

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, FEBRUARY 20, 2014**  
**9:30 A.M.**  
County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- January 23, 2014 Special Session
- January 30, 2014 Board of Review and Equalization
- February 4, 2014 Board of Review and Equalization
- February 6, 2014 Board of Review and Equalization
- February 6, 2014 Regular Meeting

**APPROVAL OF PURCHASE ORDERS**

- February 13, 2014
- February 20, 2014

**APPROVAL OF ACCOUNTS PAYABLE**

- February 13, 2014
- February 20, 2014

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Don Orser  
- Impact Fee and FY 2014 BORE
  
2. 10:00 a.m. Bob Aitcheson  
- Request to create a Mass Gathering Ordinance - Discussion/Action  
- Request Zoning Ordinance Text Amendment - Discussion/Action

3. 10:15 a.m. Clarence E. Hough  
- Request for approval to transfer Impact Fee from Parcel 9A 003 to Parcel 11 to Parcel 0008 - Discussion/Action
4. 10:30 a.m. BREAK
5. 10:45 a.m. Interviews and Appointments to the Eastern Panhandle Transit Authority - 2 unexpired terms ending January 31, 2015 - Discussion/Action
6. 11:00 a.m. Debra Young, Victim Advocate, Prosecuting Attorney's Office  
- Approval of VOCA Grant application - Discussion/Action
7. 11:15 a.m. Jennifer Brockman, Director of Planning and Zoning  
- Action on the landowner-initiated petition to amend the County Zoning Map 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 - Discussion/Action
8. 11:30 a.m. Tim Stanton, Finance Director  
- Budget Summary by department  
- General Fund Report - January 30, 2014  
- State Budget Revisions - Discussion/Action  
- Internal Budget Revisions - Discussion/Action

#### **NEW BUSINESS**

9. Signing of Letter to Governor Tomblin regarding SB 385 - Discussion/Action (PN)
10. Software Vendor Comparison/Recommendation for Ambulance Fee Collection - Discussion/Action
11. Legislative Updates

#### **COUNTY ADMINISTRATOR REPORTS**

- Executive Session §6-9A-4 - Possible Litigation

#### **COUNTY COMMISSION REPORTS**

12. 12:15 p.m. BREAK FOR LUNCH

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

13. 1:30 p.m. Estate of Blanche V. Nelson, Re-Examine the Petition to Remove Executor Larry Slaughter - Discussion/Action
14. 2:00 p.m. Estate of Gayle Botts Duncan, Verified Petition to Compel Amended Appraisement; Accounting; and to Remove the Executor, Daniel D. Duncan - Discussion/Action
15. ADJOURN

**CORRESPONDENCE/INFORMATION**

**Jefferson County Commission Notice of Budget Work Session Meetings.**

**Jefferson County Commission Notice of Intent to Appoint to the Jefferson County Property Safety Enforcement Agency.**

**Jefferson County Commission Notice of Intent to Appoint to the Eastern Panhandle Transit Authority.**

**Impact Fee Status Report - January 2014**

**Memorandum from the Office of Impact fees regarding Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

**Memorandum from the Office of Impact fees regarding Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

**Memorandum from the Office of Impact fees regarding Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.**

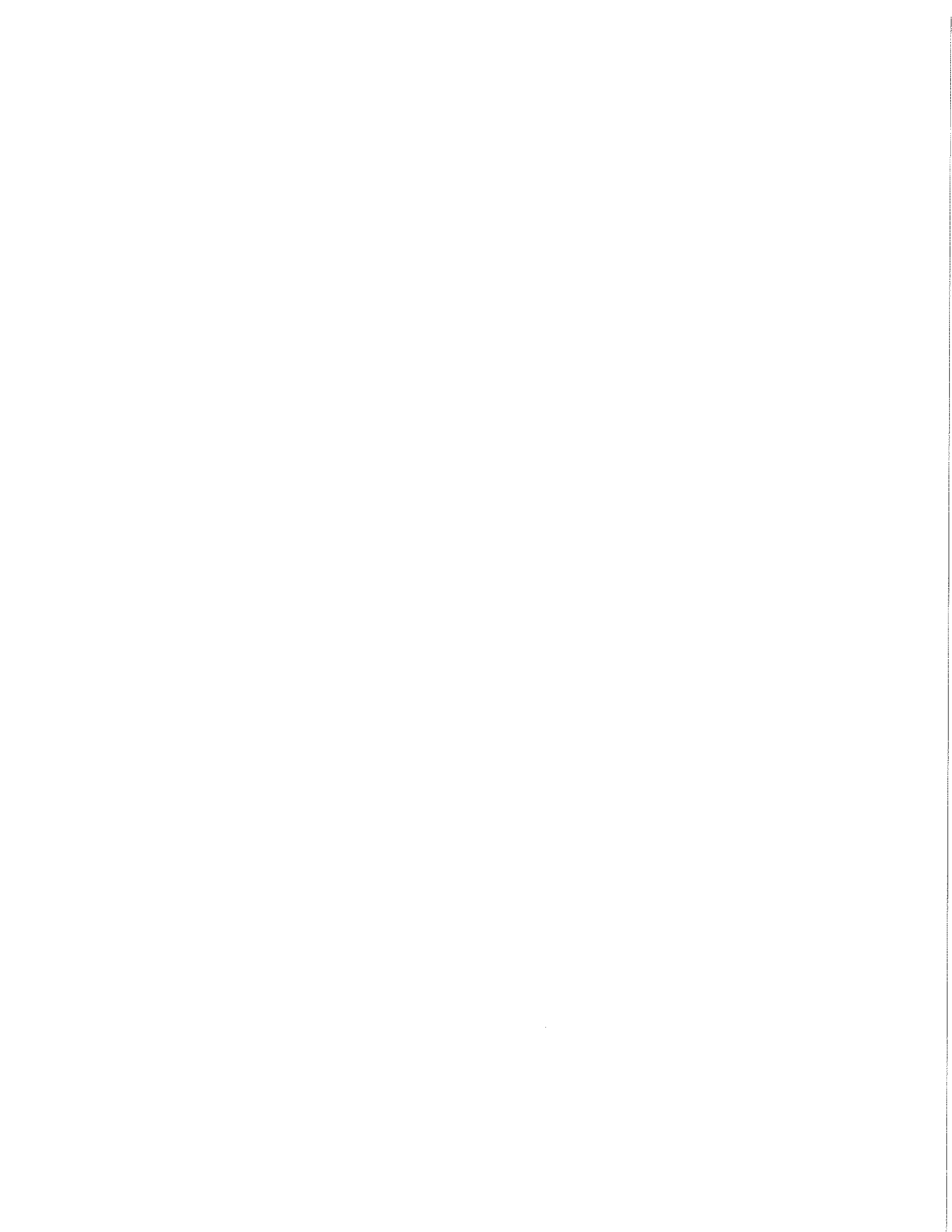
**Memorandum from the Office of Impact fees regarding Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire and EMS Impact Fee Account.**

**Save the Date - Open House for the new Berkeley County Sheriff's Department.**

**E-mail from Michael Flores regarding possible budget cuts.**

**West Virginia Lottery Weekly Settlement for Charles Town, week ending February 1, 2014.**

*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.*



SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on January 23, 2014 at 6:15 pm (An audio tape of the January 23, 2014 meeting is available through the Jefferson County Commission Office.)

PRESENT:       Walt Pellish, President  
                  Jane Tabb, Vice President  
                  Dale Manuel, Commissioner  
                  Patsy Noland, Commissioner  
                  Lyn Widmyer, Commissioner  
                  Jennifer Brockman, Director of Planning and Zoning  
                  Seth Rivard, County Planner  
                  Debbie Keyser, County Administrator  
                  Jessica Carroll, Administrative Assistant

RE:       **Proposed Zoning and Land Development Ordinance Text Amendments to establish additional commercial and industrial zoning district categories, and related changes to the Ordinance. The amendment includes changes to the following sections of the Zoning and Land Development Ordinance: 4.4; 4.6; 4.10; 4.11; 5.1; 5.4; 5.6; 5.7; 5.8; 5.10; 6.3; 6.5; 8.1; 8.9; 8.12; 12.2; 12.3; Appendices A, B, and C; and the addition of new Sections 5.11, 5.12, 5.13, 5.14, 5.15, 5.16 and 5.17.**

Commissioner Pellish called the meeting to order at 6:15 pm.

The Commission held the January 23, 2014 workshop to review, discuss, and edit the proposed Zoning Text Amendment related to New Commercial Zoning categories. The following is a list of edits that were approved during the course of the workshop:

- **Motion by Mr. Manuel to prohibit above ground chemical storage tanks within one mile upstream and a quarter mile set back from the water's edge from any public water intake in the County with the exception of agricultural tanks as regulated by WV Code Chapter 19. Motion seconded and passes on a vote of 3-2 with Ms. Tabb and Mr. Pellish opposing.**
- It was the consensus of the Commission to change "mental retardation" to "cognitive disabilities" on page 28 under the definition of "Residential Care Home."
- It was the consensus of the Commission to change the last sentence of the definition of "School, University or College" by adding the following: "The land use category "School, Vocational or Professional" is not included within this definition."
- It was the consensus of the Commission to divide the definition of "Bar/Nightclub" in Section 2.2 as follows:
  - **"Bar: An area primarily devoted to the serving of alcoholic beverages and in which the service of food is only incidental to the consumption of such beverages."**

- "Nightclub: A commercial establishment where the primary activity is dancing and musical entertainment and in which alcoholic beverages are dispensed for consumption on the premises. Food for consumption on the premises is often incidental to the primary uses above. This may include live entertainment (other than an adult use) that complies with Jefferson County noise restrictions."
- **Motion by Mr. Manuel to add a third criteria under Section 5.11 Neighborhood Commercial, subsection B as follows: "Locations with safe vehicular access on roads that function as collector roads." Motion seconded and unanimously approved.**
- **Motion by Ms. Widmyer to include the following under Section 5.12 General Commercial and 5.13 Highway Commercial: "A traffic Impact Analysis is required at the time of zoning if more than 100 additional peak per hour trips were anticipated." Motion seconded for discussion, but no action taken.**
- **Motion by Mr. Manuel to postpone action on Ms. Widmyer's original motion until further research is presented. Motion seconded and unanimously approved.**
  - It was the consensus of the Commission to strike the following from proposed Section 5.16 Planned Neighborhood Development District: "The minimum site area for a PND development is three acres."
  - It was the consensus of the Commission to edit subsection E – Additional Requirements - of Section 5.16 as follows: "A PND development shall include the following mix of uses measured as follows, after Open Space requirement is met:
    - a. 10-30% of the land area shall be commercial
    - b. 10-30% of the residential units shall be high density residential (7+ dwelling unites per acre)
    - c. 20-40% of the residential units shall be medium density residential (4-6 dewlling units per acre)
    - d. 0-60% of the residential units shall be low density residential (1-3 dwelling units per acre)
  - It was the consensus of the Commission to add the following to part 3 (Connectivity Requirements) of Section 5.16 as follows: "Such pedestrian easements shall be permanent."
  - It was the Consensus of the Commission to add the following to part 6 of Section 5.16 as follows: "For a PND development proposed to be located on a lot where a trail is shown on a plan adopted by Jefferson County, a permanent trail easement shall be required prior to site plan approval."
  - It was the consensus of the Commission to add the following to proposed Section 5.17 Office/Commercial Mixed Use District requirement E(6): "Said bicycle spaces shall not be located within the required sidewalk or in a manner that impedes pedestrian access to the building and may be located within the landscape buffer

area provided that it occupies less than 10% of the length of the required buffer, or may be located at the side or rear of the building.”

The Commission and Planning and Zoning staff agreed to continue and complete the discussion of the proposed Zoning Text Amendment and, in particular, to review and edit Appendices A-C during the County Commission meeting to be held on February 6, 2014. The work session was adjourned at 8:48 pm.

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WALT PELLISH, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Executive Administrative Assistant

REGULAR TERM: Board of Review and Equalization

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, January 30, 2014, beginning at 1:30 p.m.

PRESENT: Walter Pellish, Commission President  
Jane Tabb, Commission Vice President  
Dale Manuel, Commissioner  
Patsy Noland, Commissioner  
Lyn Widmyer, Commissioner

STAFF: Angie Banks, Assessor  
Jessica Carroll, Recording Clerk

**In re: Application for Assessment Review**

After the Commission convened as a Board of Review and Equalization, Ms. Banks stated there were no applicants for the January 30, 2014 hearing date. There being no further business, President Pellish stated the Commission would reconvene at 1:30 pm on Tuesday, February 4, 2014.

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WALT PELLISH, COMMISSION PRESIDENT

REGULAR TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 4, 2014, beginning at 1:30 p.m.

PRESENT: Walt Pellish, Commission President  
Jane Tabb, Commission Vice President  
Dale Manuel, Commissioner  
Patsy Noland, Commissioner  
Lyn Widmyer, Commissioner

STAFF: Angie Banks, Assessor  
June Bowers, Sr. Appraiser  
Jason Mickey, Appraiser  
Steve Groh, Prosecuting Attorney  
Jessica Carroll, Recording Clerk

**In re: APPLICATION FOR ASSESSMENT REVIEW – Mary Lynn Richford**

A hearing was conducted on an appeal by Mary Lynn Richford on Map 8F, Parcel 275 in Ranson Corporation.

After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeal on Map 8F, Parcel 275 in Ranson Corporation. Motion seconded by Mr. Manuel and approved unanimously.

There being no further business, President Pellish stated the Board would remain in recess until 1:30 pm on Thursday, February 6, 2014.

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WALT PELLISH, COMMISSION PRESIDENT

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

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, convened and held at the courthouse thereof on Thursday, February 6<sup>th</sup>, 2014, beginning at 1:30 p.m.

**PRESENT:** Walt Pellish, Commission President  
Jane Tabb, Commission Vice  
President Patricia Noland,  
Commissioner  
Dale Manuel, Commissioner  
Lyn Widmyer, Commissioner

**STAFF:** Sandy McDonald, Recording Clerk

Mr. Pellish called the Board of Review and Equalization to order at 1:32 p.m.

No appeals were scheduled to be heard on this date.

There being business, Mr. Manuel made a motion to recess until Thursday, February 13<sup>th</sup>, 2014 at 1:30 p.m. Ms. Tabb seconded the motion and it was unanimously approved.

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WALT PELLISH, COMMISSION PRESIDENT

## Minutes

### Jefferson County Commission

Thursday, February 6, 2014

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A meeting of the Jefferson County Commission was held on Thursday, February 6, 2014 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, February 6, 2014 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Mr. Manuel to approve the Regular Meeting Minutes of January 30, 2014. Motion seconded and unanimously approved.**

#### APPROVAL OF PURCHASE ORDERS

**Motion by Ms. Widmyer to approve Purchase Orders in the amount of \$22,071.30 to include P.O. Nos. 51427, 51460, 51684, 52232, 51822, 52271, 52272, 50246, 50247, 50248, 51377, 52270, 52273, and 51830. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT     | NOAMT       | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-----------|-------------|--------------|
| 071568 | 425     | B-K OFFICE SUPPLY INC    | 52203 | \$ 991.40 | \$ -        | \$ 991.40    |
| 071569 | 424     | BOLAND SERVICES          |       | \$ -      | \$ 1,614.33 | \$ 1,614.33  |
| 071570 | 425     | OLD CHARLES TOWN LIBRARY |       | \$ -      | \$ 1,500.00 | \$ 1,500.00  |
| 071571 | 425     | DODSON'S SEPTIC          | 52202 | \$ 260.00 | \$ -        | \$ 260.00    |
| 071572 | PAYROLL | DELTA DENTAL OF WV       |       | \$ -      | \$ 5,916.51 | \$ 5,916.51  |
| 071573 | PAYROLL | GUARDIAN - APPLETON      |       | \$ -      | \$ 1,980.64 | \$ 1,980.64  |

|              |         |                           |       |                    |                      |                      |
|--------------|---------|---------------------------|-------|--------------------|----------------------|----------------------|
| 071573       | PAYROLL | GUARDIAN - APPLETON       |       | \$ -               | \$ 1,740.54          | \$ 1,740.54          |
| 071574       | 425     | GRAINGER, INC             | 52206 | \$ 314.60          | \$ -                 | \$ 314.60            |
| 071575       | 440     | HEWETT & ASSOCIATES       | 50245 | \$ 328.56          | \$ -                 | \$ 328.56            |
| 071576       | 402     | JEFFERSON PUBLISH CO INC  | 51820 | \$ 325.90          | \$ -                 | \$ 325.90            |
| 071576       | 401     | JEFFERSON PUBLISH CO INC  |       | \$ -               | \$ 164.94            | \$ 164.94            |
| 071577       | 425     | KONE INC.                 | 52149 | \$ 1,482.00        | \$ -                 | \$ 1,482.00          |
| 071578       | 401     | DEBBIE KEYSER             |       | \$ -               | \$ 16.56             | \$ 16.56             |
| 071579       | PAYROLL | HIGHMARK WV               |       | \$ -               | \$ 187,206.15        | \$ 187,206.15        |
| 071580       | 402     | RECORD MANAGEMENT SOLUTN  | 51631 | \$ 35.00           | \$ -                 | \$ 35.00             |
| 071581       | PAYROLL | RETIREE HLTH BENEFIT TRS  |       | \$ -               | \$ 6,668.00          | \$ 6,668.00          |
| 071582       | 405     | BRANDON C.H. SIMS         |       | \$ -               | \$ 395.50            | \$ 395.50            |
| 071583       | 425     | THOMPSON GAS              |       | \$ -               | \$ 328.98            | \$ 328.98            |
| 071584       | 424     | TRENARY SERVICE CO        | 52205 | \$ 1,053.98        | \$ -                 | \$ 1,053.98          |
| 071585       | 403     | UNITED SYSTEMS & SOFTWARE |       | \$ -               | \$ 212.00            | \$ 212.00            |
| 071586       | 402     | XEROX CORPORATION         | 51632 | \$ 857.66          | \$ -                 | \$ 857.66            |
| 071586       | 439     | XEROX CORPORATION         | 50339 | \$ 521.11          | \$ -                 | \$ 521.11            |
|              |         |                           |       |                    |                      |                      |
| <b>TOTAL</b> |         |                           |       |                    |                      | <b>\$ 213,914.36</b> |
| <b>TOTAL</b> |         |                           |       | <b>\$ 6,170.21</b> | <b>\$ 207,744.15</b> | <b>\$ 213,914.36</b> |

**Motion by Ms. Noland to approve the Accounts Payable for February 6, 2014 in the amount of \$213,914.36. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Peter Onoszko, resident – spoke regarding a possible administrative oversight on the Minutes of the Zoning Text Amendments.

**PRESENTATIONS**

1. John Reisenweber, Executive Director of the Jefferson County Development Authority – requested \$20,000 from the County Commission to implement a Natural Gas Demand Study.
  - **Motion by Mr. Manuel to delay action on this item until the following week to allow Mr. Reisenweber to present the Commission with more background information regarding his request. Motion seconded but fails on a vote of 2-3 with Ms. Noland, Mr. Pellish, and Ms. Tabb opposing.**
  - **Motion by Mr. Pellish to approve funding for the Natural Gas Demand Study for Jefferson County. Motion seconded and approved on a vote of 3-2 with Mr. Manuel and Ms. Widmyer opposing.**
2. Interviews and Appointments to the Jefferson County Water Advisory Committee – four 3-year terms ending January 31, 2017.

- **Motion by Mr. Manuel to reappoint Mary Sell, Victoria Eekert, and Robert Denton to the Jefferson County Water Advisory Committee for one three-year term each, ending January 31, 2017. Motion seconded and unanimously approved.**
3. Samuel Byrer, Attorney for Millville Quarry, Inc. – requested the Commission reduce the fee for rezoning application from \$1,000 plus \$50 per acre (1,268 acres) to \$2,850.
    - Prior to the day of the Commission meeting, Mr. Byrer submitted a letter to the County Administrator notifying the Commission of his client’s withdrawal of the request. As a result, there was no discussion or action taken on this item.
  4. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 10:55 am.
  5. Jefferson County Emergency Services Agency, Pete Dougherty - Sheriff, Teresa Hendricks - Chief Tax Deputy, and Angie Banks - Assessor – discussed possible methods for the process of implementing and collecting the Ambulance Fee.
    - **Motion by Ms. Noland to approve cash and checks as the acceptable methods of payment of the ambulance fee. Motion seconded and unanimously approved.**
    - **Motion by Mr. Manuel to allocate the money necessary to hire County Commission employees to collect the ambulance fee. Motion seconded and unanimously approved.**
    - **Motion by Ms. Noland to eliminate delinquent collection through a collection agency and if necessary after the first year, implement a lien on the property through Magistrate Court.**
  6. Jennifer Brockman, Director of Planning and Zoning – follow up workshop for input on proposed Zoning Ordinance Text Amendment (ZTA 12-01) to establish additional commercial and industrial zoning district categories, and related changes to the ordinance; including changed to the following sections of Zoning and Land Development Ordinance: 4.4; 4.6; 4.10; 4.11; 5.1; 5.4; 5.6; 5.7; 5.8; 5.10; 6.3; 6.5; 8.1; 8.9; 8.12; 12.2; 12.3; Appendices A, B, and C; and the addition of new Sections 5.11, 5.12, 5.12, 5.14, 5.15, 5.16, and 5.17.
    - It was the consensus of the Commission to postpone discussion/action on this item until Thursday, February 13 to allow for proper time and consideration of this matter.

