanton
Associated:			

The County shall develop a deliberative process to ensure the sustainability of employee compensation packages including healthcare and similar benefits. In this process it shall be determined if the benefits and compensation packages are reasonably expected to remain in place, are they affordable to the County, and competitive and sufficient to meet the needs of the employees. The process should include long term planning in regards to the financial sustainability of the compensation packages, the design, funding approaches, and needs of the employees.

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Debt Service	Approved:	
Policy Number:	315	Author:	Stanton
Associated:			

The debt service to General Fund revenue should be 6% or less which will insure the County does not maintain an unhealthy level of debt

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Energy Policy	Approved:	
Policy Number:	Maintenance - 602	Author:	Bill Polk
Associated:			

Introduction

Due to increased energy consumption and rising cost, the Jefferson County Commission is implementing the following Heating, Ventilation, and Air Conditioning (HVAC) policies effective immediately.

Heating Set Points

68° to 70° during normal occupied times

65° to 68° for entrance ways and storage rooms

55° during normal unoccupied times

Cooling Set Points

71° to 75° during normal occupied times

85° during normal unoccupied times

In implementing this policy, all spaces will be maintained as close to the set points as possible. Due to the age of some of the systems and facilities, occupants may experience a range of temperatures a few degrees on either side of the set points. This should be acceptable and comfortable to most occupants. During the winter if the temperature drops below 67° or above 76° in the summer please contact the Maintenance Department.

Please note that the Judicial Center, Communications Facility, and the Public Service Center all use a reheat system. (Reheat systems refer to systems where air is cooled to below dew point temperature to dehumidify and is then reheated to maintain comfortable space temperatures). Temperatures in these Facilities may be maintained between 68° and 72° in the summer to help reduce energy costs.

Certain areas will be exempt from the set points, i.e. computer rooms, labs, and other critical areas. Additional areas may be exempt from all or part of these requirements, pursuant to the approval of the County Commission.

Heating and cooling should start no sooner than 30 minutes prior to the building being occupied.

Heating and cooling may be turned back 30 minutes before the scheduled building closing time.

Space Heaters

The Jefferson County Commission will approve space heaters in limited instances where the building systems cannot provide temperatures within acceptable variation of the ranges stated above or in cases where workers may have medical conditions that require extra warmth. All other space heaters are subject to confiscation by the Maintenance Department.

The compliant use of space heaters can be used if the following requirements are met:

All heaters must be Underwriters Listed (UL) approved

- I. The maintenance department has checked that the use of the space heater will not cause problems and that the need can't be met by adjusting the HVAC system.
- II. The space heater is kept away from combustible materials.
- III. The space heater must be monitored at all times, turned off when the area is not occupied, and unplugged at the end of the day.
- IV. The space heater is plugged directly into an outlet. The use of extension cords is strictly prohibited.
- V. Heaters must have a thermostat to automatically turn the unit off once the temperature is achieved.
- VI. Heaters must have a tip over shut down feature.
- VII. Heaters missing guard, control knobs, feet, or damaged in anyway are to be taken out of service immediately.
- VIII. It must not take more than 1,500 watts to operate.

Fans

Energy efficient pedestal or table fans are permitted and considered acceptable solutions to increase your sense of comfort by improving air movement.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Tim Stanton

Department or Entity: Finance Director – Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: December 19, 2013

Date Requested – 2nd Choice: _____

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

Subject: Open Positions within the County as of 12/2013

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): **I move approval of the hiring freeze for all non-essential and/or replacement positions.**

Attachments: Listing of open positions within the County

Open Positions

12-2013

Motion for Hiring Freeze:

1. Hiring Freeze for all non-essential positions
2. Do not replace non-essential positions

Essential Positions:

--Elected Officials by State Code

--Commission Staff (Co. Admin., Deputy Admin, Finance Director, Exec. Asst., IT Help Desk Specialist)

--Department Managers (Engineering, Homeland Security, GIS, 911 Emergency Center, Maintenance, and Planning/Zoning)

--If anyone other than the Essential personnel listed above terminate, it is the responsibility of the department manager to 1) consider reorganization within their department or accommodate the vacated employee's responsibilities within their department; 2) discuss the responsibilities of the vacated position with another department manager and see if they have the ability to absorb some or all of the vacated employee's job responsibilities; 3) make a presentation to the commission as to why the vacated position is essential for approval/denial.

--911 Center Employees – Maintain minimal staff to function at 24/7 (Authorized staffing of 24; full time employment is 24)

Other:

--Contingency Agencies (Parks & Rec, JCDA, JCESA) are responsible for determining their budgets and non-essential personnel

--Elected Officials will need to determine how to best staff their positions based on their budgeting

Current Full-time Open Positions:

<u>Position:</u>	<u>Department:</u>
Zoning Administrator	Planning and Zoning Department
Deputy	Sheriff's Department
Administrative Asst.	County Commission Office

Jefferson County Offices will be closing at 12pm on Tuesday, December 24th and will remain closed until Thursday, December 26th in observance of Christmas Eve and Christmas Day. Have a safe and happy holiday!



Jefferson County Offices will be closing at 12pm on December 31st and will remain closed until January 2, 2014 in observance of New Year's Eve and New Year's Day. Have a safe and happy holiday!



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 2, 2014, or as soon thereafter as the Commission may decide:

Board of Zoning Appeals - two (2) three-year terms ending January 1st, 2017 and three (3) alternate positions ending January 1st, 2015, 2016, and 2017 respectively.

Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

December 11th, 18th, 25th 2013

THANKS - JEFFERSON COUNTY COMMISSION

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Tuesday, 3 December 2013
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of November 2013.

This transfer consists of two components:

- Impact Fee Process Numbers **1300210** through **1300225**, inclusive. Within this range there were 15 non-exempt impact fee payments. This amounts to **\$150,563.00**.
- Interest earned by the Office of Impact Fees General Account in November 2013 amounts to **\$43.67**, of which **\$38.43** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$150,601.43.

Check # 924

RECEIVED

DEC 04 2013

Jefferson County Commission

Jefferson County CommissionP.O. Box 250
Charles Town, WV 25414**Invoice****Number:** 13046**Date:** 12/3/2013**Bill To:**Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414**Pay To:**Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414**P.O. Number****Vendor Number****Description****Amount**

Impact Fee payments collected for month of November 2013 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).

\$150,563.00

Interest earned by the Office of Impact Fees General Account November 2013.

\$38.43

Impact Fee Process Numbers 1300210 through 1300225, inclusive. Within this range, there were 15 non-exempt impact fee payments.