## UNFINISHED BUSINESS

7. Commissioner Dale Manuel – requested the Commission approve the hiring of a lobbyist to defend against Governor Tomblin’s Senate Bill 385 which would cut 15% of the County’s Lottery and Table Games appropriations for the next two years. Commissioner Manuel also stated it was essential to involve the municipalities in this request, as the Bill would have direct consequences for many of the citizens of the County.
  - Commissioner Manuel stated he still needed to get estimates on the cost of hiring a lobbyist but was hopeful the County wouldn’t need to pursue the matter further after next week.
8. Legislative Updates
  - Mr. Pellish notified the public and the Commission he heard from Senator Manchin’s office and the Farm Bill has passed.
  - Senate Bill 373 – a public hearing was held regarding SB373, and the public called for the bill to be stronger and to include the recommendations of the Chemical Safety Board.
  - Senate Bill 385 – Mr. Manuel stated no one in attendance at the public hearing regarding SB385 spoke in favor of the Governor’s bill. Ms. Noland stated she wrote a letter to the Governor asking him to reconsider SB385 and read it for the public.
  - The Governor’s transportation proposal eliminates the \$500,000 he had previously committed for MARC, which will increase costs for commuters.
  - Delegate Skinner submitted a Consumer Service Bill regarding Internet service which would require providers to credit customers for lapses in service.
9. Sandy McDonald, Deputy County Administrator – requested approval of Resolution and Grant Application for the Sheriff’s Department Deputy Reserves for the Purchase of Equipment.
  - **Motion by Ms. Noland to approve the Resolution and Grant Application for the Sheriff’s Department Deputy Reserves for the Purchase of Equipment. Motion seconded and unanimously approved.**

## FINANCIAL DIRECTOR REPORTS

Mr. Stanton provided the Commission with copies of a General Fund report which showed year-to-date revenue and expenditures as of January 30, 2014. The report showed 59.48% of the revenue had been collected and 59.02% of the budgeted expenditures had been expended. Year-to-date, the Commission has expended \$675,973 more than the revenue that has been received. Mr. Stanton also suggested the Commission discuss the remaining \$1 million in reductions needed for FY14 during the Budget Work Sessions to be held later this month.

### **COUNTY ADMINISTRATOR REPORTS**

- Application for Boards, Commissions, Committees – Ms. Keyser stated Mr. Groh, Assistant Prosecuting Attorney, had suggested a new application form for people interested in applying for vacancies on the various boards, commissions, and committees, and she was currently drafting the form.
- FY15 Budget Work Sessions – Ms. Keyser notified the Commission of the dates for the upcoming FY15 Budget Work Sessions to be held Wednesday, February 19<sup>th</sup> and Friday, February 21<sup>st</sup>, with Monday, February 24<sup>th</sup> set as decision day.
- Comcast Number – Ms. Keyser stated she has contacted Comcast and asked them to kindly remove the Commission Office number from their customer bills, as residents have been calling the Commission regarding their cable service.
- Contract Policy – Ms. Keyser stated she was in the process of drafting a policy for all of the contracts within the County and would be submitting it to the Commission for their approval during the Budget Work Sessions later this month.
- Power Outage and IT Services – Ms. Keyser stated the County suffered a power outage early Wednesday morning due to the ice storm, and as a result, the County's website and e-mail server were down for the majority of the day. Ms. Keyser stated she was looking into costs for a generator to prevent this issue in the future.

### **COUNTY COMMISSIONERS' REPORTS**

Jane Tabb

- Attended a Public Service District Meeting.
- Attended the Impact Fee meeting.
- Attended an ESA meeting.
- Attended the Board of Review and Equalization.
- Attended an Extension Service meeting.

Walt Pellish

- Attended the Impact Fee meeting and stated he was disappointed in the report by Tischler-Bise and believes the company needs to conduct more research regarding the happenings of the County with regards to the Impact Fee.

Patricia Noland

- Attended the Impact Fee meeting.
- Attended a Region 9 Air Quality meeting.
- Attended a Rotary meeting.
- Attended the Board of Review and Equalization.

Dale Manuel

- Attended the "Meet Your Commissioners" event at the Blue Ridge Mountain Fire Hall.
- Attended the Board of Review and Equalization.
- Attended a meeting between the Jefferson County Sheriff's Office and the Berkeley/Jefferson Day Report Center.
- Viewed the public hearing on Senate Bill 373.

Lyn Widmyer

- Played "If You Love My West Virginia," a song written by a native West Virginia woman and performed during the public hearing on Senate Bill 373.

10. The Commission meeting was adjourned at 12:38 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved. The Commission reconvened at 1:30 pm for the Board of Review and Equalization at the Jefferson County Courthouse, 100 East Washington Street, Charles Town, WV.

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WALT PELLISH, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

**PURCHASE ORDERS TO BE APPROVED**

**February 13, 2014**

| DEPARTMENT           | PURCHASE ORDER | AMOUNT               | VENDOR                                   | DESCRIPTION                          |
|----------------------|----------------|----------------------|------------------------------------------|--------------------------------------|
| CENTRAL GARAGE       | 52276          | \$ 154.00            | Rice Tire                                | Tires                                |
| COUNTY CLERK         | 51823          | \$ 165.07            | Cott Systems, Inc.                       | Deeds/Liens Binders                  |
| COUNTY COMMISSION    | 52326          | \$ 99,443.25         | WV Regional Jail & Correctional Facility | January 2014 Invoice                 |
| COURTHOUSE           | 52274          | \$ 235.00            | Rodgers Clock Service                    | Annual Service of Clock Tower        |
|                      | 52275          | \$ 1,807.71          | Globalstar USA                           | Yearly Contract for Satellite Phones |
| GIS/ADDRESSING       | 51378          | \$ 2,797.96          | Dell Marketing LP                        | Dell Optiplex Mini Tower Pkgs.       |
| OTHER BUIDLINGS      | 52277          | \$ 3,510.00          | Winchester Security                      | Annual Fire Alarm Inspections        |
|                      | 52279          | \$ 253.70            | BK Office Supply                         | Trash Bags                           |
| PROSECUTING ATTORNEY | 51840          | \$ 402.35            | Tracy Rice                               | Transcripts                          |
|                      | 51841          | \$ 210.27            | Marriott                                 | Lodging                              |
| <b>GRAND TOTAL</b>   |                | <b>\$ 104,602.99</b> |                                          |                                      |

**PURCHASE ORDERS TO BE APPROVED**

**February 20, 2014**

| DEPARTMENT                       | PURCHASE ORDER | AMOUNT              | VENDOR                         | DESCRIPTION                           |
|----------------------------------|----------------|---------------------|--------------------------------|---------------------------------------|
| CENTRAL GARAGE                   | 52285          | \$ 256.67           | Miller Chrysler Jeep Dodge Ram | Replace Ignition Lock Dye             |
| HOMELAND SECURITY/EMERGENCY MGMT | 52015          | \$ 50,000.00        | United Bank (Dell)             | Computers, Operating System, Software |
| OTHER BUILDINGS                  | 52280          | \$ 716.00           | BK Office Supply               | Copy Paper                            |
|                                  | 52281          | \$ 189.00           | Boland                         | Technical Services to Repair VAV      |
|                                  | 52286          | \$ 540.00           | Control Systems                | Replace Bypass Damper Actuator        |
| <b>GRAND TOTAL</b>               |                | <b>\$ 51,701.67</b> |                                |                                       |

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Don J. Orser**

Department or Organization: **Self**

Estimation of amount of time needed for appointment: **Two Minutes**

Date Requested – 1<sup>st</sup> Choice: **February 20, 2014**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject: **Impact Fee and TY 2014 BORE**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**The Jefferson County Assessor is being denied access to a critical part of Tyler Technologies' Integrated Assessment System 4.0 CAMA Market Valuation module. As a consequence, the Assessor, in using improved parcels to assess unimproved parcels as she is allowed to do, is failing to correctly deduct all improvement costs, as for example, the impact fee. This results in too high a value for unimproved subdivision parcels, including those owned by adjacent class II resident owners. Please see attached letter to County Commission dated February 5, 2014.**

Is this a funding request?    Y/N **N**

If so, how much?                \$

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): **None**

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed?            Projector    Y/N **N**    Internet/Wi Fi    Y/N **N**    Telephone for conference call    Y/N **N**

Contact information: **Don J. Orser**

Email address: [djorser@comcast.net](mailto:djorser@comcast.net)    Phone Number: 304-725-8948

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)

Received

FEB 11 2014

**Don J. Orser**

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250 Blue Ridge Loop, Harpers Ferry, West Virginia 25425

Jefferson County Commission [djorsers@jeffersoncounty.com](mailto:djorsers@jeffersoncounty.com) Comcast.net

February 5, 2014

The County Commission of Jefferson County,  
124 E. Washington Street  
Charles Town, West Virginia 25414

Subject: Jefferson County Impact Fee and TY 2014 BORE

Dear President Pellish and Honorable Commissioners:

For the Commission's and the Public's Information and in anticipation of Tax Year 2014 *Board of Review and Equalization* (BORE) Hearings, I have attached a copy of a letter from Eric Coakley, Senior Residential Review Appraiser, Tyler Technologies, addressed to Angela Banks, Jefferson County Assessor. Tyler Technologies is the Licensor for the Computer Assisted Mass Appraisal (CAMA) software mandated by the WV State Tax Commissioner's Office for use in all 55 WV County Assessor Office's. It is licensed under the name of *Integrated Assessment System 4.0* (IAS 4.0). Mr. Coakley's letter states, in part,

“Jefferson County does not have the ability or authority to use MK44 or any portion of the *Market Valuation* Approach module which is part of Tyler Technologies IAS 4.0 software.”

The significance of this letter is that it contradicts the assumptions made by the BORE and the representations made by the Jefferson County Assessor's Office to the BORE. The Assessor represents that, “We use the State mandated software IAS 4.0, we are experts in IAS 4.0's usage and our data is correct; therefore our valuations are correct, and the Appellant must prove otherwise.” While the Assessor does use IAS 4.0, she does not use it for the critical purpose of calibrating residence size and quality against construction costs.

**IAS 4.0 Integrates Three Property Tax Valuation Related Functions:**

1. A data base consisting of detailed size and quality improvement descriptors for the approximately 20,000 improved residential parcels in 220 Neighborhoods in Jefferson County.
2. The arithmetic, or “tax extension” function consisting of evaluating the formula,  $A \times RCNLD + B$ , whose value results in the Valuation, and hence the Tax Assessment extension of the value of the improvements. The value of the variable RCNLD

(Reconstruction Cost New Less Depreciation) is derived from the size and quality of the parcel's residence description in step (1), and the numerical values of  $A$  and  $B$ , also known as the *County Modifier* and *Land Improvements* coefficients respectively, are calculated by function (3) described next:

3. Each year the Assessor chooses a representative sample of "fair Market" home sales and for each home contacts the builder and obtains the *Actual Cost* of all the improvements. The *Actual Costs* are then paired with the RCNLD values, and using a "least squares" mathematical procedure, the values of  $A$  and  $B$  are chosen which minimize the sum of all the distances from each data point [RCNLD, *Actual Cost*] to the "line",  $A \times RCNLD + B$ . The coefficient  $A$  is county wide and represents the proportional costs as RCNLD increases in value, and is the slope of the line. The value of  $B$  is the non-proportional costs, may be added to or subtracted within each Neighborhood without changing  $A$ , and represents the non-proportional costs of the improvements, such as well & septic, utility hookups, etc. The value of  $B$  is where the line crosses the vertical Y-axes. See the attached upper graph.

Note that steps (1) and (2) are neutral with respect to the calibration of RCNLD to dollar cost, and hence value. Step (3) is not neutral and constitutes the calculation of the Valuation rate affecting every residential parcel Assessment in Jefferson County.

The "mass appraisal" procedure of step (3) has been used worldwide for the purpose of Assessment going back to about 1820 when Frederick Gauss introduced it to the Hanoverian Administrators in Germany for the specific purpose of providing "equitable" property appraisal. It is also known as *single variable linear regression*, or more simply, *simple regression*. Historically, the computation was performed by human computers.

More to the point, IAS 4.0's integrated function (3) is performed by the *Market Valuation* module, which module the Jefferson County Assessor's Office, to quote the above letter, "does not have the ability or authority to use". In fact, having IAS 4.0 calculate optimum values for  $A$  and  $B$  requires less sophistication on the part of the Assessor than the pre-computer "legacy" procedure she now appears to be using. This latter requires the Assessor to manually break the costs into proportional and non-proportional costs. I have attempted, without success so far, to obtain some basis in fact for Mr. Coakeley's letter. Again, more to the point, **it is incomprehensible to me that the Assessor is not demanding training and access to IAS 4.0's appraisal valuation modeling after being told she "does not have the ability" to use the mandated software designed specifically to make her Valuations as correct, and hence defensible, as possible.**

As the Commission knows, the Jefferson County Assessor uses the *Land Residual Method*, whereby unimproved parcels are valued using improved parcels via the formula,

Land Value = Fair Market Value - All Improvements

$$= \text{Fair Market Value} - (\text{County Modifier} \times \text{RCNLD} + \text{Land Improvements}).$$

Clearly, if not all the improvements are subtracted, the land value is left too high. This is precisely what has been happening in Jefferson County. The most obvious expense is the unique, among all WV counties, \$13,070 Jefferson County fixed impact fee which is not being deducted as part of the subtracted Land Improvements. Rather, the Prosecuting Attorney's Office testifies, in defence of the Assessor's unidentified procedure, that the impact fee should and is being deducted through the County Modifier. However, this is just mathematical illiteracy masquerading as a legal argument. (Note that if this were true, a house with a RCNLD value of 100,000 would have an impact fee deduction twice that for a RCNLD value of 50,000, and hence not a fixed deduction of \$13,070.) I now have reason to believe the Assessor no longer believes her Counsel's legal argument to be correct. At issue here is whether universally accepted mathematical and statistical principles apply to the valuation process, and whether they should override arguments concocted solely for the purpose of a "plausible sounding" legal defense of the current incorrect calculations.

As the Commission is aware, I have simulated the manner IAS 4.0's function (3) is designed to work using the data pairs [RCNLD, *Actual Cost*] obtained from and used by the Assessor for each of Tax Years 2010-2014. As a consequence, I have believed for some time that the Assessor's unimproved parcel valuations have been too high. Mr. Coakley's letter explains the cause for my belief, but this does not provide the Public with an answer as to why the Assessor and her Counsel continue to defend incorrect valuations. Misfeasance of Office is evolving into malfeasance.

The table below summarizes the results of my calculations for *A* and *B* as IAS 4.0 would calculate them given the same data used by the Assessor.

| <b>IAS 4.0 Procedure Based Calculation of Matched Coefficients from Assessor's [Actual Cost, RCNLD] Data Pairs Contrasted With Coefficients Assessor Actually Used to Value Improvement Costs.</b> |                                                               |                          |                                                     |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------|-----------------------------------------------------|--------------------------|
|                                                                                                                                                                                                    | <b>Correctly Calculated Coefficients From Assessor's Data</b> |                          | <b>Coefficient Values Actually Used by Assessor</b> |                          |
| <b>Tax Year</b>                                                                                                                                                                                    | <b>County Modifier</b>                                        | <b>Land Improvements</b> | <b>County Modifier</b>                              | <b>Land Improvements</b> |
| 2010-2011                                                                                                                                                                                          | 1.68                                                          | \$4606                   | 1.78                                                | \$3500                   |
| 2012                                                                                                                                                                                               | 1.83                                                          | -\$15,219                | 1.67                                                | \$3500                   |
| 2013                                                                                                                                                                                               | 1.84                                                          | -\$7,751                 | 1.76                                                | \$3500                   |
| 2014                                                                                                                                                                                               | 1.50                                                          | \$35,132                 | 1.81                                                | \$0.0                    |

Correctly calculating and graphing the data and the fitted coefficients provides information as to the quality of the data. For example, the negative value of the Land Improvements coefficient for Tax Years 2012 and 2013 is an impossibility, and indicates the sampling and/or queries used to collect the *Actual Cost* data are problematic. For tax year 2014, the Assessor has, after being told in the past that \$3500 was too small, has apparently elected to eliminate this "problem" by effectively declaring that wells, septic, the fixed impact fee

and other costs not proportional to RCNLD, will have a value of \$0.0, notwithstanding her own data indicates a "base" value of \$35,132. The upper graph in the attached Exhibit show the data pairs together with the correct improvement line and that of the "assumed" line actually used by the Assessor, and clearly demonstrate procedures which she should be asked to explain in the context of how IAS 4.0, including the Market module, is designed to work.

This analysis is the result of my efforts to understand IAS 4.0 better; Nonetheless, it is an opinion. I am a retired (NIST) consulting applied mathematician and computer scientist. I recall fifty some years ago when, as an exercise in calculus, we students had to derive the two formulas for calculating the coefficients  $A$  and  $B$  from paired data points. The resulting formulas are exactly what IAS 4.0 is designed to calculate as part of its *Market Valuation* module.

In response to the question of what I would have the Commission do, may I suggest as a start, that the Commission ask the Assessor's Office that, as an informal experiment, they use the *Market Valuation* module of IAS 4.0, or any single variable linear regression program of her own choosing, on her own data, to calculate values for the County Modifier and Land Improvements coefficients. I believe Microsoft Excel provides a simple regression capability. Additionally, I will make the Assessor's data available in electronic form to anyone asking for it, and I'm reasonably sure the Assessor will do the same, so as to provide any one else the same opportunity. To learn more, just do an interweb search on "simple regression". The site [http://www.youtube.com/watch?v=8JOJ\\_7R\\_OWY](http://www.youtube.com/watch?v=8JOJ_7R_OWY) has a nice video showing the use of linear regression.

In short, Mr. Coakley's letter together with the confirmation by others of the above Table suggest questions the Assessor needs to answer at the upcoming BORE appeals, particularly for unimproved parcels.

Thank you very much for your time and effort to read this.

Respectfully,



Don J. Orser

cc: Angela L. Banks, Jefferson County Assessor  
Stephanie F. Grove, Esq., Office of the Jefferson County Prosecuting Attorney  
Mark W. Matkovich, Esq., WV State Tax Commissioner  
Jeffrey Amburgey, Director, Property Tax Division, & Chairman, Property Valuation, Training and Procedures Commission  
Professor Calvin A. Kent, Member, Property Valuation, Training and Procedures Commission  
W. Wade Thompson, Project Manager, Property Tax Division



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October 17, 2013

Honorable Angela Banks  
Jefferson County Assessor  
104 E. Washington Street  
Charles Town, WV 25414

Dear Angela:

Thank you for the opportunity in answering your inquiry pertaining to Screen MK44 of the IAS 4.0 system. The State of West Virginia originally purchased the IAS software from Tyler Technologies, Inc. in 1997 and later upgraded to our client/server version 4.0. The IAS 4.0 software package is currently used by every county in the State of West Virginia. A feature of the IAS 4.0 software is the Market Valuation module. To date, the Market Valuation module has not been utilized by the West Virginia counties using the State supported IAS.. Screen MK44- (**Specify Candidate Variables and Constraints for Inclusion in the Linear Regression Model**) - is one of many behind the scene set up screens that are used as part of the Market Valuation module.

The State Tax Department has limited access of these market valuation screens and processes and to date, has allowed only inquiry or "view only" access to this screen, thus the counties are not able to make changes or affect value by using Screen MK44. There has been some discussion by the State to include additional training sessions as part of the future upgrade of the client/server version to the thin client release called iasWorld. Some of these additional training sessions may include use of the market valuation module, at the discretion of the State.

→ To restate the intent of this letter, Jefferson County does not have the ability or authority to use MK44 or any portion of the Market Valuation Approach module which is part of Tyler Technologies IAS 4.0 software. ←

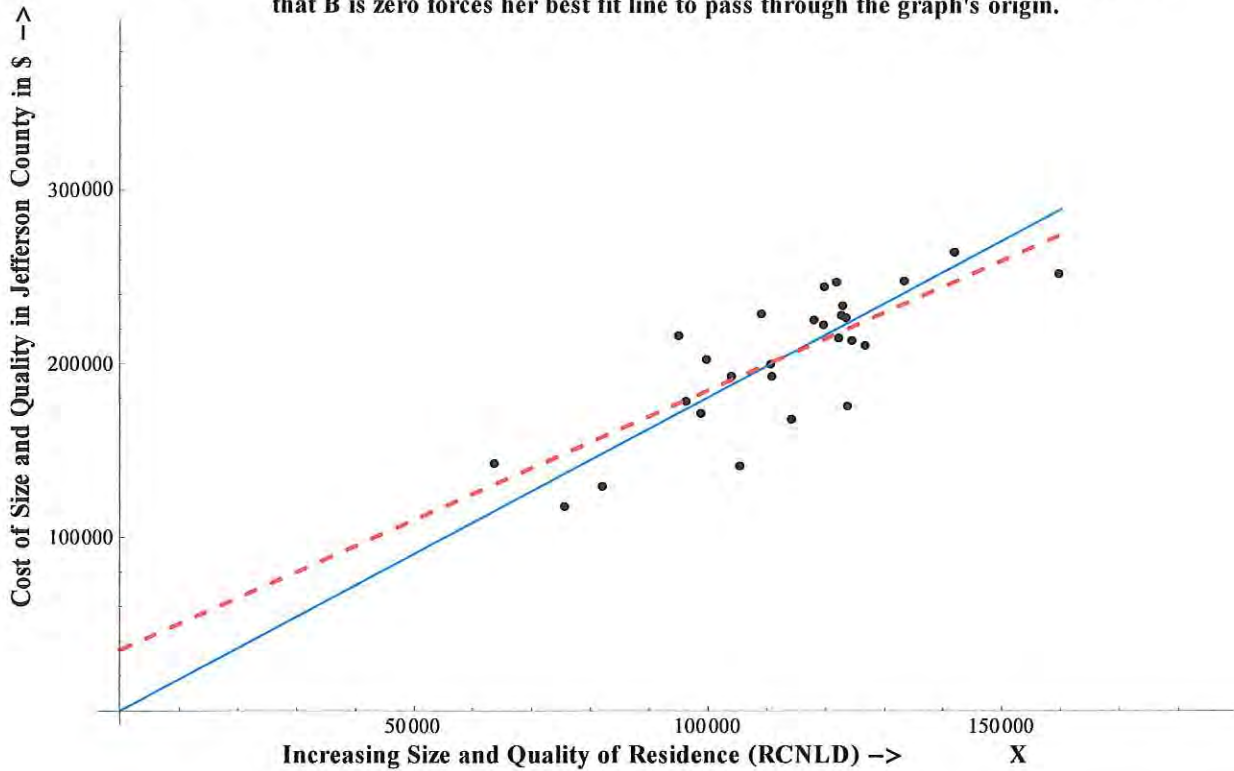
I hope this letter assists you in your endeavors. If you have any additional questions or concerns, please contact me.