Total: \$150,601.43**Notes/Comments** Transfer of funds into School Impact Fee Account (3107582).**Check Number:** 924



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 924

Trace 20131203:50013.23

Date 12/3/2013

Series 1

Recipient Sheriff of Jefferson County

Amount \$150,563.00

Account 3107582

Signature 1 Dale Manuel

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in November 2013.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
11/7/2013	1300211	2003-3	11/24/2005	\$11,358.00
11/7/2013	1300212	2003-3	11/24/2005	\$11,358.00
11/7/2013	1300213	2003-3	11/24/2005	\$11,358.00
11/7/2013	1300214	2003-3	11/24/2005	\$11,358.00
11/7/2013	1300215	2003-3	11/24/2005	\$11,358.00
11/13/2013	1300216	2003-3	11/24/2005	\$11,358.00
11/13/2013	1300217	2003-3	11/24/2005	\$5,338.00
11/13/2013	1300218	2003-3	11/24/2005	\$11,358.00
11/14/2013	1300219	2003-3	11/24/2005	\$11,358.00
11/18/2013	1300220	2003-3	11/24/2005	\$6,133.00
11/20/2013	1300221	2003-3	11/24/2005	\$11,358.00
11/20/2013	1300222	2003-3	11/24/2005	\$11,358.00
11/20/2013	1300223	2003-3	11/24/2005	\$11,358.00
11/20/2013	1300224	2003-3	11/24/2005	\$2,796.00
11/20/2013	1300225	2003-3	11/24/2005	\$11,358.00

Total amount for this withdraw \$150,563.00

Total amount for this account \$150,563.00

Total amount all accounts \$150,563.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Tuesday, 3 December 2013
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of November 2013.

This transfer consists of two components:

- Impact Fee Process Numbers **1300210** through **1300225**, inclusive. Within this range there were 11 non-exempt impact fee payments. This amounts to **\$2,503.00**.
- Interest earned by the Office of Impact Fees General Account in November 2013 amounts to **\$43.67**, of which **\$0.44** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is **\$2,503.44**.

Check # 925

RECEIVED

DEC 04 2013

Jefferson County Commission

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 13047

Date: 12/3/2013

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of November 2013 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120).

\$2,503.00

Interest earned by the Office of Impact Fees General Account November 2013.

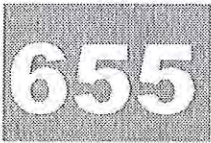
\$0.44

Impact Fee Process Numbers 1300210 through 1300225, inclusive. Within this range, there were 11 non-exempt impact fee payments.

Total: \$2,503.44

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

Check Number: 925



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 925

Trace 20131203:50119.74

Date 12/3/2013 Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$2,503.00

Signature 1 Dale Manuel

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in November 2013.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
11/7/2013	1300211	2005-1	3/22/2005	\$0.00
11/7/2013	1300212	2005-1	3/22/2005	\$262.00
11/7/2013	1300213	2005-1	3/22/2005	\$262.00
11/7/2013	1300214	2005-1	3/22/2005	\$0.00
11/7/2013	1300215	2005-1	3/22/2005	\$0.00
11/13/2013	1300216	2005-1	3/22/2005	\$262.00
11/13/2013	1300217	2005-1	3/22/2005	\$123.00
11/13/2013	1300218	2005-1	3/22/2005	\$0.00
11/14/2013	1300219	2005-1	3/22/2005	\$262.00
11/18/2013	1300220	2005-1	3/22/2005	\$142.00
11/20/2013	1300221	2005-1	3/22/2005	\$262.00
11/20/2013	1300222	2005-1	3/22/2005	\$262.00
11/20/2013	1300223	2005-1	3/22/2005	\$262.00
11/20/2013	1300224	2005-1	3/22/2005	\$142.00
11/20/2013	1300225	2005-1	3/22/2005	\$262.00

Total amount for this withdraw \$2,503.00

Total amount for this account \$2,503.00

Total amount all accounts \$2,503.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Tuesday, 3 December 2013
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of November 2013.

This transfer consists of two components:

- Impact Fee Process Numbers **1300210** through **13225**, inclusive. Within this range there were 15 non-exempt impact fee payments. This amounts to **\$9,874.00**.
- Interest earned by the Office of Impact Fees General Account in November 2013 amounts to **\$43.67**, of which **\$2.62** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$9,876.62.

Check # 926

RECEIVED

DEC 04 2013

Jefferson County Commission

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 13048

Date: 12/3/2013

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Jefferson Co. Dept. of Impact Fee
Department
114 E. Washington Street
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of November 2013 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).

\$9,874.00

Interest earned by the Office of Impact Fees General Account November 2013.

\$2.62

Impact Fee Process Numbers 1300210 through 1300225, inclusive. Within this range, there were 15 non-exempt impact fee payments.

Total: \$9,876.62

Notes/Comments Transfer of funds into Parks & Recreation Impact Fee Account (3122808).

Check Number: 926

655**Account Withdraws**
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 926

Trace 20131203:50154.5

Date 12/3/2013

Series 3

Recipient Sheriff of Jefferson County

Account 3122808

Amount \$9,874.00

Signature 1 Dale Manuel

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in November 2013.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
11/7/2013	1300211	2005-2	5/12/2005	\$752.00
11/7/2013	1300212	2005-2	5/12/2005	\$752.00
11/7/2013	1300213	2005-2	5/12/2005	\$752.00
11/7/2013	1300214	2005-2	5/12/2005	\$752.00
11/7/2013	1300215	2005-2	5/12/2005	\$752.00
11/13/2013	1300216	2005-2	5/12/2005	\$752.00
11/13/2013	1300217	2005-2	5/12/2005	\$354.00
11/13/2013	1300218	2005-2	5/12/2005	\$752.00
11/14/2013	1300219	2005-2	5/12/2005	\$752.00
11/18/2013	1300220	2005-2	5/12/2005	\$406.00
11/20/2013	1300221	2005-2	5/12/2005	\$752.00
11/20/2013	1300222	2005-2	5/12/2005	\$752.00
11/20/2013	1300223	2005-2	5/12/2005	\$752.00
11/20/2013	1300224	2005-2	5/12/2005	\$90.00
11/20/2013	1300225	2005-2	5/12/2005	\$752.00

Total amount for this withdraw \$9,874.00**Total amount for this account** \$9,874.00**Total amount all accounts** \$9,874.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Tuesday, 3 December 2013
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Fire & EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of November 2013.

This transfer consists of two components:

- Impact Fee Process Numbers **1300210** through **1300225**, inclusive. Within this range there were 15 non-exempt impact fee payments. This amounts to **\$9,243.00**.
- Interest earned by the Office of Impact Fees General Account in November 2013 amounts to **\$43.67**, of which **\$2.18** is attributed to fees collected for Fire & EMS.

As per the attached invoice, the total amount of this transfer is \$9,245.18.

Check # 927

RECEIVED

DEC 04 2013

Jefferson County Commission

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 13049

Date: 12/3/2013

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of November 2013 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Fire & EMS Impact Fees Bank Account (3122816). \$9,243.00

Interest earned by the Office of Impact Fees General Account November 2013. \$2.18

Impact Fee Process Numbers 1300210 through 1300225, inclusive. Within this range, there were 15 non-exempt impact fee payments.

Total: \$9,245.18

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

Check Number: 927



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 927

Trace 20131203:50193.28

Date 12/3/2013 Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$9,243.00

Signature 1 Dale Manuel

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Fire and EMS Impact Fees Collected in November 2013.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
11/7/2013	1300211	2005-3	5/12/2005	\$698.00
11/7/2013	1300212	2005-3	5/12/2005	\$698.00
11/7/2013	1300213	2005-3	5/12/2005	\$698.00
11/7/2013	1300214	2005-3	5/12/2005	\$698.00
11/7/2013	1300215	2005-3	5/12/2005	\$698.00
11/13/2013	1300216	2005-3	5/12/2005	\$698.00
11/13/2013	1300217	2005-3	5/12/2005	\$328.00
11/13/2013	1300218	2005-3	5/12/2005	\$698.00
11/14/2013	1300219	2005-3	5/12/2005	\$698.00
11/18/2013	1300220	2005-3	5/12/2005	\$377.00
11/20/2013	1300221	2005-3	5/12/2005	\$698.00
11/20/2013	1300222	2005-3	5/12/2005	\$698.00
11/20/2013	1300223	2005-3	5/12/2005	\$698.00
11/20/2013	1300224	2005-3	5/12/2005	\$162.00
11/20/2013	1300225	2005-3	5/12/2005	\$698.00

Total amount for this withdraw \$9,243.00

Total amount for this account \$9,243.00

Total amount all accounts \$9,243.00

STATE OF WEST VIRGINIA



WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY

1325 Virginia Street, East
Charleston, WV 25301-3011
(304) 558-2110
FAX: (304) 558-2115

Earl Ray Tomblin
Governor

Joseph C. Thornton
Cabinet Secretary

Joe DeLong
Executive Director

RECEIVED

November 27, 2013

DEC 11 2013

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

Jefferson County Commission

Dear Mr. Manuel:

The end of the 2013 calendar year is quickly approaching, so I thought this may be a good time to provide an update on what changes have been made at the Regional Jail Authority over the past several months and what further initiatives lie ahead.

When I took over as Acting Director at the beginning of February 2012, the Authority was facing several challenges. The most notable were as follows:

1. An independent auditing firm had annually carried over three substantial reported audit deficiencies dating back at least 4 years.
2. The agency's purchasing card system had very limited controls and accountability for daily procurements.
3. Roughly 25% of the personnel services budget was being allocated to cover mandatory overtime.
4. The staff vacancy rate was just under 13%.
5. The agency was facing approximately 120 sexual harassment civil suits with no in-house legal representation or risk department.
6. The agency's budget was out of date and multiple budget line items were showing negative variances in excess of 50%.
7. There was no investigative unit to monitor facility related matters.
8. Internal controls of inmate funds were lacking.
9. There was no asset planning and a very fractured maintenance element existed individually within each facility.

I am pleased to be able to say that just last month the Authority received a deficiency free outside audit report for the second year in a row. New purchasing regulations have reduced purchasing card expenditures by

over \$2 million annually and quarterly reports on individual expenditures have decreased over 50% in volume. New scheduling and staffing initiatives have already produced a reduction in overtime in excess of \$350,000 from July 2013-October 2013 and the initiative is yet to be fully implemented agency wide. The real time vacancy rate as of today is less than 3%. Variances in the Agency's budget have decreased from a high of 73% in 2012 to a maximum deficiency variance of 12% in 2013. The Authority has an in-house Legal Department and a Director of Risk Management who work very closely with our outside legal representation, as well as our liability and workers compensation insurance providers. These efforts have already led to a reduction in cases filed, as well as substantial positive outcomes in both state and federal courts. Currently, a new inmate surveillance system is being implemented Authority wide and risk associated claims have reduced significantly in the areas where this project is complete. Several projects are in the works to increase our information technology systems. An Internal Affairs Unit has been developed and the unit responds to facility issues on a 24 hour 7 day a week basis. A new internal electronic accounting system has been put into place. Finally, the Authority now has an Asset Planning Division and all elements associated with preventative and site specific maintenance needs are coordinated through best practices with ongoing support and information sharing initiatives. All of this has been accomplished without increasing personnel service expenditures.

- *Most importantly, these restructuring and efficiency increasing efforts led to a \$.50 reduction in the per-diem rate beginning July 1, 2013.*

While I am very proud of the accomplishments our staff has made in 2013, there is still much work to be done. In the next calendar year, we will continue to roll out our new staffing and scheduling initiative. We fully anticipate not only realizing additional direct savings but also seeing reductions in staff turnover, leading to reduced risk exposure and increases in the safety and security of our facilities. Additionally, a plan is being formulated to completely restructure our training initiatives. Finally, aggressive steps will be taken to work within our existing personnel services budget limitations while still being able to present plans to better compensate our security staff. I firmly believe that we can retain our high quality security personnel while actually reducing our expenses through better scheduling, reduced risk and, most importantly, reductions in turnover and the exorbitant expense associated with hiring and training new employees.

In August 2012, when I accepted the Director's position full time, I made a commitment to restructuring this agency so that we could better serve the needs of our customer base. Please know that the dedicated team of professionals that I have been fortunate to work with over the past couple of years remain steadfast in their commitment to carry out the mission of the Regional Jail Authority in the most transparent and cost effective means possible. We will continue to seek your feedback on our operations and welcome any opportunity to serve you better. I am grateful for the support you have given to these efforts and look forward as we continue to work together to serve the needs of our great State.

Sincerely,



Joe DeLong
Executive Director
WV RJCFA

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting November 4, 2013

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Tuesday, November 4, 2013 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Secretary, Peter Appignani; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemyer; Operations Manager, Joe Freeze; District Legal Counsel, Jim Kelsh; from Pentree Engineering, Zane Summerfield and Dan Farrell; from Dunn Engineering, Fred Hypes; and Customer Liaison, Charles Cheezum.

CALL TO ORDER

Secretary Peter Appignani called the meeting to order at 7:00PM. Chairman Jim Cummins was absent from the meeting.

APPROVAL OF AGENDA

Since Mr. Cummins was not present, Mr. Appignani and Mr. Strider would like to move the agenda item thanking Mr. Cummins for his service to next month.

PUBLIC COMMENTS

Barbara Humes questioned if the public could comment on an agenda item when it is discussed during the meeting.

OLD BUSINESS

Review Minutes of October 7 regular board meeting

The minutes of the October 7, 2013 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the October 7, 2013 minutes as presented. Approved 2-0.

Review Minutes of October 16 work session

The minutes of the October 16, 2013 work session were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the October 16, 2013 minutes as presented. Approved 2-0.

Update on the Water Systems Improvement Project for Glen Haven and Cavaland

Ms. Lawton informed the Board that the District has received the money from the West Virginia Infrastructure and Jobs Development Council for the condemnation of a Cavaland easement. Ms. Lawton will notify Mr. Crawford to proceed with the condemnation. The District is still waiting for the title opinions and approval from the Division of Culture and History's State Historic Preservation Office on the "Unanticipated Discovery Plan" prepared by the engineer.

Action: No action taken by the Board.

Discuss Mountain Water Project

- Discuss the Public Private Partnership agreement

Ms. Lawton had a conference call with Mr. Snyder, Mr. Summerfield, and Mr. Kelsh to discuss the draft Preliminary Engineering Report (PER). The group suggested that the Board wait for updated financials from Jefferson Utilities, Inc. and have a discussion with the West Virginia Infrastructure and Jobs Development Council regarding funding options before any actions are taken on this project. Ms. Lawton also suggested moving the December 4th public meeting until a later time when more detailed information is available.