Sincerely,

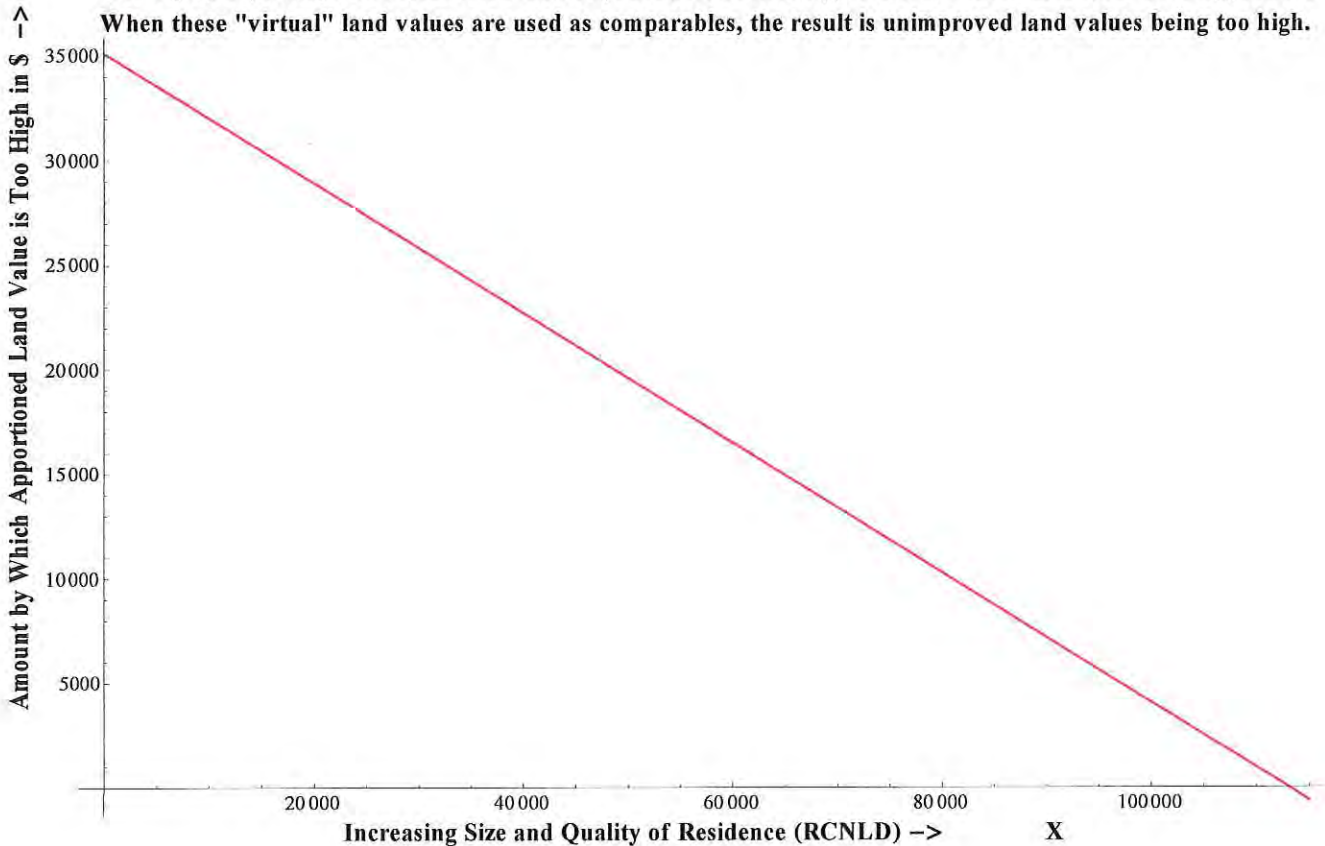
A handwritten signature in black ink that reads "Eric Coakley".

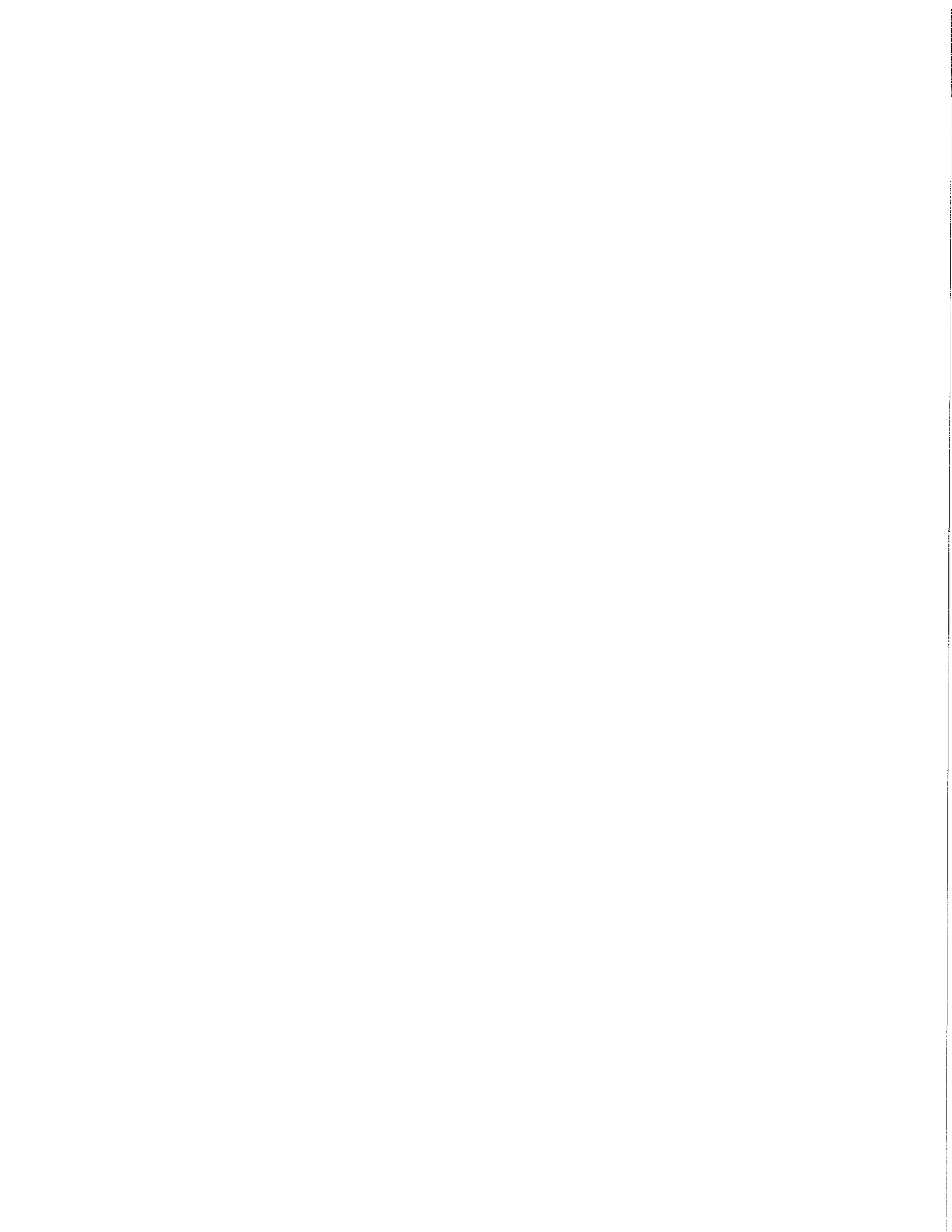
Eric Coakley  
Senior Residential Review Appraiser

TY 2014: Black points are Assessor's sample set consisting of 30 [RCNLD, Actual Cost] data pairs.  
 Red dashed line is correctly fitted line yielding  $1.50 \times \text{RCNLD} + \$35,131.60$ . Blue solid line is that actually used by Assessor and is  $1.81 \times \text{RCNLD}$ . Note that Assessor's assumption that B is zero forces her best fit line to pass through the graph's origin.



TY 2014: Solid red line is the error between the correct line and the Assessor's line, or,  $-0.311 \times \text{RCNLD} + 35,132$ .  
 Consequently, the improvement portion of all residential parcels whose appraisal is less than  $1.81 \times (35,132/0.311) = \$204,465$  have their improvements under appraised and their land value over appraised. When these "virtual" land values are used as comparables, the result is unimproved land values being too high.





AGENDA REQUEST FORM

[www.jeffersoncountyvva.org](http://www.jeffersoncountyvva.org)



Name: Bob Atcheson

Department or Organization: Citizen

Estimation of amount of time needed for appointment: 15 min

Date Requested - 1<sup>st</sup> Choice: 12/5/13 Jan 16, 2014

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

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

urgent matter

Subject (Wording to be placed on agenda):

1. Mass Gathering Ordinance 2. Ltr for Dallas D. Wolfe  
(Preston Co) + Related documents

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

See Attached

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

Amendment of Zoning Ordinance & Adopt Mass Gathering Ordinance

Are documents attachments? Yes  No

If not, explain:

Is a projector needed? Yes  No

Contact information:

Email address: bob.atch46@gmail.com

Phone number: 304-725-7639

An Ordinance pursuant to WEST VIRGINIA CODE Section 7-1-3kk to eliminate hazards to public health and safety and abate public nuisances associated with temporary mass gatherings of people for entertainment events.

Be it enacted by the Preston County Commission,

**An Ordinance to Regulate Mass Gatherings**

It appearing to the County Commission (the Commission) of Preston County, West Virginia that it is authorized by Chapter 7, Article 1, Section 3kk of the Official Code of West Virginia, 1931, as amended, to enact ordinances, issue orders and take other appropriate and necessary actions for the elimination of hazards to public health and safety and to abate or cause to be abated anything which the commission determines to be a public nuisance, the Commission hereby adopts the following Ordinance which provides as follows:

(1) **Purpose**

The Commission **FINDS** that temporary mass gatherings of people to attend musical performances and other entertainment events have created a hazard to public health and safety and a public nuisance due to increased criminal activity, high levels of traffic congestion in the public roads surrounding such events, and high demands on police, emergency, and medical resources in Preston County.

(2) **Definitions**

For purposes of this Ordinance

"Mass gathering" is defined as any event which has more than 3,000 attendees who will reside at the event for 14 hours or more in temporary shelters that will be removed when the event has been completed.

"Temporary shelters" are defined as a non-permanent structure such as a tent which is designed to be easily removed and which is not assessed under West Virginia Law for tax purposes as either an improvement upon real property or as personal property.

Ex. 8

(3) **Permit Required**

No person, firm, corporation, or partnership, shall stage, promote, or conduct any entertainment event creating a "mass gathering" unless there shall have first been obtained a permit from the Commission. Applications for said permit shall be in writing, on forms provided by the County Clerk and filed with the County Clerk not more than one year but at least 30 days prior to the beginning of said entertainment event. Said Application shall have attached the plans, statements, approvals and other documents required by this Ordinance. The Commission anticipates that the application process may occur over time with some application requirements submitted earlier than others. However, the Commission will not act until all Application requirements have been submitted.

The Commission shall docket and act on said Application at the next regularly scheduled meeting held after all Application requirements have been filed which allows said matter to be docketed at least three business days before the Commission meeting.

(4) **Application Requirements**

The Application for permit shall include the following plans, statements, approvals, and documents:

a statement by the applicant of the date(s) and times for the event;

a statement by the applicant of the total number of tickets that will be provided for attendees whether sold or provided otherwise, the applicant's best reasonable estimate of the total expected persons in attendance at the event, and the applicant's certification that it will comply with all applicable state and local laws and regulations;

a statement of the name and addresses of the promoter of the event, the financial backing of the event, and the names of all persons that will perform at the event;

a statement of all lands upon which any part of the event will occur, and the names and addresses of all owner(s) of those lands;

a plan for adequate sanitation facilities and garbage, trash, and sewage disposal for the event which shall comply with all applicable state and local law and regulations which shall be approved by the County Health Department;

a plan for providing food and water for persons attending the event which shall comply with all applicable state and local law and regulations which shall be approved by the County Health Department;

a plan for providing adequate medical care for persons attending the event which shall be approved by the Director of the Office of Emergency Management for the County;

a plan for providing adequate security and traffic control for the event including surrounding roads which shall be approved by the Sheriff of Preston County;

a list of all vendors that will be providing goods or services to the event and documentation showing that they are legally certified and licensed to do business in West Virginia.

(5) **Deposit Required**

A deposit in an amount sufficient to cover the cost of additional police, emergency, and medical resources which shall be paid to the Commission when the Application is finally approved by the Commission. Said deposit will be determined as follows:

|                            |                           |
|----------------------------|---------------------------|
| 3,000 to 9,999 attendees   | \$1 per person per day    |
| 10,000 to 19,999 attendees | \$1.25 per person per day |
| 20,000 to 39,999 attendees | \$1.50 per person per day |

40,000 or greater attendees

\$1.75 per person per day

(6) **Geographical Coverage**

This Ordinance applies to all geographical areas of Preston County, West Virginia, whether inside or outside the boundaries of any municipal corporation. Provided: this Ordinance shall not be construed as prohibiting a municipal corporation from lawfully adopting a municipal ordinance with greater protections against the hazards addressed by this Ordinance, to the extent allowed by the laws of this State.

(7) **Severability**

In the event that any court declares any provision of this Ordinance to be unenforceable, said declaration shall not be construed as invalidating the remaining provisions.

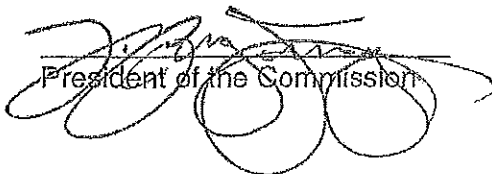
(8) **Civil Sanctions**


The Commission shall have the right to revoke any permit granted under this Ordinance and prohibit the Applicant from obtaining any future permits after appropriate notice and hearing for the Applicant if there are violations of any portion of the Ordinance; In addition, the Commission may seek injunctive relief in the Circuit Court of Preston County for public nuisance if there are violations of any portion of the Ordinance.

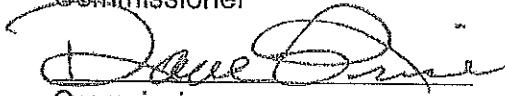
(9) **Criminal Violations**

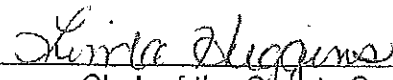
Any person, firm, corporation, or partnership which willfully violates any portion of this Ordinance shall upon conviction be subject to a jail sentence of not more than 12 months and/or a fine not to exceed \$25,000 by the Preston County Magistrate Court.

Adopted this 24 day of January 2011,  
effective immediately upon passage.

  
President of the Commission

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

Attest:   
\_\_\_\_\_  
Clerk of the County Commission

## PRESTON COUNTY COMMISSION

### Application for Permit to Conduct A Mass Gathering

General Information: Pursuant to the Preston County Commission Mass Gathering Ordinance, no person, firm, corporation or partnership, shall stage, promote or conduct any entertainment event creating a mass gathering unless there shall have first been obtained a permit from the Commission. Applications shall be in writing on forms provided by the County Clerk and filed with the County Clerk, 106 W. Main Street, Suite 103, Kingwood, West Virginia 26537 not more than one year but at least 30 days prior to the beginning of entertainment event. The Commission shall docket and act on application at the next regularly scheduled meeting held after all application requirements have been filed which allows the said matter to be docketed at least three business days before the Commission meeting. A cover letter must accompany this application on Organizer's letterhead with signature in blue ink.

A deposit to cover the costs pursuant to the Preston County Commission Mass Gathering Ordinance shall be paid to the Commission when the application is finally approved by the Commission.

**Mass Gathering permit is issued based on information submitted in application packet. Inspections may be conducted by county officials at any time prior to or during the event to determine compliance with applicable rules and regulations.**

A copy of the Preston County Commission Mass Gathering Ordinance is included with this application.

A copy of Preston County Health Department 64 CSR18 and form SG 49 are included with this application. Also included as a guideline is form SG 52 General Sanitation Inspection Report which will be utilized by the Health Department to inspect the Mass Gathering Site(s)

A copy of the Mass Gathering Requirements from the Office of Emergency Management is included with this application.

Please attach additional pages of information if needed.

**GATHERING INFORMATION**

Date(s) Gathering will be held : \_\_\_\_\_

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

Gathering Site Name: \_\_\_\_\_

Gathering Site Address: \_\_\_\_\_

Purpose of Gathering (concert, fair, etc) [provide details]: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Maximum Number of Attendees at Any Given Time: \_\_\_\_\_

How long is an attendee likely to be on site? (hours) \_\_\_\_\_

Maximum Number of Attendees Expected Each Day: \_\_\_\_\_

Maximum Number of available tickets for entire Gathering: \_\_\_\_\_

What will be the source of the required water supply? \_\_\_\_\_

[The Organizer shall provide and strategically locate drinking water stations, complying with the local health department to effectively meet the drinking water needs of attendees, participants and staff]

Will food booths be present? \_\_\_\_\_ yes \_\_\_\_\_ no

Will alcoholic beverages be sold on the premises? \_\_\_\_\_ yes \_\_\_\_\_ no

Will amplified sound or public address system be used? \_\_\_\_\_ yes \_\_\_\_\_ no

How many first aid stations will be provide? \_\_\_\_\_

[Each event shall have Emergency Medical Facilities and Mutual Aid agreements as required by the Office of Emergency Management. Additional facilities may be required by the E-911/OEM Office or County Health Department, due to the nature of the event, time of year, number of attendees and participants, risk of injuries or other public health and safety needs]

Will there be fireworks? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, what time? \_\_\_\_\_ How long? \_\_\_\_\_

Company Name \_\_\_\_\_

[Company must have certified pyrotechnic]

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Will animals be present? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, how will the animals be involved? \_\_\_\_\_

Will the event be held after daylight hours? \_\_\_\_\_ yes \_\_\_\_\_ no

[ If the temporary event will be held after daylight, there must be adequate lighting to ensure the comfort and safety of the attendees, participants, and staff. Lighting is required in the parking areas as well as on the event site]

What type of lighting source and number of lighting fixtures will be used?

\_\_\_\_\_  
\_\_\_\_\_

What electrical source will be used? \_\_\_\_\_

How many, and what type, trash containers will be on site? \_\_\_\_\_

Will the Organizer handle solid waste management and site clean-up  
\_\_\_\_\_ yes \_\_\_\_\_ no

If no, who is the contractor, under written contract with the Organizer that will handle the solid waste and site clean up?

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

If yes, who will be responsible for the solid waste management and site clean-up ? \_\_\_\_\_

When will the clean-up take place? \_\_\_\_\_

How will the waste be collected and where will it finally be disposed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the event utilize public sewage waste disposal? \_\_\_\_ yes \_\_\_\_ no

If no, the Organizer must provide portable toilets? \_\_\_\_ yes \_\_\_\_ no

Who is the contractor, under written contract with the Organizer that will handle (service and supply) the portable toilets?

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

How many portable toilets will be provided on the site(s) for entire gathering? \_\_\_\_\_

How many portable toilets will be provided along all inbound routes to the site(s)? \_\_\_\_\_

## ORGANIZER INFORMATION

The Organizer includes any person who holds, stages or sponsors a mass gathering and the owner, lessee or possessor of the real property upon which the mass gathering is to take place. The Organizer shall establish a headquarters at the gathering site and the Organizer or Organizer's designee shall be present at the gathering at all times during the operating hours.

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

Organizer's Address: \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Organizer's Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Organizer's E-mail Address \_\_\_\_\_

Contact Person (Person-in-charge) \_\_\_\_\_

Contact Person's Phone Number \_\_\_\_\_

Contact Person's Phone Number while at the event \_\_\_\_\_

## FOOD BOOTH INFORMATION

Will there be Food Booths on the gatherings site(s) \_\_\_\_ yes \_\_\_\_ no

Will the Organizer provide the Food Booths \_\_\_\_ yes \_\_\_\_ no

If no, who will provide the food booths?

[Food booths may be provided by the event Organizer, the food vendor or other person(s)]

[Each individual food vendor must obtain a permit to operate a temporary food establishment from the Preston County Health Department and pay the fee for permit prior to selling food. Applications for a temporary food establishment permit and fee amount may be obtained directly from Preston County Health Department 106 W. Main Street, Suite 203, Kingwood, WV 26537 304.329.0096].

Food Booth Coordinator's Name \_\_\_\_\_

Food Booth Coordinator's Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Food Booth Coordinator's E-Mail Address \_\_\_\_\_

Food Booth Coordinator's Phone Number while at the event

\_\_\_\_\_

Will the Food Booth Coordinator provide the electricity for the booths?