Public comments were received by customer liaison Mr. Cheezum, Justin Maxey, Barbara Humes, John Maxey, and Budge Blake.

The Board discussed putting the draft PER on the Districts website for the public to view. They would like Mr. Summerfield to remove sections that are outdated including the financial section and to insert a cover letter explaining this. The Board tabled discussions on a private public partnership until next month and cancelled the December 4th public meeting on this topic until more information becomes available.

Action: **Motion made by Mr. Strider and seconded by Mr. Appignani to put the draft PER with the financial section removed on the Districts website for public review. Approved 2-0.**

Consider revision to deduct meter policy

Mr. Kelsh drafted a resolution modifying the deduct meter policy and eliminating the pool filling adjustment policy. The revised deduct meter policy would direct customers to their water department to request a separate water meter from a second tap and service line.

Action: **Motion made by Mr. Strider and seconded Mr. Appignani to approve the resolution as presented to modify the deduct meter policy. Approved 2-0.**

Consider eliminating pool filling adjustment policy

Action: **Motion made by Mr. Strider and seconded by Mr. Appignani to eliminate the District's pool filling adjustment policy that has been in effect since 2002. Approved 2-0.**

Consider property for Evitts Run wastewater treatment plant discharge

Last month Ms. Lawton was contacted by the developer of the Highland Farm property to see if the District was interested in purchasing the river access site which the bank, that holds the loan, has paid the taxes. Ms. Lawton spoke with the bank who holds the loan and they said the District can either send the bank an offer on the lot or do nothing and wait to see if the lot will be developed in the future. At this time, the Board would like wait on taking any actions in this matter.

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

NEW BUSINESS

Thank Jim Cummins for 6 years of service as a Jefferson County Public Service District Board Member

Since Mr. Cummins was absent, this item was tabled until next month.

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

Consider amendment to the District's office lease

Mr. Kelsh informed the Board of the District's current lease needing to be revised due to a merger making RAI Properties, LLC the new landlord. The revision to the lease added a subordination clause which Mr. Kelsh recommended the Board approve.

Action: **Motion made by Mr. Strider and seconded by Mr. Appignani to recommend the approval of the modification to the lease as amended. Approved 2-0.**

Consider solicitation of bids for generator preventative maintenance contract

Ms. Lawton would like to explore further options by soliciting bids for a new generator preventative maintenance contract.

Action: **Motion made by Mr. Strider and seconded by Mr. Appignani to approve the solicitation of bids for a new generator preventative maintenance contract. Approved 2-0.**

Update on Statuses of Current Public Service Commission Cases

Mr. Kelsh informed the Board that the District has no cases at the Public Service Commission which he is involved in at this time.

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

Discussion of any Expenses over Budget

There were no items over budget.

Action: No action taken by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for Public Service District water expenses in the amount of \$4,220.09. Approved 2-0.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for the Public Service District sewer expenses in the amount of \$155,006.35. Approved 2-0

Approve transfer of \$4,423.03 from Sewer Security Deposit account to Sewer Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$4,423.03 from the sewer security deposit account into the sewer operating account for security deposit refunds. Approved 2-0.

General Manager's Report

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

Pump Stations – Ms. Lawton informed the Board of the numerous pump station problems that staff had encountered this month. She would like to work into the budget for next year the cost of purchasing a 2nd portable Godwin.

Action: No action taken by the Board.

Operations Manager's Report

Mr. Freeze updated the Board on activities since last month's meeting.

Action: No action taken by the Board.

Comments from customer liaison

Mr. Cheezum has some personnel matters he would like to discuss with Ms. Lawton and Mr. Freeze.

Action: No action taken by the Board.

Public Comment

None.

Correspondence

None.

Mr. Freeze, Mr. Cheezum, Mr. Hypes, and Mr. Summerfield exited the meeting.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to convene in executive session for the purpose of discussing litigation, personnel matters, and contract negotiations. Approved 2-0.

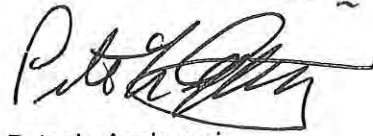
Action: Motion made by Mr. Strider and seconded by Mr. Appignani to return to public session. Approved 2-0.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to adjourn. Approved 2-0.

There being no further business at this time, the meeting was adjourned at 8:21PM

The next regular meeting is scheduled for Monday, December 2, 2013 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Peter L. Appignani". The signature is stylized with a large, looped initial "P" and a long, sweeping underline.

Peter L. Appignani
Secretary

A handwritten signature in black ink, appearing to read "William H. Strider". The signature is written in a cursive style with a prominent "W" and "S".

William H. Strider
Treasurer



Loudoun County, Virginia

Planning Department
1 Harrison Street, S.E., 3rd Floor, P.O. Box 7000, MSC #62
Leesburg, Virginia 20177-7000
Telephone (703) 777-0246 • Fax (703) 777-0441

RECEIVED

DEC 11 2013

Jefferson County Commission

December 5, 2013

Debbie Keyser
County Administrator
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:

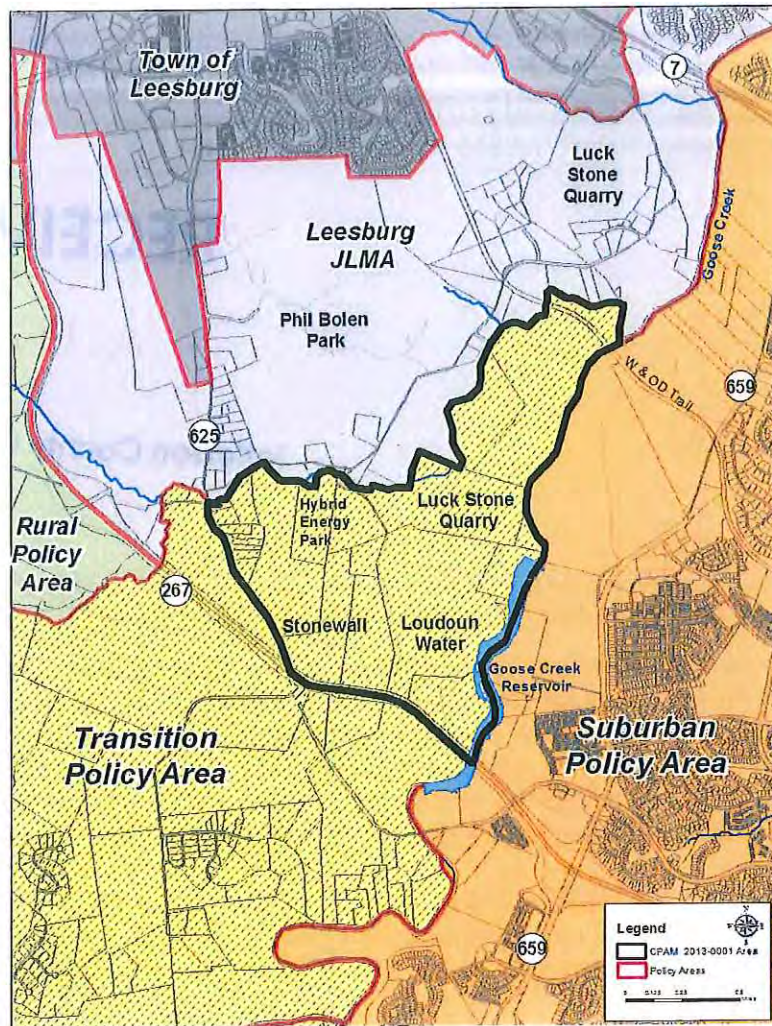
“When a proposed comprehensive plan or amendment thereto; a proposed change in zoning map classification; or an application for special exception for a change in use ..., involves any parcel of land located within one-half mile of a boundary of an adjoining locality of the Commonwealth, then, in addition to the advertising and written notification as above required, 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 **December 11, 2013** the Loudoun County Board of Supervisors will hold a public hearing on a Comprehensive Plan Amendment (CPAM) for the northern portion of the Lower Sycolin Subarea of the Transition Policy Area (CPAM 2013-0001). The initial notice was sent on November 20, 2013.

On November 7, 2012 the Loudoun County Board of Supervisors initiated CPAM 2013-0001 to amend the Revised General Plan, in order to revise certain land use designations shown on the Planned Land Use Map, and certain land use policies applicable to the northern portion of the Lower Sycolin Subarea of the Transition Policy Area, and to amend the Loudoun County 2010 Countywide Transportation Plan in order to revise the alignment of a section of Cochran Mill Road (Route 653) located within the subject area. This CPAM is intended to better reflect the emerging industrial character of the subject area.

Under existing Revised General Plan policies, the Transition Policy area is recommended to have a more rural character, with lower residential densities of 1 dwelling unit per 10 acres in a clustered pattern, or non-residential uses that achieve a visual and spatial transition between the Suburban and Rural Policy Areas. Recently the County approved four large rezonings that encompass over 700 acres of previously undeveloped land within the subject area that will permit the future development of a natural gas fueled electric power plant, data centers, a quarry, and a water treatment plant. The approved rezonings acknowledged the unique man-made and natural features of the subject area which include proximity to a major natural gas transmission line and a high-voltage overhead electric transmission line as well as concentrations of diabase rock in proximity to existing quarrying operations.

The northern portion of the Lower Sycolin Subarea of the Transition Policy Area, is generally located on the northeast side of Sycolin Road (Route 625) and the Dulles Greenway (Route 267), east of the Leesburg Joint Land Management Area (JLMA), and west of the Goose Creek, and is more particularly shown on the map below.



This public hearing will take place in the Board of Supervisors Meeting Room, County Government Center, 1 Harrison Street, S.E., Leesburg, VA, on **Wednesday, December 11, 2013, at 6:00 p.m.** Written comments can be provided to the Loudoun County Board of Supervisors, 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: Pat Giglio).

The Board of Supervisors staff report, proposed policies and all attachments are available online at <http://www.loudoun.gov/bos>. Should you have any questions, please do not hesitate to contact me at 703-777-0246.

Sincerely,

Pat Giglio, Project Manager

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

Week Ending Date	Week Ending
	November 30, 2013
	FY14
To be Deposited on:	December 6, 2013
Amount Played	62,393,790.75
Amount Won	55,967,629.78
Amount Promo	209,810.00
MWAP Contribution	<u>3,261.56</u>
Adjusted Gross Terminal Revenue	<u>6,213,089.41</u>
Administrative Costs @ 4%	248,523.58
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>5,964,565.83</u>
Surcharge @ 10%	0.00
State Share Excess @ 58%	0.00
Track Share of Capital Reinvestment @ 42%	0.00
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	0.00
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	0.00
Adjusted Net Terminal Revenue	<u>5,964,565.83</u>
Racetrack @ 46.50% / 42%	2,773,523.11
Lottery Fund @ 30% / 0%	1,789,369.75
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	835,039.22
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	59,645.66
Greyhound Development @ .75%	44,734.24
Thoroughbred Development @ .75%	44,734.24
Racing Commission @ 1%	59,645.66
County/Municipality @ 2%	119,291.32
3% Funds:	
Tourism Promotion Fund @ 1.375%	82,012.78
Development Office Promotion Fund @ .375%	22,367.12
Research Challenge Fund @ .5%	29,822.83
Capitol Renovation and Improvement Fund @ .6875%	41,006.39
2004 Capitol Complex Parking Garage Fund @ .0625%	3,727.85
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	29,822.83
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>29,822.83</u>
	<u>5,964,565.83</u>

WEST VIRGINIA LOTTERY

First Benchmark

Charles Town

County / City Split

Fiscal Year 2014

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 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
6 days ending: 07/06/13	\$ 123,196.88	\$ 123,196.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/13/13	\$ 128,060.40	\$ 128,060.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/20/13	\$ 115,128.84	\$ 115,128.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/27/13	\$ 123,049.56	\$ 123,049.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/03/13	\$ 116,180.80	\$ 116,180.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/10/13	\$ 120,078.64	\$ 120,078.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/17/13	\$ 124,888.56	\$ 124,888.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/24/13	\$ 118,284.44	\$ 89,882.12	\$ 28,402.32	\$ 2,252.30	\$ 11,332.53	\$ 616.33	\$ 9,565.90	\$ 4,635.26
08/31/13	\$ 117,826.36	\$ 58,913.18	\$ 58,913.18	\$ 4,671.81	\$ 23,506.36	\$ 1,278.42	\$ 19,841.96	\$ 9,614.63
09/07/13	\$ 135,517.48	\$ 67,758.74	\$ 67,758.74	\$ 5,373.27	\$ 27,035.74	\$ 1,470.36	\$ 22,821.14	\$ 11,058.23
09/14/13	\$ 106,748.44	\$ 53,374.22	\$ 53,374.22	\$ 4,232.58	\$ 21,296.31	\$ 1,158.22	\$ 17,976.44	\$ 8,710.67
09/21/13	\$ 108,555.88	\$ 54,277.94	\$ 54,277.94	\$ 4,304.24	\$ 21,656.90	\$ 1,177.83	\$ 18,280.81	\$ 8,858.16
09/28/13	\$ 109,763.00	\$ 54,881.50	\$ 54,881.50	\$ 4,352.10	\$ 21,897.72	\$ 1,190.93	\$ 18,484.09	\$ 8,956.66
10/05/13	\$ 111,901.48	\$ 55,950.74	\$ 55,950.74	\$ 4,436.89	\$ 22,324.35	\$ 1,214.13	\$ 18,844.21	\$ 9,131.16
10/12/13	\$ 111,675.84	\$ 55,837.92	\$ 55,837.92	\$ 4,427.95	\$ 22,279.33	\$ 1,211.68	\$ 18,806.21	\$ 9,112.75
10/19/13	\$ 122,654.40	\$ 61,327.20	\$ 61,327.20	\$ 4,863.25	\$ 24,469.55	\$ 1,330.80	\$ 20,655.00	\$ 10,008.60
10/26/13	\$ 105,708.12	\$ 52,854.06	\$ 52,854.06	\$ 4,191.33	\$ 21,088.77	\$ 1,146.93	\$ 17,801.25	\$ 8,625.78
11/02/13	\$ 115,087.08	\$ 57,543.54	\$ 57,543.54	\$ 4,563.20	\$ 22,959.87	\$ 1,248.70	\$ 19,380.66	\$ 9,391.11
11/09/13	\$ 109,333.52	\$ 54,666.76	\$ 54,666.76	\$ 4,335.07	\$ 21,812.04	\$ 1,186.27	\$ 18,411.76	\$ 8,921.62
11/16/13	\$ 112,991.92	\$ 56,495.96	\$ 56,495.96	\$ 4,480.13	\$ 22,541.89	\$ 1,225.96	\$ 19,027.84	\$ 9,220.14
11/23/13	\$ 97,257.24	\$ 48,628.62	\$ 48,628.62	\$ 3,856.25	\$ 19,402.82	\$ 1,055.24	\$ 16,378.12	\$ 7,936.19
11/30/13	\$ 119,291.32	\$ 59,645.66	\$ 59,645.66	\$ 4,729.90	\$ 23,798.62	\$ 1,294.31	\$ 20,088.66	\$ 9,734.17
Subtotal	\$ 2,553,180.20	\$ 1,732,621.84	\$ 820,558.36	\$ 65,070.27	\$ 327,402.80	\$ 17,806.11	\$ 276,364.05	\$ 133,915.13