\_\_\_\_\_ yes \_\_\_\_\_ no

If no who will provide the electricity? \_\_\_\_\_

Will the Food Booth Coordinator provide hand wash stations IN the food booths ? \_\_\_\_\_ yes \_\_\_\_\_ no

If no, who will provide the hand wash stations IN the food booths?

\_\_\_\_\_

Will the Food Booth Coordinator provide refrigeration trucks?

\_\_\_\_\_ yes \_\_\_\_\_ no

**SITE PROPERTY INFORMATION**

**Owner refers to any person, who alone, or severally with other, has legal title to the premises where any part of the mass gathering will take place. This can be a person or group who has charge or control of the property such as the owner's agent or lessee.**

**Owner Name** \_\_\_\_\_

**Owner Address** \_\_\_\_\_

**City/State/Zip Code** \_\_\_\_\_

**Owner Phone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**Owner E-mail Address** \_\_\_\_\_

**Tax Account Number(s)** \_\_\_\_\_

**Description of site (fields, forest, meadow, etc., including the identification of any ponds, lakes, creeks streams, rivers or wetlands)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SITE PLAN AND DIRECTION SIGNS

Sufficient signage shall be required for identifying and directing attendees, participants and staff to: all entrance and exit locations, the Organizer's headquarters, first aid station(s), restrooms, and free drinking water facilities. All lettering shall be in a color and design that is in high contrast with the background and of an appropriate font size to be clearly visible and easily read from anywhere on the gathering site. Signage on the first aid station(s) shall be posted in all directions for everyone to clearly identify. All signage will be in compliance with local fire codes. If a gathering is held at night time, all exit signs and exit markings shall be illuminated. Additionally, within an enclosed building, illuminated low level exit signs and directional markings shall be required.

A site plan of the area where the gathering will take place, including the following details, shall be submitted with this Application (a 24"X 36" scaled map is required)

- Show parking areas available and designate areas for handicapped, attendees, participants, and staff both those under the control of the Organizer and others which may be used off site for the gathering;
- Location of the entrances and exits designated for attendees, participants, and staff including placements of directional signs leading to these locations, as well as any interior walks and roadways (Please detail emergency vehicle access and mark in which direction traffic will flow on the interior roadways);
- Location of the Organizer's headquarters, including the placement of directional signage showing this location;
- Location of any trails, tracks, runs, roadways and the like.
- Location of food booths and vendor booths;
- Location of restrooms, indicating which are handicap, and hand washing stations, both permanent and portable, including placement of directional signs leading to these facilities.
- Location of lighting, if event takes place after daylight hours;
- Location and type of electrical power sources;
- Location of stage and sound equipment, indicating the direction they are pointing
- Location of the first aid station(s), including the placement of directional signage showing this facility , emergency vehicle parking and emergency vehicle ingress and egress routes.

## OTHER INFORMATION REQUIRED

- **A statement of the financial backing of the event and the name(s) of all person(s) who will perform at the event**
- **A plan for providing adequate security and traffic control for the event including surrounding roads.  
[Approved by Sheriff]**
- **A list of all vendors that will be providing goods or services to the event and documentation showing that they are legally certified and licensed to do business in West Virginia.**
- **The application must include a completed copy of SG-49  
[Preston County Health Department]**
- **The application must comply with General Sanitation Rule 64 CSR 18.  
[Preston County Health Department]**
- **The application must meet all criteria governed by 64 CSR 18.  
[Preston County Health Department]**
- **The application must meet the guidelines as set forth by the Office of Emergency Management**

This application and all attachments must be submitted for the approval and signed by the following:

Preston County Health Department

\_\_\_\_\_ Registered Sanitarian

E-911-Office of Emergency Management

\_\_\_\_\_ Director

Preston County Sheriffs Department

\_\_\_\_\_ Sheriff

-----  
**FINAL APPROVAL**

On this day \_\_\_\_\_, 2011 with a quorum present  
the Preston County Commission approved the permit application for  
\_\_\_\_\_ to hold a Mass Gathering at  
name of event  
\_\_\_\_\_ on the following dates  
name of site  
\_\_\_\_\_, 2011. A deposit of \_\_\_\_\_ is  
date(s) amount  
due to the County Clerk of Preston County this day \_\_\_\_\_, 2011  
date

\_\_\_\_\_, President  
On Behalf of the Preston County Commission

Ex. SC



# PRESTON COUNTY

## Office of Emergency Management

300 Rich Wolfe Drive  
Kingwood, WV 26537

Phone: 1-304-329-1855

Fax: 1-304-329-2530

Duane K. Hamilton  
Director

Clark Nicklow III  
Public Information Officer

Justin R. Wolfe  
Assistant Director

## MASS GATHERING REQUIREMENTS

In the event of a public function with attendance of over 5,000 people, the event coordinator shall supply the following supplies and services:

- ② Two (2) EMS transport units inspected to WVOEMS standards for attendance up to 10,000 people. One (1) additional transport unit must be provided for each additional 10,000 people (example 10,000 people = 2 units, 20,000 people = 3 units, 30,000 people = 4 units etc...). One (1) EMS transport unit must be staffed at an ALS unit (Current WV Certified EMT-Paramedic or EMT-Intermediate crewmember with practice rights).
- ② At least one triage area must be operational during the entirety of the event with a minimum staffing of two current WV Certified EMT-Basic, EMT-Intermediate, or EMT-Paramedic personnel for attendance up to 10,000 people. One (1) additional WV Certified EMT-Basic, EMT-Intermediate, or EMT-Paramedic must be added to the triage staffing for each additional 10,000 people attending (example 10,000 people = 2 personnel, 20,000 people = 3 personnel, 30,000 people = 4 personnel etc...).
- ② Contracts must be made between the event coordinator and regional Emergency Medical Service (EMS) agencies for additional transport services/medical provider care in cases that a mass casualty event occurs.
- ② Contracts must be made between the event coordinator and a fire department agency recognized by the West Virginia Fire Commission - Office of the State Fire Marshal to provide minimum staffing for a fire department response unit pursuant to the standards set forth by the West Virginia Fire Commission - Office of the State Fire Marshal. This contract shall serve for the contracted fire department to be on standby and readily available to respond in emergencies such as but not limited to hazardous materials incidents, landing zone setup, and rescue calls for service.
- ② Maps displaying all pre-determined landing zones (with GPS coordinates), all first aid stations on event grounds, all detour routes, all emergency access/egress routes, and all automated external defibrillator (AED) sites.
- ② Communication equipment needed for direct communication between emergency command and event staffing.

Ex. 8d

- In the event that actual attendance at a public function shall exceed the estimate used for determining the required equipment, supplies, and personnel, it shall be the responsibility of the event holder to provide any and all extra supplies and personnel required to manage the incident.
- A coordination meeting shall be held no later than thirty (30) days prior to the start of the event and shall include representatives from the Preston County Office of Emergency Management, Preston County Sheriff Department, the Preston County fire department/emergency medical service agency responsible for the service area of the event, any additional contract agencies as assigned from above, and any additional persons as felt necessary by the Preston County Commission.

DEPARTMENT OF HEALTH  
STATE OF WEST VIRGINIA  
GENERAL SANITATION INSPECTION REPORT



Name of Facility \_\_\_\_\_ Owner/Operator \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_

- |                                                |                                                |                                         |                                           |                                              |
|------------------------------------------------|------------------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Adult Day Care Center | <input type="checkbox"/> Correctional Facility | <input type="checkbox"/> Hotel, Motel   | <input type="checkbox"/> Organized Camp   | <input type="checkbox"/> Work Release Center |
| <input type="checkbox"/> Bed & Breakfast Inn   | <input type="checkbox"/> Emergency Shelter     | <input type="checkbox"/> Institution    | <input type="checkbox"/> Park, Playground | <input type="checkbox"/> Other - Specify :   |
| <input type="checkbox"/> Campground            | <input type="checkbox"/> Fair, Festival        | <input type="checkbox"/> Labor Camp     | <input type="checkbox"/> Public Restroom  |                                              |
| <input type="checkbox"/> College, University   | <input type="checkbox"/> Group Home            | <input type="checkbox"/> Mass Gathering | <input type="checkbox"/> School           |                                              |

Notice: Based on an inspection this day, the items marked below and on the reverse must be corrected within the period of time specified in writing by the health authority. Failure to comply with this notice may result in official enforcement action. An opportunity for an appeal will be provided if a written request for a hearing is filed with the health authority within the period of time established in this notice for the correction of the violations. Please note that the numbers in parentheses to the right of each heading correspond to the applicable section numbers in the General Sanitation Rule, 64 CSR 18.

REMARKS

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

VIOLATIONS MUST BE CORRECTED  
ON OR BEFORE \_\_\_\_\_

SANITARIAN

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1. ANIMALS</b> (Sec. 5)</p> <p>a) Housing conditions conducive to proper sanitation and good health.<br/>b) No live reptiles without written plan.<br/>c) No threat from wild, dangerous, ill animals.<br/>d) Domestic animals not running at large.<br/>e) Dogs, cats immunized.<br/>f) Quarters clean, located, maintained.<br/>g) Manure removal, disposal; no odor, insects, or rodents.<br/>h) No water supply contamination from disposal of drainage from quarters.<br/>i) Animals limited to number that can be adequately housed, fed, maintained.<br/>j) Excluded from food prep., storage, serving and in-use dining areas (does not apply to edible fish, crustacea, shellfish, aquariums or service animals).</p> | <p>i) Bed and bedding for each person.<br/>j) Napping mats/cots 2 ft. apart.<br/>k) Bedding, furniture clean, good repair.<br/>l) Fabric mattresses have pads/covers.<br/>m) Linens provided where required, clean, changed weekly, between occupants.<br/>n) Storage area for luggage, clothing, etc.</p>                                                                                                                                                                                                                                                     | <p>i) Storage rooms &amp; outside enclosures easily cleanable, nonabsorbent, washable, clean, vermin proof.<br/>g) Containers accessible for use, servicing.<br/>h) Frost-proof hose bib &amp; sanitary drain.<br/>l) Disposal complies with Solid Waste Act.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>2. BEDDING AND SLEEPING AREAS</b> (Sec. 6)</p> <p>Primitive, outpost camping exempt.<br/>a) Clean, sanitary, safe, good repair.<br/>b) Floors easily cleanable, good repair, located to prevent water entry.<br/>c) Tents for permanent sleeping quarters on platforms, floors or concrete pads min. 1 foot above ground.<br/>d) 70 sq.ft/person for single occupancy.<br/>e) 50 sq.ft/person for multiple occupancy &amp; combination eating/sleeping/cooking areas.<br/>f) Ceiling height 7 ft. from floor excluding tents.<br/>g) 3 ft. between beds on all sides; heads 6 ft. apart. Excludes hotels/motels/ h&amp;b inns.<br/>h) Double-decker beds min. 27" between and above. No triple-decker beds.</p>                | <p><b>3. COMMUNICABLE DISEASE</b> (Sec. 7)</p> <p>a) Good hygienic practices, disease control.<br/>b) Ill staff members restricted.<br/>c) Schools, care, correctional facilities staff:<br/>Clean outer garments, personal cleanliness. Good hygienic practices.<br/>Wash hands, arms before work, after smoking, eating, drinking, using toilet, &amp; as needed.<br/>Tobacco use restricted.<br/>d) Register of occupants maintained for 12 mos. with name, address &amp; dates of use. Excludes mass gatherings, parks, playgrounds, public restrooms.</p> | <p><b>5. HEATING &amp; VENTILATION</b> (Sec. 9)</p> <p>a) Indoor occupied spaces ventilated. 5 cu.ft./minute outdoor air per person.<br/>b) No excessive heat, steam, condensation, vapors, obnoxious odors, smoke, fumes.<br/>c) No nuisance when venting to outside.<br/>d) HVAC systems comply w. State Bldg. Code.<br/>e) Ducts located, maintained to prevent entry of dust, dirt, contaminants.<br/>f) Indoor design temperature 68°F heating, 78°F cooling.<br/>g) Provide, maintain 68°F if occupied in normal heating season, unless designed for low-temperature operation.<br/>h) Oil, gas fired heating devices vented to outside air per State Building Code.<br/>i) Clothes dryer vent systems independent and vented to outside.</p> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>4. GARBAGE &amp; REFUSE</b> (Sec. 8)</p> <p>a) No odor, insects, rodents, nuisance.<br/>b) Stored in approved watertight, vermin proof easily cleanable containers; sufficient number provided; kept clean.<br/>c) Covered when not in use unless used only for nonputrescible, noninfectious wastes.<br/>d) Outside containers, enclosures elevated, metal rack, concrete/asphalt pad; clean, good repair.<br/>e) Outside areas/enclosures adequately sized, kept clean.</p>                                                                            | <p><b>6. HOUSEKEEPING &amp; MAINTENANCE</b> (Sec. 10)</p> <p>a) Premises, contents maintained in good repair, clean, sanitary. Adequate maintenance/cleaning facilities, equip.<br/>b) Written housekeeping schedule for institutions, schools, care &amp; lodging facilities, and organized camps.</p> <p style="text-align: center;"><b>SEE REVERSE SIDE</b></p>                                                                                                                                                                                                                                                                                                                                                                                  |

Ex. 8c

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>7. LAUNDRY (Sec. 11)</b></p> <p>a) Separate area, room.<br/> b) Soiled laundry stored in nonabsorbent, easily cleanable, covered containers or covered laundry bags.<br/> c) Clean laundry protected from contamination.<br/> d) Handled, stored, processed, transported to prevent spread of infection.<br/> e) Rooms, equip. clean, sanitary.<br/> f) Chemicals labeled, stored, handled, used for max. efficiency, safety.<br/> g) Wash temp., time, agitation, chemical action adequate, per manufacturer.<br/> h) Articles rinsed. Mechanically dried; or chemically sanitized &amp; air dried.<br/> i) Individuals laundering own belongings exempt from g) &amp; h) if they do not contaminate other laundry or areas.<br/> j) Laundry facilities available on regular basis to occupants of labor camps.</p> | <p>d) Adequate access for cleaning vehicles &amp; operations for self-contained privies and portable disposal units.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>h) Toilet rooms vented to outside. Adequate ventilation in showers, high humidity areas.<br/> l) Toilet tissue provided, adequate.<br/> j) Soap, sanitary towels, drying device at each sink. Waste container for towels.<br/> k) Unless occupant-provided, soap, clean washcloths, towels minimum once/week.<br/> l) No common use towels.<br/> m) Handwash facilities in or adjacent to toilet.<br/> n) Self-closing, metered faucets 15 seconds.<br/> o) Privacy barrier, or toilet room enclosed, tightfitting doors, doors kept closed.<br/> p) Covered waste container for women.<br/> q) For children, fixtures sized or safe, easily cleanable stepstools.<br/> <u>Institutions, schools, care facilities:</u><br/> <u>Changing area for diapers, underwear:</u><br/> 1) Established area, approved location.<br/> 2) Accessible to handwashing facilities.<br/> 3) Surface, clean, safe, impervious, non-absorbent, used for no other purpose.<br/> 4) Perineal area cleaned.<br/> 5) Staff hands wiped on moist towelette or paper towel after removing soiled diaper, before putting on fresh diaper.<br/> 6) Staff &amp; individual's hands washed.<br/> 7) Surface cleaned &amp; disinfected after each use. Disposable paper discarded after each changing.<br/> 8) Soiled disposable diapers stored in approved container; covered, labeled; kept clean, odor, buildup free.<br/> 9) Soiled cloth diapers stored in approved container; emptied, cleaned, disinfected daily.<br/> 10) Toilet training chairs easily cleanable. Emptied into toilet, cleaned, sanitized in utility sink after each use.<br/> 11) Handwash sinks not used for rinsing soiled items or for cleaning equip.</p> |
| <p><b>8. LIGHTING (Sec. 12)</b></p> <p>Primitive, outpost camping areas exempt</p> <p>a) Commensurate with type of activity.<br/> b) <u>20 ft. candles in critical cleaning areas</u> (food prep. utensil wash, bathing, toilets, laundry; excludes dining areas)<br/> c) <u>10 ft. candles in normal cleaning areas</u> (corridors, lobbies, janitors closets, storage areas, lodging quarters).<br/> d) <u>100 ft. candles in hazardous work areas</u> (workshops, laboratories).<br/> e) <u>40 ft. candles in reading &amp; activity areas</u> (classrooms, day/play/meeting rooms)<br/> f) Shields, shatterproof bulbs in food prep. areas, showers, gyms, classrooms in primary, secondary schools &amp; where safety is a concern.<br/> g) Tamper-proof fixtures where needed.</p>                                   | <p><b>13. SIZE, SPACE (Sec. 17)</b></p> <p>a) <u>Campgrounds:</u> 1200 sq.ft./campsite. Max. average density 25 campsites/acre.<br/> b) <u>Campgrounds:</u> 10 ft. separation from camping units, buildings, street, common use or parking area. Excludes backpack type camping.<br/> c) <u>Mass gatherings:</u> 20 sq.ft./person for day time assemblage. 40 sq.ft./person for overnight assemblage, exclusive of parking areas. Parking space for every 4 persons. Max. density 100 cars or 30 buses/acre.<br/> d) <u>School classrooms</u> 28 sq.ft./student.</p>                                                                                                                                       | <p><b>14. STORAGE (Sec. 18)</b></p> <p>a) Appropriate facilities of cleanable construction provided (for food, utensils, toys, work materials, cleaning supplies, clothing, linens, medicines, toxic materials, etc.)<br/> b) Neat, orderly, clean condition.<br/> c) Only necessary articles on premises.<br/> d) Protected from contamination.<br/> e) Poisons, potentially hazardous items labeled, separated, locked, keys restricted to staff.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>9. NOISE (Sec. 13)</b></p> <p>a) Acoustic planning in design, site selection. Consider physical, mental health, comfort.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>15. STRUCTURE, MATERIALS CONSTRUCTION, REPAIR (Sec. 19)</b></p> <p>a) Foundations, roofs, exterior walls, doors, skylights, windows weathertight, watertight, damp-free, in sound condition, good repair.<br/> b) Floors, interior walls, ceilings sound, in good repair.<br/> c) No offensive, hazardous emissions from materials, adhesives, coverings.<br/> d) Exterior wood surfaces decay resistant or painted, covered; non-toxic if accessible to children.<br/> e) Interior finish materials suitable for intended use &amp; for type and frequency of cleaning methods.</p>                                                                                                                 | <p><b>18. VECTOR CONTROL (Sec. 22)</b></p> <p>a) Effective measures used to minimize rodents, insects, vermin.<br/> b) No harborage, feeding of vermin.<br/> c) Openings protected.<br/> d) Screening material <math>\geq</math> 18 mesh/inch.<br/> e) Approved pesticides.<br/> f) Poison, toxic use per manufacturer. Non-hazardous use, storage, disposal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>10. PLUMBING (Sec. 14)</b></p> <p>a) Comply with State Building Code.<br/> b) Good repair, sanitary, serviceable.<br/> c) Fixtures easily accessible for cleaning; no interference with use, operation of doors, windows, exit openings.<br/> d) Exposed lines, pipes do not obstruct, prevent cleaning floors/walls/ceilings.<br/> e) Lines, pipes not unnecessarily exposed on floors/walls/ceilings.<br/> f) Vents extend to outer air; clogging and return of foul air minimized.<br/> g) Water-seal traps as needed.<br/> h) Service/utility sink for wet cleaning.<br/> i) No cross connection, backflow, backsiphonage.</p>                                                                                                                                                                                   | <p><b>16. SURROUNDINGS (Sec. 20)</b></p> <p>a) Neat, clean, adequately drained, free of litter &amp; vermin harborage.<br/> b) Does not endanger public health or create nuisance or safety hazard.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>19. WATER SUPPLY (Sec. 23)</b></p> <p>a) Provided, potable, approved, adequate, easily accessible. May be waived for remote campgrounds, campsites, mass gatherings, etc.<br/> b) Comply with Div. of Health rules on public water supplies, water wells, and cross connection/backflow.<br/> c) Hot &amp; cold provided thru mixing valve, comb. faucet where food prepared, &amp; at handwash &amp; bathing facs. Hot water means <math>\geq</math> 110°F. No steam-mixing valves. Temp. controlled for safety.<br/> d) Drinking fountains, if provided: Number per State Building Code. Approved construction, maintained, sanitary.<br/> e) No common use cups/vessels.<br/> f) Dispenser for single service cups.<br/> g) Portable containers/coolers approved construction, good repair, clean, sanitized between uses, properly stored, handled.<br/> h) Ice from approved source, stored, transported, handled sanitarly. Automatic dispenser for self-service.<br/> i) Potable water tanks approved source, min. 1mg/liter free chlorine residual or other approved disinfectant. Approved equip., procedures.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>11. SAFETY (Sec. 15)</b></p> <p>a) Designed, maintained, operated to minimize safety hazards.<br/> b) Protection against electrical hazards.<br/> c) Comply with State Fire Marshal's rules.<br/> d) Fence/barrier for outdoor playground or activity area as needed or if used by children or those not capable of self-preservation.<br/> e) First aid kit (not required for parks, playgrounds, public restrooms).</p>                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>17. TOILET, HANDWASHING, BATHING FACILITIES (Sec. 21)</b></p> <p>a) Numbers meet State Building Code.<br/> b) <u>Labor &amp; Organized Camps:</u> 1 lavatory, 1 w.closet/10; 1 bathhub, shower/8.<br/> c) <u>Parks, Playgrounds</u> 1 lavatory, 1 w.closet for each sex.<br/> d) <u>Campground comfort stations:</u> For each 20 campsites: 1 w. closet for males, 2 w.closets for females, 1 lav. and 1 bathtub/shower for each sex.<br/> e) <u>Mass gatherings:</u> 1 w.closet/100 for 1st 1000, then 2/1000. If water under pressure provided, 1 lav./2 w.closets.<br/> f) Urinal sub, max. 50% of w.closets.<br/> g) Designed, constructed, installed, maintained, operated sanitary manner.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>12. SEWAGE (Sec. 16)</b></p> <p>a) Comply with sewage rules.<br/> b) Good repair, maintained, operated.<br/> c) No nuisance from liq. waste deposited on ground.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



**APPLICATION FOR A PERMIT TO OPERATE**

In accordance with applicable West Virginia Division of Health Legislative Rules, application is hereby made for a permit to operate a:

- |                                                 |                                                          |                                                      |
|-------------------------------------------------|----------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Adult Day Care Center  | <input type="checkbox"/> Labor Camp                      | <input type="checkbox"/> Residential Care Facility   |
| <input type="checkbox"/> Bed & Breakfast Inn    | <input type="checkbox"/> Mass Gathering, Fair, Festival  | (Shelter, Group Home)                                |
| <input type="checkbox"/> Bottled Water Plant    | <input type="checkbox"/> Motel/Hotel -No. of rooms _____ | <input type="checkbox"/> Retail Food Store           |
| <input type="checkbox"/> Campground             | <input type="checkbox"/> Mobile Food Unit                | No. of cash registers _____                          |
| No. of sites _____                              | <input type="checkbox"/> Mobile Home Park                | <input type="checkbox"/> School                      |
| <input type="checkbox"/> Child Care Center      | No. of sites _____                                       | <input type="checkbox"/> Swimming Pool, Beach        |
| <input type="checkbox"/> Correctional Facility  | <input type="checkbox"/> Organized Camp                  | <input type="checkbox"/> Tattoo Studio               |
| <input type="checkbox"/> Food Service Establmt. | <input type="checkbox"/> Park, Playground                | <input type="checkbox"/> Temporary Food Service Est. |
| No. of seats _____                              | <input type="checkbox"/> Producer Dairy Farm             | <input type="checkbox"/> Other _____                 |

I hereby certify that I have received a copy of the applicable rules and that I am familiar with the contents and requirements therein.