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2010		FY 2011		FY 2012		FY 2013		FY 2014	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
07/04/2009 *	128,262.42	07/03/2010	115,402.58	7/1-2/2011	69,824.12	07/07/2012	161,637.92	07/06/2013	123,196.88
07/11/2009	168,815.08	07/10/2010	205,731.64	07/09/2011	171,717.28	07/14/2012	129,458.04	07/13/2013	128,060.40
07/18/2009	160,652.98	07/17/2010	161,386.76	07/16/2011	143,019.52	07/21/2012	130,037.00	07/20/2013	115,128.84
07/25/2009	158,869.08	07/24/2010	160,368.28	07/23/2011	146,508.00	07/28/2012	137,164.44	07/27/2013	123,049.56
08/01/2009	174,493.08	07/31/2010	157,802.08	07/30/2011	144,510.28	08/04/2012	132,931.16	08/03/2013	116,180.80
08/08/2009	138,408.80	08/07/2010	136,494.98	08/06/2011	151,495.28	08/11/2012	134,212.88	08/10/2013	120,078.64
08/15/2009	81,222.14	08/14/2010	78,376.68	08/13/2011	117,350.38	08/18/2012	110,241.90	08/17/2013	124,888.56
08/22/2009	76,260.31	08/21/2010	76,199.02	08/20/2011	71,614.12	08/25/2012	66,209.90	08/24/2013	89,882.12
08/29/2009	80,472.92	08/28/2010	72,460.03	08/27/2011	63,432.14	09/01/2012	67,133.42	08/31/2013	58,913.18
09/05/2009	80,798.15	09/04/2010	76,362.84	09/03/2011	80,837.76	09/08/2012	74,029.40	09/07/2013	67,758.74
09/12/2009	86,286.92	09/11/2010	82,969.36	09/10/2011	84,845.80	09/15/2012	61,838.04	09/14/2013	53,374.22
09/19/2009	70,010.15	09/18/2010	67,638.78	09/17/2011	66,748.62	09/22/2012	56,996.90	09/21/2013	54,277.94
09/26/2009	69,316.87	09/25/2010	70,435.06	09/24/2011	68,929.80	09/29/2012	61,611.40	09/28/2013	54,881.50
10/03/2009	72,286.04	10/02/2010	71,013.86	10/01/2011	68,871.64	10/06/2012	62,715.20	10/05/2013	55,950.74
10/10/2009	69,650.63	10/09/2010	69,311.50	10/08/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92
10/17/2009	73,560.21	10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20
10/24/2009	67,581.66	10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06
10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98	11/03/2012	56,545.30	11/02/2013	57,543.54
11/07/2009	63,741.59	11/06/2010	61,337.62	11/05/2011	70,673.88	11/10/2012	56,110.96	11/09/2013	54,666.76
11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96
11/21/2009	59,547.05	11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62
11/28/2009	72,399.98	11/27/2010	71,170.90	11/26/2011	74,140.54	12/01/2012	50,243.34	11/30/2013	59,645.66
12/05/2009	51,006.51	12/04/2010	53,215.08	12/03/2011	59,429.94	12/08/2012	50,770.96		
12/12/2009	52,460.58	12/11/2010	46,944.00	12/10/2011	51,395.44	12/15/2012	47,022.38		
12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96		
12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22		
01/02/2010	92,980.40	01/01/2011	85,152.12	12/31/2011	94,661.00	01/05/2013	71,673.52		
01/09/2010	55,020.46	01/08/2011	54,301.30	01/07/2012	74,863.40	01/12/2013	50,416.30		
01/16/2010	60,551.28	01/15/2011	54,005.90	01/14/2012	58,901.92	01/19/2013	51,211.88		
01/23/2010	69,943.53	01/22/2011	60,924.74	01/21/2012	61,819.92	01/26/2013	46,966.26		
01/30/2010	48,527.75	01/29/2011	48,036.94	01/28/2012	62,898.78	02/02/2013	52,067.92		
02/06/2010	37,155.14	02/05/2011	60,777.44	02/04/2012	72,154.66	02/09/2013	52,222.20		
02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04	02/16/2013	64,243.52		
02/20/2010	76,946.12	02/19/2011	72,018.54	02/18/2012	77,455.88	02/23/2013	64,115.70		
02/27/2010	72,024.40	02/26/2011	75,544.02	02/25/2012	77,611.78	03/02/2013	62,602.74		

03/06/2010	76,936.85	03/05/2011	74,535.34	03/03/2012	75,963.86	03/09/2013	59,213.26
03/13/2010	71,007.37	03/12/2011	66,979.48	03/10/2012	76,808.62	03/16/2013	62,366.36
03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92	03/23/2013	59,841.02
03/27/2010	69,941.88	03/26/2011	68,490.80	03/24/2012	72,108.36	03/30/2013	57,567.98
04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22	04/06/2013	63,108.84
04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98	04/13/2013	56,849.30
04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34	04/20/2013	55,432.12
04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08	04/27/2013	58,612.74
05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66	05/04/2013	61,102.92
05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30	05/11/2013	57,428.70
05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92	05/18/2013	61,172.80
05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36	05/25/2013	57,131.24
05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24	06/01/2013	65,920.66
06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44	06/08/2013	55,233.74
06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86	06/15/2013	54,067.52
06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12	06/22/2013	54,690.28
06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30	06/29/2013	55,991.38
06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40	06/30/2013	11,509.54