Name of Facility \_\_\_\_\_

Located At \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Owner or Agent \_\_\_\_\_

Social Security No. (not required of corporation or gov't agency) \_\_\_\_\_

|       |                        |
|-------|------------------------|
| _____ | _____                  |
| Date  | Signature of Applicant |
|       | ( ) Owner ( ) Agent    |

**FOR HEALTH DEPARTMENT USE ONLY**

|                                      |                                          |
|--------------------------------------|------------------------------------------|
| Date application received: _____     | Permit no. _____                         |
| Date plans received: _____ By: _____ | Date issued: _____ By: _____             |
| Date plans reviewed: _____ By: _____ | Expiration date: _____                   |
| Date plans approved: _____ By: _____ | Date application denied: _____ By: _____ |
| Date inspected: _____ By: _____      | Comments: _____                          |
| Amount paid \$ _____ Date paid _____ | _____                                    |

Dear Mr. Aitcheson,

November 25, 2013

Shortly after I took office as the Preston County Sheriff in January of 2009, plans were to actively provide a police presence at the "All Good Music Festival" located near Masontown, West Virginia. This event had been located in Preston County for several years and recently, brought in over 30,000 visitors from all around the United States. This actually doubled the county's population for nearly four days. Problems with having this very large event had never been properly addressed by law enforcement. During my first year as Sheriff, the Preston County Sheriff's Department worked diligently with Mr. Tim Walther and his representatives to make this event as safe and lawful as possible for the citizens of Preston County as well as for those attending the festival.

Prior to the 2009 "All Good Music Festival", it was agreed that Mr. Walther would continue to provide security personnel to manage the crowd related to the All Good Festival patrons inside the grounds and near the gates. The Preston County Sheriff's Department would provide non-uniformed personnel inside the festival grounds and uniformed officers would patrol the routes leading to the festival from the Masontown area. Mr. Walther agreed to provide a secure area on the festival grounds for continuous police activities. This worked very well as everyone was dedicated to making this event as safe and lawful as possible. After our presence during 2009, it was determined more police officers would be required to address the many problems seen inside the grounds as well as those seen outside.

During the 2010 "All Good Music Festival" the number of police officers were increased and special details were developed to address the problems seen during 2009. Mr. Walther continued his support by providing the secure area for discrete police operations. These operations consisted mainly of addressing the prevention of the sale of narcotics and the many illegal drugs observed the year before.

The Preston County Commission passed a "Mass Gathering Ordinance" to assist with the financial needs of Preston County. During 2011, the funds collected from the "All Good Music Festival" relating to this ordinance, secured much needed funds to assist with hiring more police officers and equipment needed to manage the large number of arrests associated with this event.

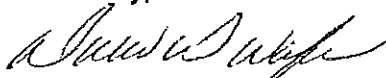
The 2011 "All Good Music Festival" was the last event in Preston County. During this event, the Preston County Sheriff's Department hired over one hundred (100) police officers from over ten (10) outside police agencies throughout the State of West Virginia. Additionally, nearly twenty (20) undercover drug officers associated with the West Virginia State Police Bureau of Criminal Investigations as well as other local drug task force members assisted with our police efforts. Many State Police, Sheriffs Department and City Police

Department K-9 teams were also employed during the event to assist with the drug problem observed at prior events. The Preston County Sheriff's Department also purchased a large bus to assist with the transportation of the many individuals that were arrested and transported to the Magistrate for arraignment. Additional officers and police vehicles were required to keep up with the many transports throughout the event to supplement the efforts of the bus and drivers.

During the 2011 "All Good Music Festival", our officers were able to make over 75 felony drug arrests and more than 200 drug and traffic citations were issued. This festival brought in a variety of individuals from around the country along with an assortment of illicit drugs. Due to the "open air drug sales mentality" inside the festival grounds, more officers could have been employed and many more drug arrests could have been made. At one point, our investigative team decided our legal system in Preston County was becoming saturated and it would be unable to manage if we continued.

In this letter, I am representing my observations and have provided as many facts as possible. Mr. Walther and his staff continued to support law enforcement efforts to suppress the drug activity and he certainly did not represent to me he condoned the drug activity of the patrons of this festival. It was understood by me, the "All Good Music Festival" attracts certain types of people and individual communities should make their own decisions as to what is allowed in their respective areas.

Sincerely,



Dallas D. Wolfe III

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MONDAY, JULY 22, 2013

### Concert Review: All Good Festival at Legend Valley

Posted by Jacob DeSmit on Mon, Jul 22, 2013 at 3:29 PM

Since moving back to Legend Valley last summer, All Good Music Festival — now in its 17th year — has had little problem drawing fun and talented acts to play the four-day-long party. This year's iteration was no different: in the shadow of headliner Furthur, bands from as diverse a range as '90s weird-rock Primus to EDM up-and-comer/light show virtuoso Pretty Lights rocked the Crane, Dragon, and Grassroots stages of the festival despite less than-ideal weather conditions.

The four-day festival kicked off Thursday without a hitch, as throngs of people took to the pastures of the extensive farmland in Thornville, Ohio. The tough summer heat had many peeling off their clothes early in the afternoon, but shirtless seemed to become the standard in the free-spirited environment of the festival. Mind-altering drugs were in no short supply — while a car search did greet those entering the venue, it wasn't uncommon to hear a call of "Doses?" (of LSD) from a passing dealer at any point throughout the weekend.



For those camped at Gate 1 of the venue, the central area of the festival was far from their home campsites. The main stages sat at the foot of a giant hill. Vendors lined the left side, selling overpriced festival food of all shapes and sizes and all kinds of toys, pins, hammocks, and clothing. At the top, a giant, colorful statue of Buddha overlooked the masses below. By nightfall, the festival's opening bands took the stage to kick off the weekend's opening ceremonies: Athens' own Papadosio played a mind-bending set of electronic tunes before diversifying its set with a smattering of more standard rock jamming, all as the bright LED screens that flanked each end of the two main stages supplemented the music with the weekend's trippiest videos. Yonder Mountain String Band proved to be one of the more impressive bluegrass bands to play the weekend, riffing quickly through twangy tunes with bombast and proficiency. As the band rounded out its near two hour set with the slow and steady "Two Hits and Joint Turns Brown," a billow of smoke could be seen rising through its fluorescent light show, blanketing the hill with a stuffy warmth.

While Friday promised the first full day of music, a heavy rain cut the end of the Bright Light Social Hour's set short mid-afternoon. Venue officials asked those on the hill to wait it out an hour to see if conditions would clear, and few seemed disappointed as they trudged back to their camps in the pouring rain — while the newly created mud threatened to ruin shoes. The rain was a welcome relief from the heat. The show went on as the Everyone Orchestra, an improvisational act composed of members of most of the other bands involved in All Good, jammed through a quick set. While it's hard to pick a "best day" of music at the festival, Saturday was certainly one of the most fun. Honorable mention for the night goes to the bands like Leftover Salmon, the Stepkids, and Nahko & Medicine for the People, all of whom adequately prepped the stage and audience for the night's bigger names. But it was three of the night's last acts that would have the most people talking around their halogen lanterns when they got back to camp. John Butler Trio absolutely decimated the stage as they flew through their brand of Australian roots and jam music. A lot of festival goers were surprised that they liked Primus as much as they did, but it was hard not to when Les Claypool plucked and slapped his bass like he did through songs like "Jerry Was a Racecar Driver" and "Tommy the Cat." Last, but not least for those still awake enough to dance, STS9 finished the night with a late blend of electronic, funk, jazz, and hip-hop.

Despite all of the great music through the first through days, Saturday was the day that would define the festival. Furthur, whose lineup includes former Grateful Dead members Bob Weir and Phil Lesh, was aptly the headliner for a festival that was originally started in honor of an iconic Grateful Dead performance at the same spot. The festival advertised a four-hour set by Furthur. While this was a bit overblown because of the 45-minute wait between the two sets, few seemed to care. Few is an understatement here, too, because Furthur's presence appeared to bring a host of new guests to the venue, turning what had previously been a densely packed hill into a legitimate sea of people. The band coolly soloed through fan-favorites like "Scarlet Begonias" and "St. Stephen" as those at the front of the stage — a pit that more or less extended the length of the field — let loose to the jam.

Fans of the Grateful Dead, young and old, couldn't have asked for much more out of the aging rockers, the supporting acts, or the weekend as a whole. Aside from the fact that one guest from Arkansas died at his campsite (reason for death TBD) and a woman reported an instance of sexual assault, the overall free-spirited nature of the festival made for an extremely relaxing and care-free weekend, one that this reporter hopes to revisit in the very near future.

Tags All Good Festival, Legend Valley, Image

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### COMMENTS (1)

Showing 1-1 of 1

add a comment



Decent article, but you might want to proofread your stuff. Glad you enjoyed yourself though.

report

Posted by [mojo4395](#) on 07/23/2013 at 7:49 AM

2 likes, 0 dislikes



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## After fatal accident in West Virginia, All Good Music Festival moves to Ohio

November 29, 2011 | By Erik Maza | The Baltimore Sun

After a fatal accident in July at the All Good Festival in West Virginia, Walther Productions, the festival's Maryland-based promoter, has moved the jam band music festival to Ohio, the company has said.

The accident, which left a 20-year-old woman dead and two others injured, has resulted in three lawsuits, as first reported by The Baltimore Sun, accusing the company, as well as several of the festival's vendors, like a security company, of negligence.



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*October 5, 2002*
- [Firm must pay \\$16 million in fatal accident One was killed...](#)  
*October 13, 2011*

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Negligence

Earlier this month, Walther Productions moved to dismiss the lawsuits in U.S. District Court in Clarksburg, West Virginia. It also filed a cross-claim against the festival's security company, Event Staffing, Inc., charging the independent contractor with negligence.

Walther Productions announced last week the festival would move to Legend Valley in Ohio for its 16th edition, from July 19-22.

Without addressing the accident, the company acknowledged in the statement that Marvin's Mountaintop, the West Virginia fairgrounds that has hosted the festival for the past 9 years, had created "challenges and frustrations" for fans and the grounds' neighbors.

"While Marvin's Mountaintop was a brilliant place for the music and camping aspects of the All Good Festival, getting over 12,000 cars up and down single lane country roads was problematic," said company president Tim Walther.

This year's festival ended in tragedy when a truck careened into a camp of tents where attendees slept, killing a South Carolina woman, Nicole Faris Miller. Her friends Yen Ton and Elizabeth Rose Doran were injured.

In three separate lawsuits filed in September and October, Ton, Doran, and Kim S. Miller, Nicole's father, accused Walther; his company, Marvin's Mountaintop and several of the festival's vendors, including parking and security operators, of "wanton, reckless, grossly negligent" acts.

Walther Productions filed its first response to the allegations in U.S. District Court November 15, denying it should be held responsible for the accident. Instead, it claims Event Staffing, Inc., an independent contractor it hired, was responsible for assessing the venue's security needs and implementing a security plan.

In failing to do so, the security company "breached" its contract with Walther Productions and should be held liable for negligence.

A U.S. District judge has set a planning meeting on Kim Miller's lawsuit for January 6 and the initial discovery process due by February 3.

The civil lawsuits do not preclude a criminal case. In October, Preston County Sheriff Dallas Wolfe said West Virginia State Police have completed an accident reconstruction report. And the department's own report on the accident would be released this month.

IN THE UNITED STATE DISTRICT COURT FOR  
THE NORTHERN DISTRICT OF WEST VIRGINIA

CLARKSBURG DIVISION

YEN TON,

Plaintiff,

vs.

CASE NO. 1:11-cv-00152-IMK

WALTHER PRODUCTIONS, INC., d/b/a )  
ALL GOOD FESTIVAL, a Maryland )  
corporation; ALL GOOD FESTIVAL, )  
INC., a Maryland corporation; )  
TIM WALTHER; JUNIPA CONTENTO; )  
MARVIN HUGGINS; MARVIN'S )  
MOUNTAINTOP, LLC, a West Virginia )  
limited liability company; )  
JAMES CARRICO; M & M PARKING, INC., )  
a/k/a M & M PARKING SERVICES, INC., )  
a/k/a M & M EVENT SERVICES, LLC, a )  
Pennsylvania corporation; EVENT )  
STAFFING, INC., a Virginia )  
corporation; NATIONAL EVENT )  
SERVICES, INC., a New Hampshire )  
corporation; AXIS SECURITY, INC., )  
a Tennessee corporation; and )  
CLAY HARLIN LEWIN, )

Defendants. )

COMPLAINT

Plaintiff Yen Ton hereby alleges and complains of Defendants Walther Productions, Inc., d/b/a All Good Festival; All Good Festival, Inc.; Tim Walther; Junipa Contento; Marvin Huggins; Marvin's Mountaintop, LLC; James Carrico; M & M Parking, Inc., a/k/a M & M Parking Services, Inc., a/k/a M & M Event Services, LLC; Event Staffing Services, Inc.; National

THE UNITED STATE DISTRICT COURT OF  
THE NORTHERN DISTRICT OF WEST VIRGINIA

CLARKSBURG DIVISION

KIM S. MILLER, individually and as )  
Personal Representative of the )  
Estate of NICOLE FARIS MILLER, )  
 )  
Plaintiff, )

CASE NO. 1:11-cv-00151-IMK

vs. )

WALTHER PRODUCTIONS, INC., d/b/a )  
ALL GOOD FESTIVAL, a Maryland )  
corporation; ALL GOOD FESTIVAL, )  
INC., a Maryland corporation; )  
TIM WALTHER; JUNIPA CONTENTO; )  
MARVIN HUGGINS; MARVIN'S )  
MOUNTAINTOP, LLC, a West Virginia )  
limited liability company; )  
JAMES CARRICO; M & M PARKING, INC., )  
a/k/a M & M PARKING SERVICES, INC., )  
a/k/a M & M EVENT SERVICES, LLC, a )  
Pennsylvania corporation; EVENT )  
STAFFING, INC., a Virginia )  
corporation; NATIONAL EVENT )  
SERVICES, INC., a New Hampshire )  
corporation; AXIS SECURITY, INC., )  
a Tennessee corporation; and )  
CLAY HARLIN LEWIN, )  
 )  
Defendants. )

COMPLAINT

Plaintiff Kim S. Miller, individually, and as Personal  
Representative of the Estate of Nicole Faris Miller, hereby

IN THE UNITED STATES DISTRICT COURT FOR  
THE NORTHERN DISTRICT OF WEST VIRGINIA

FILED

OCT 11 2011

CLARKSBURG DIVISION

U.S. DISTRICT COURT  
CLARKSBURG, WV 26301

ELIZABETH ROSE DORAN,

Plaintiff,

v.

CIVIL ACTION NO. 1:11cv160

(Judge: Healey)

TIMOTHY WALTHER, JUNIPA CONTENTO,  
WALTHER PRODUCTIONS, INC. d/b/a ALL GOOD PRESENTS,  
JAMES CARRICO, MARVIN HUGGINS, MARVIN'S MOUNTAINTOP, LLC,  
EVENT STAFFING INCORPORATED,  
NATIONAL EVENT SERVICES, AXIS SECURITY, INC.,  
M & M PARKING, INC. a/k/a M & M EVENT SERVICES, LLC.,  
and CLAY LEWIN,

Defendants.

COMPLAINT

The plaintiff, Elizabeth Rose Doran, comes now by C. Michael Bee and Douglas A. Spencer, and the law firm of HILL, PETERSON, CARPER, BEE & DEITZLER, P.L.L.C., of 500 Tracy Way, Charleston, West Virginia 25311 and, for her cause of action against the defendants, states the following:

PARTIES

1. Plaintiff Elizabeth Rose Doran, at all relevant times is and was a citizen and resident of Mount Pleasant, Charleston County, South Carolina.
2. Upon information and belief, defendant Timothy Walther is believed to be a citizen and resident of Ellicott City, Howard County, Maryland. Upon information and belief defendant

AGENDA REQUEST FORM

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Rory Rackwell

Department or Organization: Citizen

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: 12-5-2013

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

Jan 16 2014

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

Subject (Wording to be placed on agenda):

Zoning Ordinance Amendment

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

See attached

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

Adopt Amendment

Are documents attachments? Yes  No

If not, explain:

Is a projector needed? Yes

No

Contact information:

Email address: \_\_\_\_\_

Phone number: 9 \_\_\_\_\_

## Request for Zoning Ordinance Text Amendment

Comes now the undersigned residents and citizens of Jefferson County, West Virginia and requests a Text Amendment to Section 9.8 as follows:

Existing:

Section 9.8 Seasonal Uses (5,7)

Seasonal uses must be approved by the Board of Zoning Appeals pursuant to a public hearing. Newspaper notification requirements of Section 3.4A(3)(b) apply. Seasonal uses cannot be approved for longer than one year at a time. (17,21,23)

Amendment:

Section 9.8 Deleted.

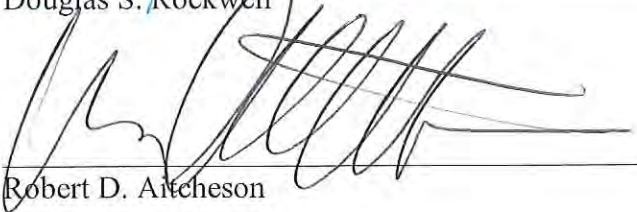
Comprehensive Plan

The existing Section 9.8 is not compatible with the Comprehensive Plan. This Section allows any use in any district, which is contrary to the Plan's statement of goals. New amendments of the Zoning Ordinance expand the permitted uses in the Growth Area, thus eliminating any possible need for Section 9.8.



---

Douglas S. Rockwell



---

Robert D. Ancheson

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### AGENDA REQUEST FORM

Name: Clarence E. and Donna S. Hough

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

Estimation of amount of time needed for appointment: 15 minutes or less

Date Requested – 1<sup>st</sup> Choice: 2/20/14

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

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

Subject:

Transfer of impact fee from Parcel 9A 0003 to  
11 0008.

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

Rental house burned on Parcel 9A 0003, would  
like to build house on Parcel 110008 For owner.

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

We would like for the commission to consider  
making a motion that we can transfer my impact fee

Attachments: from Parcel 9A 0003 to 11 0008.

---

February 6, 2014

Jefferson County Commission  
124 East Washington Street  
Charles Town, West Virginia 25414

Re: Impact fees for a new residential home

Dear Commissioners:

I am a lifelong resident of Jefferson County and I currently reside at 673 General Rogers Road, Tax Map 9, Parcel 22. I own several parcels in Jefferson County outside of our family farm. One of the parcels that I own had a residence located on the property which was a rental unit and unfortunately that residence burned down on July 1, 2012. This property is shown on Tax Map 9, Parcel 3 (herein referred to as "Rental property") and based on the Jefferson County Tax records the building value on the property was established at \$53,667. I have opted not to re-build this residence on the property which it burned as I would like to focus my efforts on building a retirement home for my wife and I on another one of our properties. As I began to look into the process for building a new home, I realized that the Impact fee for a new residential structure in the Kabletown District is \$13,070.

I have read the Jefferson County Impact fee Ordinance and understand that I may request an exemption from the County Commission of the Impact fee requirements. I would like to request an exemption from the Impact Fee requirements to building a new residential structure on Oakwood Farm in lieu of building a replacement residential structure on the rental property. It is my understanding that if I chose to re-build a residential structure on the rental property that I may be granted a waiver from the impact fee based on the unfortunate circumstances. Therefore, I would like to transfer that right to the construction of a residential structure on Oakwood Farm with the understanding that if I ever chose to re-build a structure on the rental property that I would be required to pay the impact fee for that structure. I would be more than willing to sign a document to that effect if needed.

I appreciate your attention and consideration of my request. Should you have any questions, please do not hesitate to contact me.

Regards,

Clarence E. Hough

---

---

February 6, 2014

Ms. Michelle Mason  
Impact Fees Program Specialist  
116 E. Washington Street  
P.O. Box 716  
Charles Town, West Virginia 25414

Re: Impact fees for a new residential home

Dear Ms. Mason:

Pursuant to a request that I made previously in June of this year to the Jefferson County Commission, I wanted to provide the additional information that you requested for my request for a waiver of the impact fees based on an individual circumstance of a home on one of my properties. In July 1, 2012 there was a very unfortunate fire in a rental home on a property that I own. I have attached the report from Citizens Fire Company which shows proof of the fire. I have also provided several years of rental receipts on the property.

The rental home was located on Tax Map 9, Parcel 3 (herein referred to as "Rental property") and based on the Jefferson County Tax records the building value on the property was established at \$53,667.

I have opted not to re-build this residence on the property which it burned as I would like to focus my efforts on building a retirement home for my wife and I on another one of our properties. As I began to look into the process for building a new home, I realized that the Impact fee for a new residential structure in the Kabletown District is \$13,070.

I have read the Jefferson County Impact fee Ordinance and understand that I may request an exemption from the County Commission of the Impact fee requirements. I would like to request an exemption from the Impact Fee requirements to building a new residential structure on Oakwood Farm in lieu of building a replacement residential structure on the rental property. It is my understanding that if I chose to re-build a residential structure on the rental property that I may be granted a waiver from the impact fee based on the unfortunate circumstances. Therefore, I would like to transfer that right to the construction of a residential structure on Oakwood Farm with the understanding that if I ever chose to re-build a structure on the rental property that I would be required to pay the impact fee for that structure. I would be more than willing to sign a document to that effect if needed. I would also be willing to draft a deed agreement that will run with the rental property that will require an impact fee be paid should any structure be built on the property requiring an impact fee.

I appreciate your attention and consideration of my request. Should you have any questions, please do not hesitate to contact me.

Regards,

Clarence E. Hough  
(304) 283-8649

---



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: February 20, 2014

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

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

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Eastern Panhandle Transit Authority – two (2) unexpired terms ending January 31, 2015.

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

Is this a funding request? NO

If so, how much? N/A Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve \_\_\_\_\_ to the Eastern Panhandle Transit Authority for one unexpired term ending January 31, 2015.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

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|  |
|--|
|  |
|--|

# EASTERN PANHANDLE TRANSIT AUTHORITY | 2014

## Members currently serving

| <u>Name</u>                     | <u>Expiration</u> | <u>Intention</u> |
|---------------------------------|-------------------|------------------|
| Eugene Pearson                  | 1/31/2015         |                  |
| VACANT (Rutherford resignation) | 1/31/2015         |                  |
| VACANT                          | 1/31/2015         |                  |

## INTERESTED APPLICANTS

| <u>NAME</u>         | <u>ATTENDING</u> | <u>CONTACTED</u> |
|---------------------|------------------|------------------|
| Brent Wolfingbarger |                  |                  |
|                     |                  |                  |
|                     |                  |                  |
|                     |                  |                  |
|                     |                  |                  |

Brent Wolfingbarger  
218 Blue Spruce Drive  
Charles Town, WV 25414  
(304) 724-4955

January 13, 2014

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

**RE: Eastern Panhandle Transit Authority vacancies**

To Whom It May Concern,

Please find enclosed my resume for your consideration in connection with the Commission's two (2) unexpired term appointments to the Eastern Panhandle Transit Authority.

I have been licensed to practice law in the State of West Virginia for the past twenty (20) years, and I am currently a health care fraud prosecutor working in Washington, D.C. Throughout the course of my career, I have been actively involved in community affairs, as reflected under the *Organizations And Activities* section of my resume. My wife and I purchased a home in Charles Town last April, and we are both interested in finding ways to contribute to the Jefferson County community. I saw the Commission's advertisement in the January 8, 2014 *Spirit of Jefferson* regarding its upcoming appointments to the Transit Authority, and I believe that my legal background and past civic involvements have prepared me to serve the community capably in this important position.

Thank you in advance for your prompt attention to this matter, and please do not hesitate to contact me if you have any questions or need any additional information.

Sincerely,



Brent Wolfingbarger

**RECEIVED**

JAN 23 2014

**Jefferson County Commission**

# BRENT WOLFINGBARGER

218 Blue Spruce Drive • Charles Town, WV 25414 • (304) 419-4306 • Email: Brentwolf@aol.com

## ADMISSIONS TO PRACTICE

SUPREME COURT OF APPEALS OF WEST VIRGINIA (SEPTEMBER 1993)  
UNITED STATES DISTRICT COURT, SOUTHERN DISTRICT OF WEST VIRGINIA (SEPTEMBER 1993)  
UNITED STATES DISTRICT COURT, NORTHERN DISTRICT OF WEST VIRGINIA (NOVEMBER 1993)  
COURT OF APPEALS OF MARYLAND (JULY 2012)  
DISTRICT OF COLUMBIA COURT OF APPEALS (NOVEMBER 2012)

## LEGAL EXPERIENCE

DEPUTY DIRECTOR/SUPERVISORY ATTORNEY ADVISOR  
*Office of the Inspector General, Medicaid Fraud Control Unit*

NOVEMBER 2011 TO PRESENT  
*Washington, D.C.*

Evaluate complex allegations of fraud committed by health care providers and durable medical equipment companies against the Medicaid program and abuse/neglect of Medicaid recipients. Manage and supervise a 21 member, multi-disciplinary staff. Oversee investigations regarding a wide range of allegations. Develop prosecution strategy with teams of attorneys, auditors, and investigators. Coordinate investigations and work on task forces involving multiple law enforcement agencies, including USAO, FBI, DHS, HHS and ICE. Draft annual reports, policy manuals, budgets, and memorandums of understanding. Delegate assignments to attorneys, investigators, and auditors. Analyze documents, interview witnesses, and litigate cases. Cross-designated as a Special Assistant United States Attorney (SAUSA) for the District of Columbia.

ASSISTANT PROSECUTING ATTORNEY  
*Pleasants County Prosecuting Attorney's Office*

MARCH 2006 TO NOVEMBER 2011  
*St. Marys, West Virginia*

Prosecuted full range of misdemeanors and felonies. Interviewed witnesses and coordinated law enforcement investigations. Chaired Multidisciplinary Investigative Team (task force) meetings and directed its investigations. Conducted grand jury proceedings, bench and jury trials. Served as liaison to West Virginia Internet Crimes Against Children (ICAC) task force. Investigated and litigated complex and document-intensive cases, including fraudulent pretense cases, Medicaid fraud cases and a high-profile "shaken baby" murder case that had been unsolved for almost thirty years. Exercised responsibility for prosecuting all child abuse & neglect cases and juvenile delinquency cases. Coordinated procedures regarding acquisition, analysis and use of digital evidence. Designed effective trial exhibits, and conducted legal and investigative research relevant to cases, including defense witnesses. Conducted training for social workers on courtroom etiquette, testimony and procedures. Organized and administered Community Service Program to deter crime and reduce incarceration fees. Represented and advised the county's elected officials in a variety of legal matters, including cases litigated before the West Virginia Supreme Court. Completed the Unsafe Havens II seminar at the National Advocacy Center on prosecuting Internet crimes against children. Completed the NDAA's Executive Program seminar on prosecution leadership.

MANAGING MEMBER/ATTORNEY  
*Pleasants Law Firm, PLLC*

JANUARY 2009 TO NOVEMBER 2011  
*St. Marys, West Virginia*

Private legal practice primarily focused on real estate law, oil and gas, employment law, collections, civil rights and personal injury cases, while a part-time prosecuting attorney (see above). Consistently maintained a high volume of cases. Researched a variety of complex legal issues including the admissibility of expert opinion testimony under the Daubert standard, the admissibility of scientific test results (e.g. field sobriety tests), the scope of sovereign immunity and the particularity required in fraud cases. Litigated complex matters, including discrimination cases, consumer protection/lender liability cases and high stakes oil and gas disputes. Represented clients in administrative matters, including state employee grievances and workers' compensation cases. Drafted and argued appeals of administrative decisions to higher courts. Regularly prepared court pleadings, drafted and responded to discovery requests, including the formulation of appropriate objections. Conducted depositions, evidentiary and motion hearings, mediations, settlement negotiations and trials. Assumed responsibility for all administrative and managerial duties in January 2009 when Sweeney Law Firm dissolved and Pleasants Law Firm, PLLC became its successor, including supervising and disciplining employees, purchasing equipment and software, procuring benefits, managing payroll, governmental compliance, marketing and accounts payable/receivable. Used cloud-based (software-as-a-service) practice management software to maximize organizational efficiency and firm profitability.

ASSOCIATE ATTORNEY  
*Sweeney Law Firm*

MARCH 2006 TO DECEMBER 2008  
*St. Marys, West Virginia*

Private legal practice with high caseload primarily focused on real estate law, oil and gas, employment law, collections, civil rights and personal injury cases. Interviewed clients and witnesses, reviewed documents and formulated case strategy. Caseload included a high-profile sexual discrimination case against the elected members of a county Board of Education and high stakes oil and gas disputes. Continued representing the firm's clients in cases similar to those listed above as managing member of successor firm, Pleasants Law Firm, PLLC, beginning in January 2009.

OWNER/ATTORNEY  
*Wolfgangbarger Law Offices / Lohmann & Wolfgangbarger*

MARCH 1994 TO MARCH 2006  
*Charleston, West Virginia*

Owned private legal practice focused on criminal defense, employment law, administrative law, real estate law, medical malpractice, personal injury, civil rights & election law cases, including multiple appearances before the West Virginia Supreme Court in extremely complex cases. Consistently maintained a high volume of litigation cases, averaging between 70 and 100 active files as a sole practitioner. Litigation included a wrongful death case arising under 42 U.S.C. §1983 and a seven-figure medical malpractice wrongful death case involving multiple physicians and drug manufacturers. Represented clients in administrative matters, including state employee grievances, driver's license revocations, unemployment and workers' compensation cases, Division of Labor contractor license hearings and appeals to higher courts. Drafted more than 700 decisions as a contract Administrative Law Judge (ALJ) for the West Virginia Workers Compensation Office of Judges from 1994 through 1997, crafting findings of fact and conclusions of law from the evidentiary record. Regularly prepared court pleadings, drafted and responded to discovery requests, including the formulation of appropriate objections. Regularly conducted depositions, evidentiary & motion hearings, mediations, settlement negotiations & trials. Handled all administrative and managerial duties, including supervising and disciplining employees, purchasing equipment and software, procuring benefits, managing payroll, governmental compliance, marketing & accounts payable/receivable. Decided to pursue a career in law enforcement/prosecution & wound down my firm in 2006.

ASSOCIATE ATTORNEY  
*Wallace, Harris & Sims*

FALL 1993 TO MARCH 1994  
*Elkins, West Virginia*

Private legal practice covering a variety of cases including criminal defense, personal injury, workers' compensation, real estate, insurance, environmental law, administrative law, wills and estates.

## EDUCATION

DOCTOR OF JURISPRUDENCE  
*Washington & Lee University School of Law*

1990 TO 1993  
*Lexington, Virginia*

BACHELOR OF ARTS IN POLITICAL SCIENCE  
*West Virginia University*

1986 TO 1990  
*Morgantown, West Virginia*

## ORGANIZATIONS AND ACTIVITIES

- Digital D.A. listserv
- Pleasants Area Chamber of Commerce [Board Member (2006-2011) and President (2006-2009)]
- Pleasants Area Lions Club (2008 to 2011)
- Author of *The Dirty Secret* (#9 on Amazon's political fiction best-seller list, October 2012)
- Beni Kedem Shrine
- West Virginia University Alumni Association, Kanawha Valley Chapter (1997 to 2005)
- West Side Neighborhood Association (1998 to 2002)
- Association of Inspectors General and Anti-Money Laundering groups on LinkedIn.com

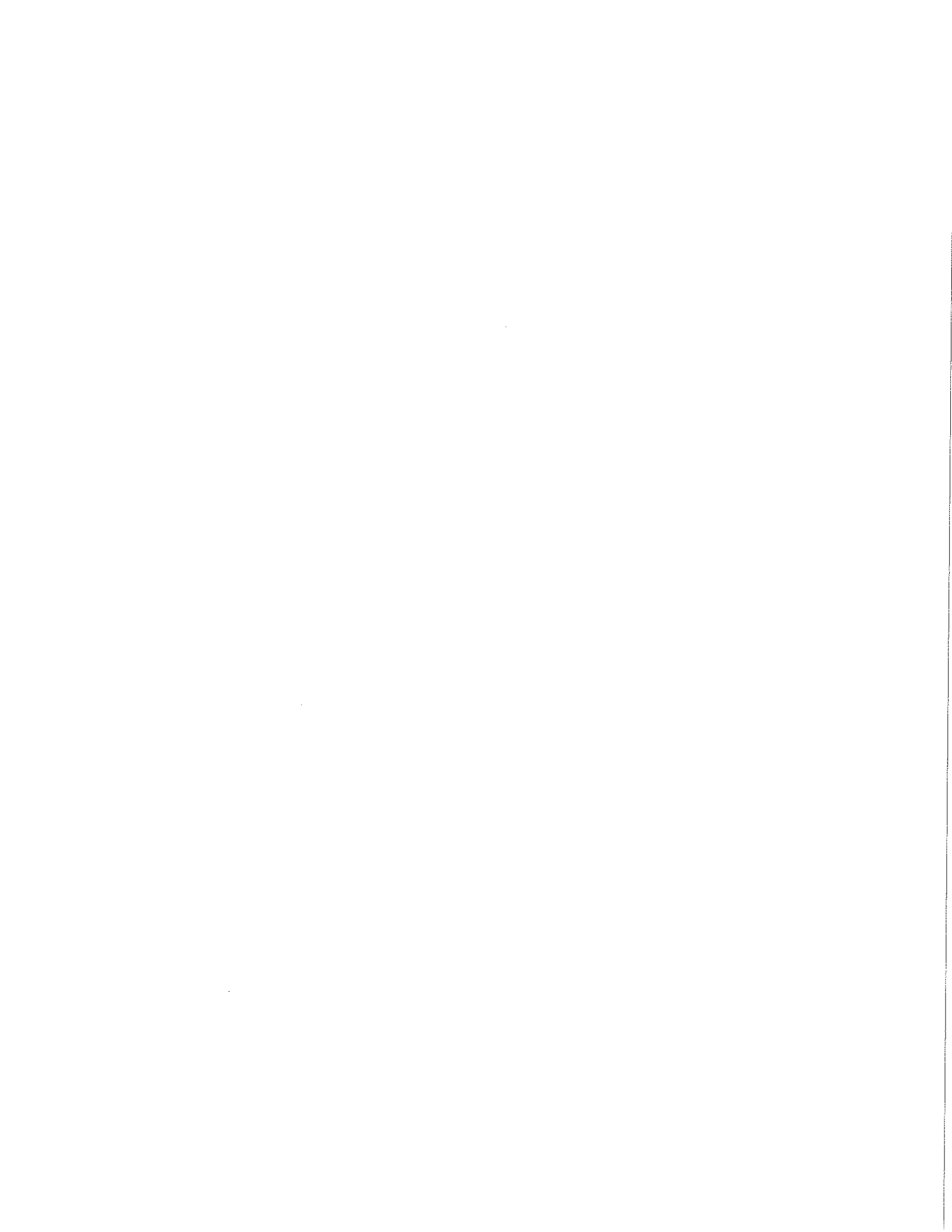
## REPRESENTATIVE CASES

*WILKINSON V. DUFF*, 212 W. VA. 275, 575 S.E.2D 335 (2002)  
*MILLER V. CO. COMM. OF BOONE CO.*, 208 W. VA. 263, 539 S.E.2D 770 (2000)  
*STATE EX REL. ROBB V. CAPERTON*, 191 W. VA. 492, 446 SE2D 492 (1994)

## LEGAL REFERENCES

The Honorable Timothy L. Sweeney  
Judge, 3<sup>rd</sup> Judicial Circuit  
301 Court Lane  
St. Marys, West Virginia 26170  
(304) 684-3274 or (304) 684-3513

The Honorable Jay M. Hoke  
Judge, 25<sup>th</sup> Judicial Circuit  
P.O. Box 605  
Hamlin, West Virginia 25523  
(304) 824-7919



**AGENDA REQUEST FORM**

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Debra Young

Department or Organization: **Jefferson County Victim Assistance Program**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **February 20, 2014**

*If a specific date is needed, please provide reason for specific date: **Grant Application has to be in Charleston WV no later than 03/07/2014***

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

Subject (*Wording to be placed on agenda*): **Commission approval/signature of VOCA Grant Application.**

Please provide the County Commission with a description of your request or presentation, including any background information: The Jefferson County Victim Assistance Program located in the Prosecuting Attorney's Office has been funded for the past 16 years by the Jefferson County Commission and Victim of Crime Act (VOCA).

Is this a funding request? No – Required Match is met in the Prosecutor's Office Budget for salaries.

If so, how much? \$

Provide exact financial impact/request: Required Match is \$14,845.00

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Approval and signing of VOCA Grant Application.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector - No Internet/Wi Fi - No Telephone for conference call - No

Contact information:

Email address: [dyoung@jeffersoncountywv.org](mailto:dyoung@jeffersoncountywv.org)

Phone Number: 304-725-6550

# **Appendix A**

## **Application Checklist**



**Note: This checklist is the desired order the grant application should be submitted to DJCS.**

## VOCA Application Checklist

**Applicant:** Jefferson County Commission

**Amount  
Requested:**

**\$59,381.00**

- General Administrative Information – Page 1
  - Applicant Information Complete
  - Type of Agency is Marked
  - Project Director Information Complete
  - Fiscal Officer Information Complete
  - Amount Requested is Complete
  - Percent Breakdown by Crime Category is Complete
  - Number of Years Previously Funded is Provided
  - Estimated Number of Victims to be Served is Provided
  - Geographic Area to be Served is Provided
  - Project Title is Provided
  - Project Description is Provided
  - Authorized Official Information is Complete – with ORIGINAL Signature
  
- Budget Information – Pages 2 - 4
  - Budget Summary (Complete with Applicant Name and FEIN and DUNS Number)
  - Funding Strategy Complete – List all funding sources
  - Budget Detail Provided (for all applicable agencies & categories)
  - Budget Justification Provided (Detailed w/ match included & labeled)
  
- Project Narrative – Page 5

Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to (**and in this order**). **All sections must be clearly titled with the bolded headings below:**

  - ☞ **Problem Statement/Statement of Need**
    - Target population identified and described and needs outlined
    - Supporting data is provided
    - Past efforts shown
  - ☞ **Program Description and/or Solution to the Problem**
  - ☞ **Underserved Populations Component**
    - Identified underserved Population
    - Provided supporting statistical information for the service area requesting funding
    - Identified how they will provide outreach to identified underserved Population
  
  - ☞ **Limited Language Proficiency Plan**
  - ☞ **Volunteer Recruitment and Utilization Plan**
  - ☞ **Victim's Rights Notification Plan**
  - ☞ **Collaboration**
  - ☞ **Plan of Sustainability**

- Goals and Objectives – Page 6**
  - At least one goal and one objective are required for each discipline requesting funding.
  - At least one objective addresses the outreach for the identified underserved population(s).
  - An activity, an outcome, and an implementation schedule is required for each objective.
  
- Organizational Charts – Page 7**  
 Included both an organizational chart for each agency requesting funding. The chart also includes:
  - ☞ Staff members
  - ☞ Titles
  - ☞ Salaries
  - ☞ Source of salaries
  
- Hiring Procedures and Job Descriptions – Page 8**  
 Hiring procedures, job descriptions, and applicable resumes and licenses are provided for each position requesting personnel funding.
  