TOTALS **4041141.56**

4016541.01

4124906.8

3580645.18

1732622

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
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	February, 2013	121,636.62		
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62		
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23		
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38		
		June, 2012	129,235.38	June, 2013	104,803.37		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2012-2013	1530462.31	Total 2013-2014	372625.94

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27
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	February, 2013	381,857.07		
March, 2012	455,536.38	March, 2013	447,100.86		
April, 2012	383,586.78	April, 2013	316,635.69		
May, 2012	413,715.39	May, 2013	329,242.14		
June, 2012	387,706.12	June, 2013	314,410.11		
<u>Total 2011-2012</u>	<u>4,808,702.50</u>	<u>Total 2012-2013</u>	<u>4,608,334.13</u>	<u>Total 2013-2014</u>	<u>1,117,877.82</u>

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

Week Ending Date	Week Ending December 7, 2013 Before 3BM December 13, 2013	Week Ending December 7, 2013 After 3BM December 13, 2013	Week Ending December 7, 2013 FY14 December 13, 2013
To be Deposited on:			
Amount Played	0.00	0.00	49,247,071.08
Amount Won	0.00	0.00	44,156,978.43
Amount Promo	0.00	0.00	136,246.00
MWAP Contribution	<u>0.00</u>	<u>0.00</u>	<u>2,670.38</u>
Adjusted Gross Terminal Revenue	<u>0.00</u>	<u>0.00</u>	<u>4,951,176.27</u>
Administrative Costs @ 4%	0.00	0.00	21,547.54
Excess Lottery Fund @ 4%	<u>0.00</u>	<u>0.00</u>	<u>176,499.50</u>
Net Terminal Revenue	<u>4,528,083.85</u>	<u>225,045.38</u>	<u>4,753,129.23</u>
Surcharge @ 10%	0.00	22,504.54	22,504.54
State Share Excess @ 58%	0.00	13,052.63	13,052.63
Track Share of Capital Reinvestment @ 42%	0.00	9,451.91	9,451.91
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	<i>0.00</i>	<i>9073.83</i>	<i>9073.83</i>
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	<i>0.00</i>	<i>378.08</i>	<i>378.08</i>
Adjusted Net Terminal Revenue	<u>4,528,083.85</u>	<u>202,540.84</u>	<u>4,730,624.69</u>
Racetrack @ 46.50% / 42%	2,105,558.99	85,067.15	2,190,626.14
Lottery Fund @ 30% / 0%	1,358,425.15	0.00	1,358,425.15
Excess Lottery Fund @ 0% / 41%	0.00	83,041.77	83,041.77
Race Track Purses @ 7% / 14% / 8%	633,931.74	16,203.27	650,135.01
Workers' Compensation Debt Reduction @ 7% / 0%	0.00	0.00	0.00
Employee Pension Fund @ 1% / .5%	45,280.84	1,012.70	46,293.54
Greyhound Development @ .75%	33,960.63	1,519.06	35,479.69
Thoroughbred Development @ .75%	33,960.63	1,519.06	35,479.69
Racing Commission @ 1%	45,280.84	2,025.40	47,306.24
County/Municipality @ 2%	90,561.68	4,050.80	94,612.48
3% Funds:			
Tourism Promotion Fund @ 1.375%	62,261.15	2,784.94	65,046.09
Development Office Promotion Fund @ .375%	16,980.31	759.53	17,739.84
Research Challenge Fund @ .5%	22,640.42	1,012.70	23,653.12
Capitol Renovation and Improvement Fund @ .6875%	31,130.58	1,392.47	32,523.05
2004 Capitol Complex Parking Garage Fund @ .0625%	2,830.05	126.59	2,956.64
1% Funds:			
State Capitol Complex Parking Garage @ 1%	0.00	0.00	0.00
Cultural Facilities and Capitol Resources @ .5%	22,640.42	1,012.70	23,653.12
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>22,640.42</u>	<u>1,012.70</u>	<u>23,653.12</u>
	<u>4,528,083.85</u>	<u>202,540.84</u>	<u>4,730,624.69</u>

WEST VIRGINIA LOTTERY
 First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2014

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 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
6 days ending: 07/06/13	\$ 123,196.88	\$ 123,196.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/13/13	\$ 128,060.40	\$ 128,060.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/20/13	\$ 115,128.84	\$ 115,128.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/27/13	\$ 123,049.56	\$ 123,049.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/03/13	\$ 116,180.80	\$ 116,180.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/10/13	\$ 120,078.64	\$ 120,078.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/17/13	\$ 124,888.56	\$ 124,888.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/24/13	\$ 118,284.44	\$ 89,882.12	\$ 28,402.32	\$ 2,252.30	\$ 11,332.53	\$ 616.33	\$ 9,565.90	\$ 4,635.26
08/31/13	\$ 117,826.36	\$ 58,913.18	\$ 58,913.18	\$ 4,671.81	\$ 23,506.36	\$ 1,278.42	\$ 19,841.96	\$ 9,614.63
09/07/13	\$ 135,517.48	\$ 67,758.74	\$ 67,758.74	\$ 5,373.27	\$ 27,035.74	\$ 1,470.36	\$ 22,821.14	\$ 11,058.23
09/14/13	\$ 106,748.44	\$ 53,374.22	\$ 53,374.22	\$ 4,232.58	\$ 21,296.31	\$ 1,158.22	\$ 17,976.44	\$ 8,710.67
09/21/13	\$ 108,555.88	\$ 54,277.94	\$ 54,277.94	\$ 4,304.24	\$ 21,656.90	\$ 1,177.83	\$ 18,280.81	\$ 8,858.16
09/28/13	\$ 109,763.00	\$ 54,881.50	\$ 54,881.50	\$ 4,352.10	\$ 21,897.72	\$ 1,190.93	\$ 18,484.09	\$ 8,956.66
10/05/13	\$ 111,901.48	\$ 55,950.74	\$ 55,950.74	\$ 4,436.89	\$ 22,324.35	\$ 1,214.13	\$ 18,844.21	\$ 9,131.16
10/12/13	\$ 111,675.84	\$ 55,837.92	\$ 55,837.92	\$ 4,427.95	\$ 22,279.33	\$ 1,211.68	\$ 18,806.21	\$ 9,112.75
10/19/13	\$ 122,654.40	\$ 61,327.20	\$ 61,327.20	\$ 4,863.25	\$ 24,469.55	\$ 1,330.80	\$ 20,655.00	\$ 10,008.60
10/26/13	\$ 105,708.12	\$ 52,854.06	\$ 52,854.06	\$ 4,191.33	\$ 21,088.77	\$ 1,146.93	\$ 17,801.25	\$ 8,625.78
11/02/13	\$ 115,087.08	\$ 57,543.54	\$ 57,543.54	\$ 4,563.20	\$ 22,959.87	\$ 1,248.70	\$ 19,380.66	\$ 9,391.11
11/09/13	\$ 109,333.52	\$ 54,666.76	\$ 54,666.76	\$ 4,335.07	\$ 21,812.04	\$ 1,186.27	\$ 18,411.76	\$ 8,921.62
11/16/13	\$ 112,991.92	\$ 56,495.96	\$ 56,495.96	\$ 4,480.13	\$ 22,541.89	\$ 1,225.96	\$ 19,027.84	\$ 9,220.14
11/23/13	\$ 97,257.24	\$ 48,628.62	\$ 48,628.62	\$ 3,856.25	\$ 19,402.82	\$ 1,055.24	\$ 16,378.12	\$ 7,936.19
11/30/13	\$ 119,291.32	\$ 59,645.66	\$ 59,645.66	\$ 4,729.90	\$ 23,798.62	\$ 1,294.31	\$ 20,088.66	\$ 9,734.17
12/07/13	\$ 94,612.48	\$ 47,306.24	\$ 47,306.24	\$ 3,751.38	\$ 18,875.19	\$ 1,026.55	\$ 15,932.74	\$ 7,720.38
Subtotal	\$ 2,647,792.68	\$ 1,779,928.08	\$ 867,864.60	\$ 68,821.65	\$ 346,277.99	\$ 18,832.66	\$ 292,296.79	\$ 141,635.51