- Attachments A through E**
  - Organization Budget for Applying Agency
  - List of Governing Board Members (Board of Director Members, Advisory Board Members, County Commissions, City Council, etc.)
  - Support Letters **(For New Projects Only)**
  - Memorandum of Understanding
  - Proof of Non-Profit Status for **New Projects Only:**
    - ☞ Articles of Incorporation with proof of approval by WVSOS Office
    - ☞ Certificate of Incorporation issued by the WVSOS Office
    - ☞ IRS Determination Letter
  
- Appendices**
  - System for Award Management (SAM) Registration
  - Project Director & Fiscal Officer Role and Responsibilities
  - Standard and Special Conditions

ORIGINAL signature of the Authorized Official is provided

# **Appendix B**

FY 2014 Victim of Crime Act (VOCA) Victim  
Assistance Grant

State of West Virginia



Application Form

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

**General Administrative Information  
Page 1**

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

|                          |                                      |                        |                                      |
|--------------------------|--------------------------------------|------------------------|--------------------------------------|
| <b>Project Director:</b> | Ralph A. Lorenzetti                  | <b>Fiscal Officer:</b> | Tim Stanton                          |
| <b>Address:</b>          | PO Box 729<br>Charles Town, WV 25414 | <b>Address:</b>        | PO Box 250<br>Charles Town, WV 25414 |
| <b>Phone:</b>            | 304-728-3243                         | <b>Phone:</b>          | 304-728-3284                         |
| <b>Fax:</b>              | 304-728-3293                         | <b>Fax:</b>            | 304-725-7916                         |
| <b>Email:</b>            | rlorenzetti@jeffersoncountywv.org    | <b>Email:</b>          | tstanton@jeffersoncountywv.org       |

**Amount Requested:** \$59,381.00      **Amount Awarded:** \_\_\_\_\_  
**Project Period:** July 1, 2014 – June 30, 2015

|                                             |                                                                      |                                |
|---------------------------------------------|----------------------------------------------------------------------|--------------------------------|
| <b>Percent Breakdown by Crime Category:</b> | <b>Number of years previously funded:</b> <u>16</u>                  | <b>Geographic Area Served:</b> |
| 38 Domestic Violence                        | <b>Estimated number of victims to be served by grant:</b> <u>500</u> | County(ies): Jefferson         |
| 10 Sexual Assault                           |                                                                      | Population: 54,504             |
| 10 Child Abuse                              |                                                                      | Rural/Urban: Rural             |
| 42 Underserved Pop.                         |                                                                      |                                |

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

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

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

|                                                                                     |                                                                                                |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Authorized Official:</b> Walter Pellish                                          | <b>Title:</b> President, Jefferson County Commission                                           |
| <b>Address:</b> Jefferson County Commission<br>PO Box 250<br>Charles Town, WV 25414 | <b>Phone:</b> 304-728-3284<br><b>Fax:</b> 304-725-7916<br><b>E-Mail:</b> walterpellish@mac.com |
| <b>Signature:</b>                                                                   | <b>Date:</b>                                                                                   |

|                   |                                    |                     |                   |
|-------------------|------------------------------------|---------------------|-------------------|
| <b>Applicant:</b> | <b>Jefferson County Commission</b> | <b>FEIN Number:</b> | <b>55-6000333</b> |
|                   |                                    | <b>DUNS Number:</b> | <b>0774114548</b> |

| Category                | VOCA Requested Funds | Matching Funds   | Total Budget     |
|-------------------------|----------------------|------------------|------------------|
| Personnel / Contractual | 58,881.00            | 14,845.00        | 73,726.00        |
| Travel / Training       | 500.00               |                  | 500.00           |
| Space                   |                      |                  |                  |
| Other                   |                      |                  |                  |
| <b>Totals</b>           | <b>59,381.00</b>     | <b>14,845.00</b> | <b>74,226.00</b> |

**Funding Strategy**

| Funding Source(s) | Amount           | Status |
|-------------------|------------------|--------|
| VOCA Grant Funds  | 59,381.00        | P      |
| Match             | 14,845.00        | C      |
|                   |                  |        |
|                   |                  |        |
|                   |                  |        |
| <b>Total</b>      | <b>74,226.00</b> |        |

**Funding Source -** Separately list each source of funds that will be used in the program.

**Amount -** Enter the amount received or anticipated for each

**Status -** Indicate the status of each funding source as follows:

P – Projected grant, loan or donation

A – Application submitted and under review

C – Funds Committed

R – Funds received, appropriated or on hand

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

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

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

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

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

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



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: February 20, 2014

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

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

Subject: **Action on the landowner-initiated petition to amend the County Zoning Map 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 (Action)**

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

In accordance with Section 12.2(C) of the Jefferson County Zoning Ordinance, on January 23, 2014, the Jefferson County Commission held a Public Hearing for the purpose of receiving public input regarding a landowner-initiated petition to amend the County Zoning Map for a 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. The property is currently vacant. The rezoning request is from the Rural zoning classification to the Residential-Light Industrial-Commercial zoning classification.

Pursuant to state law, WV Code 8A-7-9(c), the County Commission must first receive the advice of the Planning Commission regarding whether any requested Zoning Map Amendment is consistent with the County's adopted Comprehensive Plan. Based on the Planning Commission's Public Hearing held on November 12, 2013, on their review of the 2004 Comprehensive Plan and consideration of the facts and opinions presented, the Planning Commission moved to forward the petition to the County Commission with a finding that the application was consistent with the Comprehensive Plan, with a vote of 8-0. This recommendation for was received by the County Commission on December 5, 2013.

No public comments were received at the January 23<sup>rd</sup> Public Hearing or in the two-week period that the record was left open for written public input. As such, this request is ready for action by the County Commission.

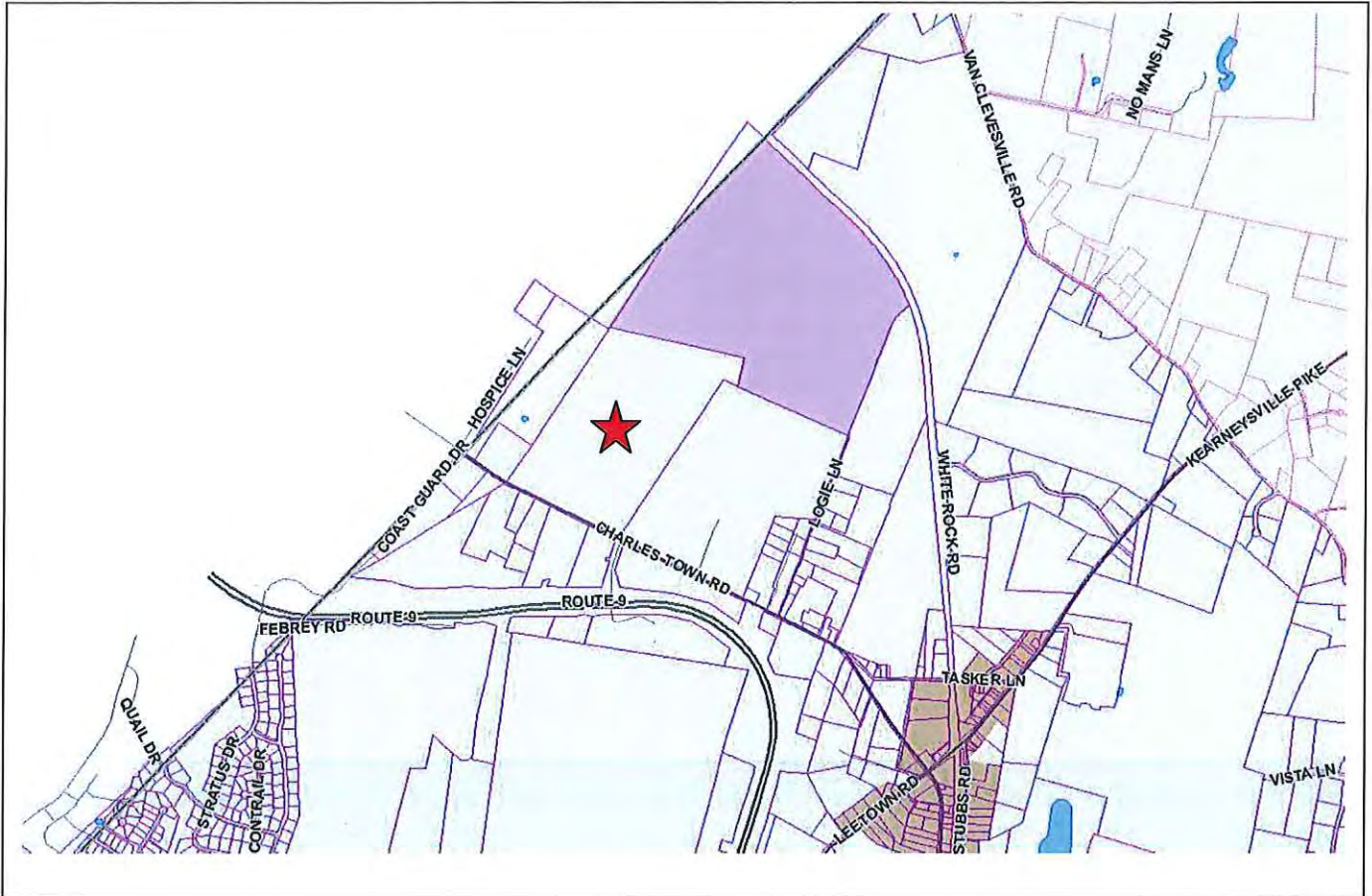
Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

I move to \_\_\_\_\_ (approve/disapprove) the requested Zoning Map Amendment from the Rural zoning classification to the Residential-Light Industrial-Commercial zoning classification 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.

Attachments:

- Rezoning location map

Location Map for Hunter Zoning Map Amendment Request  
107 acre property owned by Ann, James, and Ernest Hunter  
Route 115 (Old Route 9/Charles Town Road)  
Request to Change from Rural to Residential-Light Industrial-Commercial Zoning



SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on January 23, 2014 at 6 pm (An audio tape of the January 23, 2014 meeting is available through the Jefferson County Commission Office.)

PRESENT:      Walt Pellish, President  
                  Jane Tabb, Vice President  
                  Dale Manuel, Commissioner  
                  Patsy Noland, Commissioner  
                  Lyn Widmyer, Commissioner  
                  Jennifer Brockman, Director of Planning and Zoning  
                  Seth Rivard, County Planner  
                  Debbie Keyser, County Administrator  
                  Jessica Carroll, Administrative Assistant

RE:      **Public Hearing on the Proposed Zoning Map Amendment from Rural to Residential-Light Industrial-Commercial for a 107 acre property owned by Anne, James, and Earnest 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.**

Commissioner Pellish called the meeting to order at 6 pm.

Jennifer Brockman, Director of Planning and Zoning, gave a brief overview and timeline of the proposed Zoning Map Amendment Request, noting on November 11, 2013, the Planning Commission voted unanimously to forward the petition to the County Commission with a finding that the application was consistent with the Comprehensive Plan. Annette van Hilst spoke on behalf of the Hunter family, providing the Commission with a thorough Power Point presentation which established the reasons why the rezoning request for the Hunter property should be granted. After Ms. van Hilst concluded her presentation, President Pellish opened the floor for public comment.

There being no comments from the public, President Pellish stated the record would remain open for two weeks for written comment. The public hearing was adjourned at 6:12 pm on a motion by the Commission. Motion seconded and unanimously approved.

---

WALT PELLISH, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Executive Administrative Assistant



# JEFFERSON COUNTY, WEST VIRGINIA

## Departments of Planning and Zoning

116 East Washington Street, 2<sup>nd</sup> Floor, P.O. Box 338

Charles Town, WV 25414

File Number: #213-01

Staff Initials: AB

Application Fee: \$ 6,350.00

[www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html](http://www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html)

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

Phone: (304) 728-3228

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

Fax: (304) 728-8126

### Zoning Map Amendment (Rezoning)

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code. All Amendments to the Zoning Map require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County Commission. Subsequently, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

#### Property owner information

Name of Property Owner: Ann Hunter, James Hunter and Ernest Hunter c/o Ann Hunter

Mailing Address: P.O. Box 123

City: Shenandoah Junction State: WV Zip Code: 25442

Phone Number: 304/876-6078 Email: mesa\_1@frontiernet.net

#### Applicant contact information

Applicant Name: Hunter Family c/o Ann Hunter

Mailing Address: P.O. Box 123

City: Shenandoah Junction State: WV Zip Code: 25442

Phone Number: 304/876-6078 Email: mesa\_1@frontiernet.net

#### Applicant representative

Name of Representative: Annette Van Hilst, R.A., The Crossroads Group

Address of Representative: 22 Van Clevesville Road

City: Kearneysville State: WV Zip Code: 25430

Phone Number: 571/428-7054 Email: agvh@frontiernet.net

#### Physical property details

Physical Property Address: N Side of Old Rt 9 (Rt 115) approx 700 Ft SE of Berkeley/Jefferson County Line

City: Kearneysville State: WV Zip Code: 25430

Tax District: Middleway Map No: 1 Parcel No: 2

Parcel Size: 107 Acres Deed Book: 1033 Page No: 658

RECEIVED

AUG 14 2013

JEFFERSON COUNTY PLANNING,  
ZONING & ENGINEERING

Current  
Zoning  
District

Rural  
(R-A)

Residential  
I Growth  
(R-G)

Industrial  
Commerical  
(I-C)

Residential-  
Light Industrial-  
Commercial  
(R-L-C)

Village  
(V)



| <b>Proposed Zoning District</b> | <b>Rural (R-A)</b>       | <b>Residential Growth (R-G)</b> | <b>Industrial Commercial (I-C)</b> | <b>Residential-Light Industrial-Commercial (R-L-C)</b> | <b>Village (V)</b>       |
|---------------------------------|--------------------------|---------------------------------|------------------------------------|--------------------------------------------------------|--------------------------|
|                                 | <input type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/>           | <input checked="" type="checkbox"/>                    | <input type="checkbox"/> |

For a Zoning Map Amendment request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

**Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.**

Attached

**Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.**

Attached

**Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.**

Attached

**Do you request that the Planning and Zoning Staff present the petition to the Planning Commission for the purpose of setting the public hearing date?**

**Yes, I request that the Planning and Zoning Staff present the petition**

**No, I prefer to present the petition**

**Plat or Sketch Plan (provide as an attachment to this application)**

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Is Plat or Sketch Plan attached?

Yes  No

Original signature of all property owners is required. The information given is correct to the best of my knowledge (Please attach additional signature page if needed).

Ann H. Hunter Aug. 14, 2013  
Signature of Property Owner Date

\_\_\_\_\_  
Received By Date

James O. Hunter, Jr. Aug. 14, 2013  
Signature of Property Owner Date

\_\_\_\_\_  
Received By Date

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

The Planning Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against, this day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Recommended  Not Recommended

The County Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against, this day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Approved  Disapproved

Final Determination/Other Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# 713-01

MAP AMENDMENT PETITION  
Article 12, Jefferson County Zoning Ordinance

Hunter Family:  
Ann Hunter  
James Hunter  
Ernest Hunter  
August 14, 2013

**Owner:**

Hunter, et. al.  
c/o Ann Hunter  
P.O. Box 123  
Shenandoah Junction, WV 25442

**Applicant:**

Ann Hunter  
James Hunter  
Ernest Hunter  
P.O. Box 123  
Shenandoah Junction, WV 25442

**Ordinance Citation:**

Article 12 of the Jefferson County Zoning and Development Review  
Ordinance as amended on November 10, 2011.

**Map Amendment Definition:**

“An amendment to the Zoning Map which is adopted by reference in the Zoning Ordinance that consists of a change that only applies to a specific property, changing from one existing zoning designation to another existing zoning designation. A map amendment does not permit changes, conditions or alterations to uses permitted within an existing zoning designation as all zoning designations must be uniformly applied to all property which are subject to said designation.”

RECEIVED

AUG 14 2013

JEFFERSON COUNTY  
PLANNING, ZONING AND ENGINEERING

**Substantiation for the Request:**

1. The property owned by the Hunter family is currently zoned Rural and the Applicants are seeking a map amendment to the Residential/Light Industrial/Commercial District. As explained in this Petition, the Applicants believe that this change is consistent and very much compatible with the 2004 Jefferson County Comprehensive Plan;
2. There have been significant changes in this area, since the Jefferson County Zoning Ordinance was adopted in 1988. These changes include the availability of Public Water and Sewer, a significant rezoning directly north of this property approved by the County Commission and additional growth in the area. These changes are further explained in this Petition; and,
3. The Applicants believe that the Rural Zoning classification is an error in the Jefferson County Zoning Map since the property is located on a Primary Road (Route 9) as defined in the Comprehensive Plan.

**Tax District, Map and Parcel Number:**

Middleway Tax District, Map 1, Parcel 2

**Deed Book Reference:**

Deed Book 1033 at Page 658

**Sketch Plat:**

Attached

**Tract Size:**

107 Acres per deed (104.33 Acres per tax map)

**Discussion on:**

Comprehensive Plan compatibility of the proposed change: Included in this Petition.

Any Change of transportation characteristics and neighborhood from when the original ordinance was adopted: Included in this Petition.

### A. Comprehensive Plan Compatibility

One of the most compelling indications that the requested map amendment is consistent and compatible with the 2004 Comprehensive Plan is the fact that the rezoning of the *adjacent* property to the north was determined to be consistent with the Comprehensive Plan. In 2005, just months after the adoption of the new 2004 Comprehensive Plan, both the Jefferson County Planning Commission and County Commission found that the rezoning of the adjacent 191 acre F. O. Day property was consistent with the Comprehensive Plan. The F. O. Day property did not have direct access onto (old) Route 9, while the Hunter property has a long and direct frontage to old Route 9 (now called Route 115). When the Day property was determined to be consistent with the Plan, new Route 9 was not near completion.

The Comprehensive Plan contains policies, narrative and recommendations that support this map amendment. Some of the Policies found on page 8 of the Comprehensive Plan State:

- *'This Plan encourages new development patterns that foster mixed-use neighborhoods so that a sense of community begins at the subdivision level.'*

In this case, this property is located in a neighborhood that has long been mixed-use. Baker Heights has been the home of the Veteran's Administration Center for decades and the Liberty Business Park has been there for many years. The Liberty Business Park includes the IRS and the Coast Guard. Furthermore, this property is adjacent to 191 acres that the Jefferson County Commission rezoned to Commercial/Industrial in 2005. Finally, the subject property abuts the proposed new Hospice of Eastern Panhandle operations and in-house care facility.

The property is only approximately a half a mile from the mixed-use community of Baker Heights and less than a mile from the Kearneysville Village District. Likewise, Kearneysville is also a mixed-use community.

The requested rezoning would allow the Applicants the flexibility of marketing the property to either residential users to provide needed housing for employees of the nearby VA Center and the Liberty Business Park; or, to business park developers to continue the commercial expansion of the area for other office buildings. From an economic development standpoint, it would behoove Jefferson County to allow the continued expansion of a business park on the Jefferson County side of the 'line'. Since this type of growth is being developed in the area, Jefferson County should start taking advantage of it.

The Residential/Light Industrial/Commercial District designation would allow a mix of commercial and offices uses, while allowing residential units to house the employees in the same area.

- *'This Plan encourages economic development so that residents can live and work in the County.'*

Currently, there is very little vacant land in Jefferson County that is zoned for commercial/office and mixed-use development. The requested change to the mixed-use zone will allow a mixture of these uses to stimulate economic development on Jefferson County's side of the County line.

In the Plan's Statement of Goals found on page 19, the Plan encourages growth and development in areas where infrastructure and public facilities are available. In this case, the property has access to Berkeley County's Public Water and Wastewater Treatment Facilities. In addition to Public Water and Sewer, natural gas is located very close to this property. A current primary goal of the Jefferson County Development Authority is to encourage the expansion of the availability of natural gas into Jefferson County. If permitted to develop into a business park or mixed use development, this property could be a key stepping stone for extending natural gas into Jefferson County. The property is also located within minutes of the Short Road interchange onto the new four lane Route 9. These qualities make the property an ideal candidate for a map amendment.

Finally, the Plan's goals also support commercial activities in the County; in addition to the protection of private property rights. The Hunter family chose not to speculate during the land rush last decade because they wanted to wait until such time that Route 9 was completed and other growth and development took place in the area. As a matter of fact, in the proposed zoning ordinance in 2008, this land was proposed to be zoned as a business park. That in itself is evidence that the County planners believed that this property was prime land for economic development.

The 2004 Comprehensive Plan includes numerous recommendations. However, only several of them are pertinent to this request.

Comprehensive Plan Recommendations:

**Recommendation 3.01 on Page 24:**

*"When adjusting the Zoning Ordinance and Map to conform with the recommendations of this Plan, the County should look closely at the adjacent jurisdictions permitted uses or their fringes..."*

**Comment:**

In this case, the adjacent jurisdiction is Berkeley County. Although Berkeley County is not zoned, Jefferson County should not ignore the fact that this area has developed into a hotbed of economic development. Because of Berkeley County's economic growth in this area, this neighborhood is now served by Public Water and Sewer. Also, this area has direct access to a primary road (old Route 9) and is just a short drive along good roads to a major interchange on the new four lane Route 9.

There is also a brand new large Sheetz Store and a new Food Lion that were constructed to serve this neighborhood. These two commercial entities are just over the Berkeley border from the subject property. Again, it would be unwise to continue to watch Berkeley County reap the economic benefits of this growth and not allow the same in Jefferson County simply because of the County line.

**Recommendation 3.18 on Page 64:**

"The County should continue to pursue new industrial and commercial development in order to diversify its economy, increase the tax base and thereby mitigate the problems of increasing residential growth, and provide quality employment opportunities in the workforce."

**Comment:**

Again, this area has been permitted to develop into a mixed use of residential subdivisions, a business park that contains good federal government jobs and commercial businesses that locate where growth is indicated. Jefferson County is adjacent to this growth and should capitalize on the economic gains that Berkeley County has enjoyed in the same area.

According to page 71 of the 2004 Comprehensive Plan, there is a very small percentage of land that is zoned for commercial or mixed-use in Jefferson County. This percentage is estimated at approximately 5 percent. It is very difficult to achieve the goal of pursuing new industrial and commercial development if the County doesn't create new commercial and mixed-use zones. Because of the adjacent zoning in Jefferson County and the development in this area of Berkeley County, this property would be an ideal parcel of land to include in the mixed-use zone. Besides the proximity to the adjacent development, it also has access to good infrastructure, including water, sewer and roads.

Based on the preceding two major recommendations in the 2004 Comprehensive Plan, this map amendment is consistent and compatible with the Plan.