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2010		FY 2011		FY 2012		FY 2013		FY 2014	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
07/04/2009 *	128,262.42	07/03/2010	115,402.58	7/1-2/2011	69,824.12	07/07/2012	161,637.92	07/06/2013	123,196.88
07/11/2009	168,815.08	07/10/2010	205,731.64	07/09/2011	171,717.28	07/14/2012	129,458.04	07/13/2013	128,060.40
07/18/2009	160,652.98	07/17/2010	161,386.76	07/16/2011	143,019.52	07/21/2012	130,037.00	07/20/2013	115,128.84
07/25/2009	158,869.08	07/24/2010	160,368.28	07/23/2011	146,508.00	07/28/2012	137,164.44	07/27/2013	123,049.56
08/01/2009	174,493.08	07/31/2010	157,802.08	07/30/2011	144,510.28	08/04/2012	132,931.16	08/03/2013	116,180.80
08/08/2009	138,408.80	08/07/2010	136,494.98	08/06/2011	151,495.28	08/11/2012	134,212.88	08/10/2013	120,078.64
08/15/2009	81,222.14	08/14/2010	78,376.68	08/13/2011	117,350.38	08/18/2012	110,241.90	08/17/2013	124,888.56
08/22/2009	76,260.31	08/21/2010	76,199.02	08/20/2011	71,614.12	08/25/2012	66,209.90	08/24/2013	89,882.12
08/29/2009	80,472.92	08/28/2010	72,460.03	08/27/2011	63,432.14	09/01/2012	67,133.42	08/31/2013	58,913.18
09/05/2009	80,798.15	09/04/2010	76,362.84	09/03/2011	80,837.76	09/08/2012	74,029.40	09/07/2013	67,758.74
09/12/2009	86,286.92	09/11/2010	82,969.36	09/10/2011	84,845.80	09/15/2012	61,838.04	09/14/2013	53,374.22
09/19/2009	70,010.15	09/18/2010	67,638.78	09/17/2011	66,748.62	09/22/2012	56,996.90	09/21/2013	54,277.94
09/26/2009	69,316.87	09/25/2010	70,435.06	09/24/2011	68,929.80	09/29/2012	61,611.40	09/28/2013	54,881.50
10/03/2009	72,286.04	10/02/2010	71,013.86	10/01/2011	68,871.64	10/06/2012	62,715.20	10/05/2013	55,950.74
10/10/2009	69,650.63	10/09/2010	69,311.50	10/08/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92
10/17/2009	73,560.21	10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20
10/24/2009	67,581.66	10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06
10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98	11/03/2012	56,545.30	11/02/2013	57,543.54
11/07/2009	63,741.59	11/06/2010	61,337.62	11/05/2011	70,673.88	11/10/2012	56,110.96	11/09/2013	54,666.76
11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96
11/21/2009	59,547.05	11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62
11/28/2009	72,399.98	11/27/2010	71,170.90	11/26/2011	74,140.54	12/01/2012	50,243.34	11/30/2013	59,645.66
12/05/2009	51,006.51	12/04/2010	53,215.08	12/03/2011	59,429.94	12/08/2012	50,770.96	12/07/2013	47,306.24
12/12/2009	52,460.58	12/11/2010	46,944.00	12/10/2011	51,395.44	12/15/2012	47,022.38		
12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96		
12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22		
01/02/2010	92,980.40	01/01/2011	85,152.12	12/31/2011	94,661.00	01/05/2013	71,673.52		
01/09/2010	55,020.46	01/08/2011	54,301.30	01/07/2012	74,863.40	01/12/2013	50,416.30		
01/16/2010	60,551.28	01/15/2011	54,005.90	01/14/2012	58,901.92	01/19/2013	51,211.88		
01/23/2010	69,943.53	01/22/2011	60,924.74	01/21/2012	61,819.92	01/26/2013	46,966.26		
01/30/2010	48,527.75	01/29/2011	48,036.94	01/28/2012	62,898.78	02/02/2013	52,067.92		
02/06/2010	37,155.14	02/05/2011	60,777.44	02/04/2012	72,154.66	02/09/2013	52,222.20		
02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04	02/16/2013	64,243.52		
02/20/2010	76,946.12	02/19/2011	72,018.54	02/18/2012	77,455.88	02/23/2013	64,115.70		
02/27/2010	72,024.40	02/26/2011	75,544.02	02/25/2012	77,611.78	03/02/2013	62,602.74		
03/06/2010	76,936.85	03/05/2011	74,535.34	03/03/2012	75,963.86	03/09/2013	59,213.26		

03/13/2010	71,007.37	03/12/2011	66,979.48	03/10/2012	76,808.62	03/16/2013	62,366.36
03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92	03/23/2013	59,841.02
03/27/2010	69,941.88	03/26/2011	68,490.80	03/24/2012	72,108.36	03/30/2013	57,567.98
04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22	04/06/2013	63,108.84
04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98	04/13/2013	56,849.30
04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34	04/20/2013	55,432.12
04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08	04/27/2013	58,612.74
05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66	05/04/2013	61,102.92
05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30	05/11/2013	57,428.70
05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92	05/18/2013	61,172.80
05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36	05/25/2013	57,131.24
05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24	06/01/2013	65,920.66
06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44	06/08/2013	55,233.74
06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86	06/15/2013	54,067.52
06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12	06/22/2013	54,690.28
06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30	06/29/2013	55,991.38
06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40	06/30/2013	11,509.54

TOTALS **4041141.56**

4016541.01

4124906.8

3580645.18

1,779,928.08

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
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	February, 2013	121,636.62		
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62		
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23		
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38		
		June, 2012	129,235.38	June, 2013	104,803.37		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2012-2013	1530462.31	Total 2013-2014	372625.94

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27
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	February, 2013	381,857.07		
March, 2012	455,536.38	March, 2013	447,100.86		
April, 2012	383,586.78	April, 2013	316,635.69		
May, 2012	413,715.39	May, 2013	329,242.14		
June, 2012	387,706.12	June, 2013	314,410.11		
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	1,117,877.82