***B. Change of Neighborhood***

This area of Jefferson County and the adjacent area on Berkeley County have changed significantly since the Zoning Ordinance was adopted in 1988. The following are examples of these changes:

1. The Liberty Business Park was developed on the Berkeley County side of the line and contains major Coast Guard and IRS facilities. This park is less than a ¼ of a mile from the subject property.
2. With the development of the Liberty Business Park, Public Water and Sewer were extended into the area.
3. Several residential developments have been built in this area including Quail Ridge Subdivision and Chapel View Subdivision.
4. Quad/Graphics, a very large industrial printing and distribution facility, was built in Baker Heights in the 90s.
5. In 2005, the County Commission rezoned the 191 acre F.O. Day property which borders this property to the North. The Day property was zoned Rural and the County Commission approved a map amendment to Commercial/Industrial. Two things to note regarding the differences between the properties is that the Hunter property has better access, since it directly fronts Old Route 9, and the new Route 9 wasn't even built when the Day rezoning was approved. As mentioned, both the Jefferson County Planning and County Commissions found this map amendment to be consistent with the 2004 Comprehensive Plan. There have been significant changes to the neighborhood even since the Day rezoning was approved. These changes are described below.
6. The new expanded Sheetz Store was just built in the neighborhood (approximately a ¼ mile away). Ironically, it was relocated from Jefferson County.
7. A new Food Lion (within eyesight) was built almost adjacent to the Hunter property in the neighborhood just on the Berkeley side of the line. New grocery store construction is usually indicative of the growth potential of a neighborhood.

8. The Comfort Suites Hotel was built very close to the subject property.
9. Hospice of the Panhandle has chosen the adjacent property to the northwest for its headquarters and a multi-bed in-house care facility. This facility was a project that was approved by both Jefferson and Berkeley Counties since it straddles the County line. The project which includes over 25,000 square feet of office space and a very large inpatient center is located in both Jefferson and Berkeley Counties. It is also directly accessed from old Route 9. Interestingly, the Hospice property requested a variance to reduce the setback for the complex almost in half along the Hunter property and the Hunter family had no problem with the variance being granted. Needless to say, that development is now very close to the Hunter property line. This project is also nearing completion.
10. The new Route 9 was completed with direct four lane access to Route 81. This route is approximately one mile from the subject property and has a major interchange that services the area. Old Route 9 (Route 115), still considered a Primary Road by the Comprehensive Plan, services the Hunter property and leads into Short Road that has direct access to the new interchange. The property is nearly in between two major interchanges (Shepherdstown Exit and Short Road Exit) to the new four lane Route 9. This makes the property ideal for development.

Summarizing the Change of Neighborhood, it is essential to note the following:

1. Availability of Public Utilities:

Public Water and Wastewater facilities serve this area. Natural gas service is also available in this area and any growth would help facilitate the expansion of natural gas (a priority of the JCDA and its Industrial Park) into Jefferson County. One of the major goals of the Comprehensive Plan states that the Plan should:

‘Encourage growth and development in areas where sewer, water, schools, and other public facilities are available or can be provided without unreasonable costs to the community’.

This is certainly an area to achieve this goal. Even in the proposed new Comprehensive Plan process, the preferred growth areas have been mentioned to be located where public water and sewer and good road access is already available. This property definitely meets that criteria. This is another reason that the previous planners picked this property to be in a commercial business park district.

## 2. Growth in the Corridor:

Since the adoption of the original Zoning Ordinance in 1988, this area has grown considerably. The significant growth includes: Quail Ridge and Chapel View Subdivisions; Hospice Offices and Treatment complex; large Sheetz; Food Lion; Quad/Graphics in Baker Heights and the Liberty Business Park. These types of developments along with the existing growth in the Kearneysville and Baker Heights area illustrate that mixed-use development along old Route 9 is very much consistent with the Comprehensive Plan; especially since most of these came after the Plan was adopted in 2004. The map amendment for the subject property would ideally fit into this neighborhood's mixed use.

### C. Change of Transportation Characteristics:

There have been positive changes in the transportation and traffic characteristics in this area. Old Route 9 was very much enhanced just north of the property when Quad/Graphics was developed in Baker Heights. The road was widened and improved to accommodate the large volume of tractor trailer traffic associated with that industry.

However, the major change in transportation characteristics is the finished Route 9. It is the direct four lane link to Route 81 that Jefferson County had been endorsing for many years. This road has opened up both trade routes and commuter routes in and out of Jefferson County. As mentioned previously, The Hunter property has access via good roads (old Route 9 (Route 115)) to both the Short Road and Shepherdstown interchanges onto new Route 9. The Hunter property is located in between these interchanges. The new Route 9 and Public Water and Sewer in this area make this property an ideal property for a mixed-use development.

These changes and improvements to the transportation system have taken place since 1988 when the Zoning Ordinance was adopted; and, most of them have taken place since the 2004 Comprehensive Plan was written. While the Comprehensive Plan is being updated these road improvements should be included in the new Plan. All of these improvements have had a very positive effect on the transportation characteristics and traffic flow in this area and neighborhood. The new Route 9 should be recognized as a driving force for the new preferred growth areas. Accordingly, these changes should have a positive effect on this Petition for a map amendment.

*D. Error in the Original Zoning Map*

Listed below are several reasons why the Hunter property should have been zoned for development in 1988. These reasons have already been discussed in detail in this Petition. However, all of these were true in 1988 when the Zoning Ordinance was adopted. They were also true in 2004 when the Comprehensive Plan was adopted. These are some of the reasons that the adjacent property was rezoned in 2005 and that the Hunter property was shown as a business park on the adopted Zoning Map in 2008. However, irrespective of the error on the Zoning Map, these reasons alone would support the requested map amendment to the mixed-use classification:

1. The property is located on a Primary Road as defined by the Comprehensive Plan. There are only two roads defined as Primary Roads in Jefferson County (Route 340 and old Route 9 (Route 115));
2. The property has access to public water and public wastewater services; and,
3. The property is located between two unincorporated mixed-use communities (Baker Heights and Kearneysville).

Add the other compelling factors including the development of: the Liberty Business Park; Residential Subdivisions; the large Sheetz store, the new Food Lion, Hospice of the Panhandle; and, the new Route 9 and there is no reason why this property should remain zoned 'Rural'.

*E. Conclusion:*

The Hunter family respectfully requests that the County Commission approve this map amendment to the Jefferson County Zoning Map. This Petition cites many reasons why the map amendment should be approved. These reasons include: the consistency of the request to the 2004 Comprehensive Plan; the recent actions of the County Commission regarding rezoning the adjacent property; the fact that the property should always have been classified as a business or mixed-use district; the positive changes in the transportation characteristics in the area, especially the construction of Route 9; the changes in the neighborhood from when the original zoning ordinance was adopted (including the development of a business park nearly across the street; and, the fact that the property has access to Public Water and Sewer. This map amendment will change the zoning classification on the Applicant's property from the Rural District to the Residential/Light Industrial/Commercial District.

Ann H. Hunter

Ann Hunter

Aug. 14, 2013

Date

James O. Hunter, Jr.

James Hunter

Aug. 14, 2013

Date

Ernest Hunter

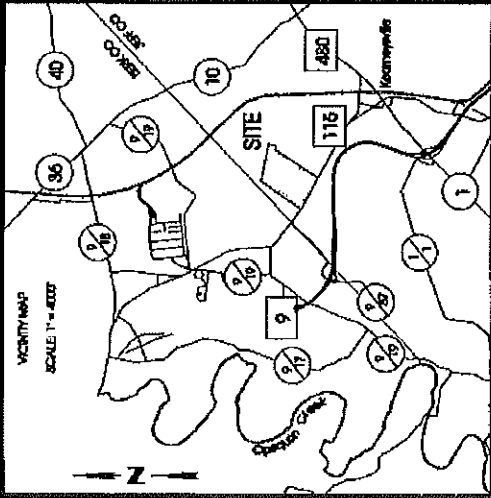
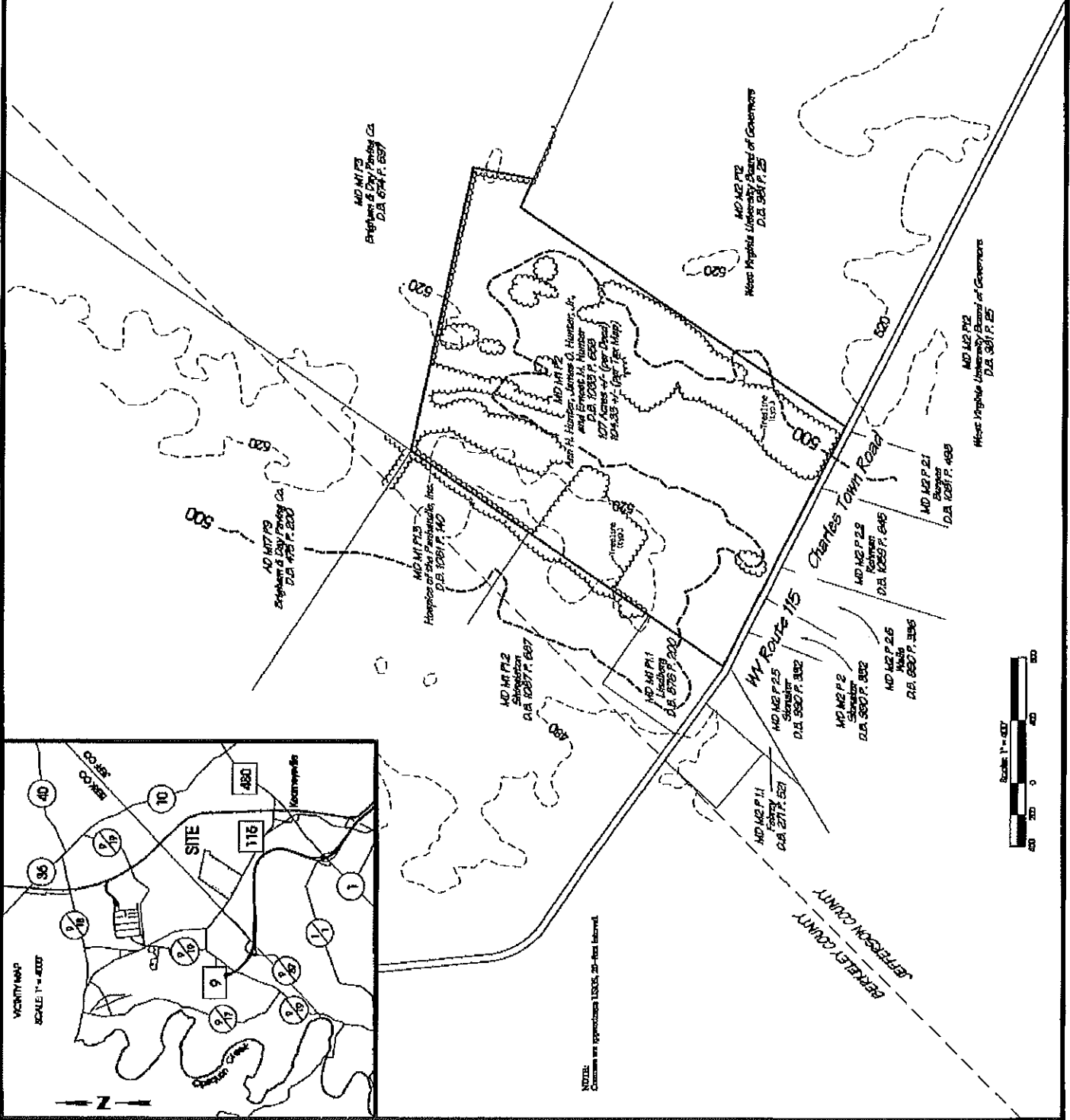
Date

# Proposed Rezoning of Hunter Property

Scratch Stowing  
Mishawamy District  
Jefferson County, WV  
On August 2013  
Scale: 1" = 400'

## Appalachian Surveys, PLLC

401 S. MARKET STREET, SUITE 3  
PO BOX 1000  
FRANKLIN, PA 15874  
FOR JOBS VISIT  
WWW.ASPLLC-NSURVEYSPLLC.COM



NOTE:  
Contours are Approximate 1:500, 20'-Foot Interval.

**Rezoning Request**  
before the County Commission of Jefferson County WV  
**January 23, 2014**  
by Hunter, et. al. (Anne, James & Ernest Hunter)  
**For Parcel 2, Map 1, Middleway District**  
To Change the Zoning Classification  
From Rural  
to **Residential / Light Industrial / Commercial**  
Zoning

1

**Why Rezone?**

Significant changes have occurred to the area since 1988:

- ◆ Construction of major employment hub in Berkeley County:
  1. Liberty Business Park containing IRS & Coast Guard Offices
  2. Comfort Inn
  3. Sheetz gas station & convenience store
  4. Food Lion
- ◆ Construction of new access road to the Hospice Office Building & Care facility Availability of Water & Sewer
- ◆ Construction of New Dual Lane Route 9 with two access points located less than 1.5 miles from existing entrance to property

2

### **Planning Staff & Commission Recommendation**

*First Agenda Packet prepared for County Commission Meeting 1/23/2014*

On November 12, 2013, the Jefferson County Planning Commission held a Public Hearing for the purpose of receiving public input regarding a landowner-initiated petition to amend the County Zoning Map for a 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. The property is currently vacant. The rezoning request is from the Rural zoning classification to the Residential-Light Industrial-Commercial zoning classification. Pursuant to state law, WV Code 8A-7-9(c), the County Commission must receive the advice of the Planning Commission regarding whether such a request is consistent with the County's adopted Comprehensive Plan.

To this end, the Planning Commission held a Public Hearing, reviewed the applicant's application, the staff's report on the consistency with the Comprehensive Plan, received public input, and made a determination regarding consistency with the Comprehensive Plan. Based on a review of the 2004 Comprehensive Plan and consideration of the facts and opinions presented, the Planning Commission moved to forward the petition to the County Commission with a finding that the application was consistent with the Comprehensive Plan. This motion passed with a vote of 8-0. The application and staff report will be provided to the County Commission for the packet related to the date of the Public Hearing.

In accordance with Section 12.2(C) of the Jefferson County Zoning Ordinance, subsequent to the recommendation received from the Planning Commission, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

5

The Planning Commission agreed with the staff recommendation and  
on a vote of 8 to 0 to move the zoning application for the Hunter Property to the County Commission with a finding that the application was consistent with the Comprehensive Plan

6

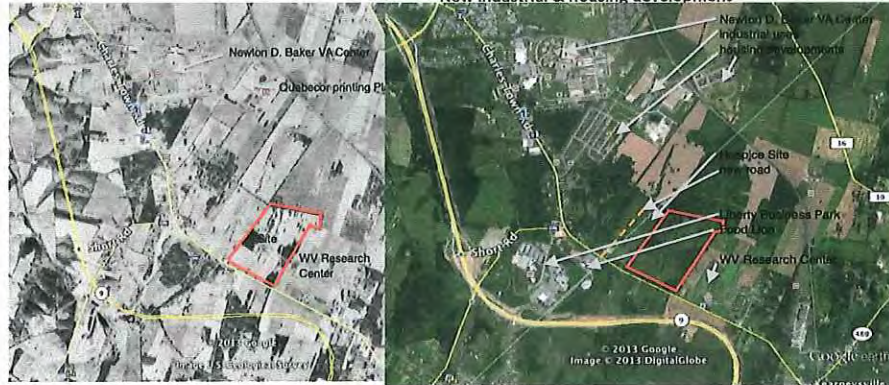
### There has been significant change since the adoption of the Zoning Ordinance

**1993 Development**

Existing development at Baker Heights & Kearneysville  
Newton D. Baker & Quebecor (Now QuadGraphics)  
New route 9 planned, but not built

**2012 Development**

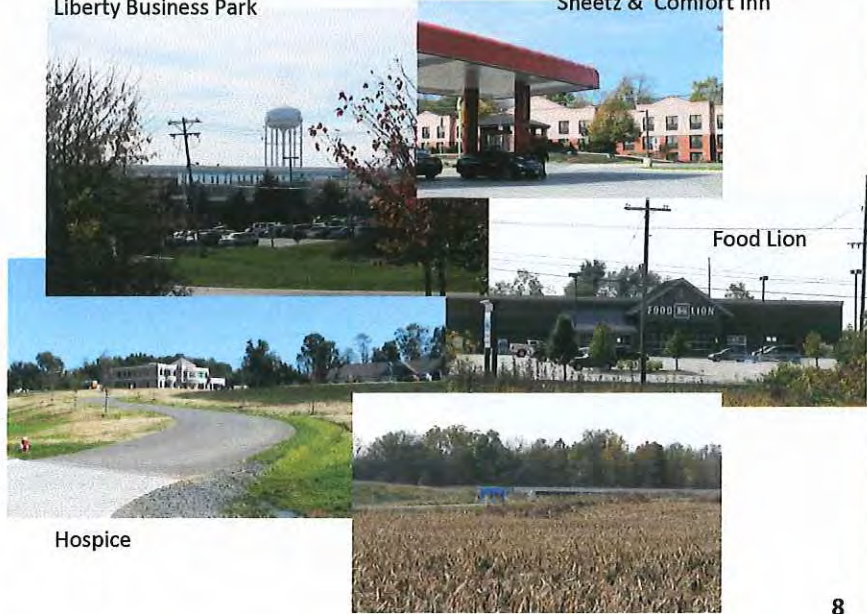
Liberty Business Park  
Sheetz,  
Food Lion  
Comfort Inn  
New industrial & housing development



7

Liberty Business Park

Sheetz & Comfort Inn



Hospice

Route 9

8

## Other Factors

1. Major rezoning of 191 acre property to the north in 2005 & proposed rezoning to Business Park in 2008
2. Approval of Hospice Facility
3. Water & Sewer available
4. Possibility of expanding piped gas line to site

9

## Transportation changes since 1988

The Major change is the construction of New Route 9, a dual lane limited access highway with two access points within less than 1 ½ mile from existing property entrance.

1. Short Road access
2. Leetown Road access away

### Other Changes include:

1. Signalization at Short Road
2. Improvements at route 480/Old 9 intersection
3. New access road for Hospice property

10

## **Compatibility with Comprehensive Plan**

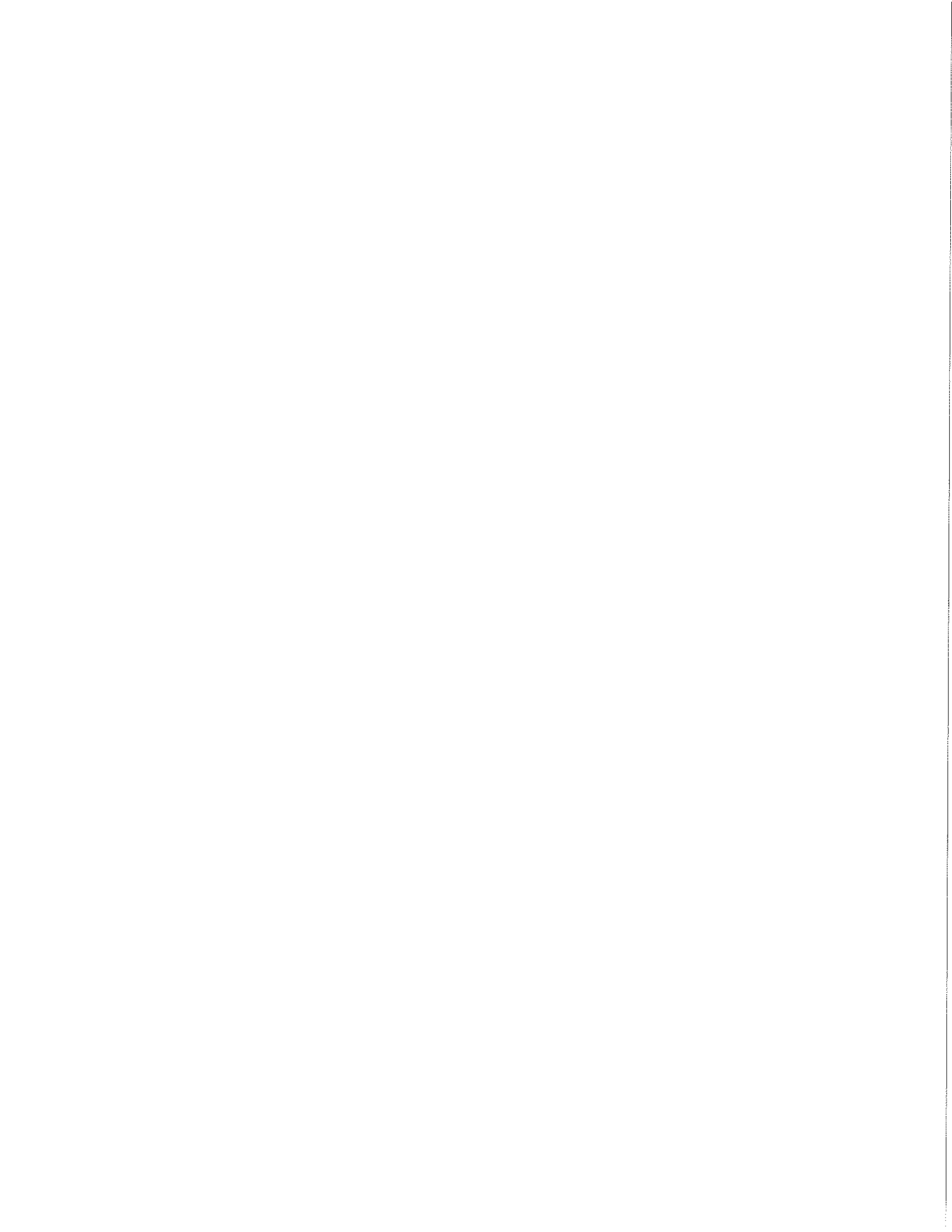
- The rezoning of the property would recognize existing development to the west of the property and would be a natural extension of these adjoining mixed uses.
- The potential for development of the property as a business park with public water & sewer & natural gas is great. This is one of two locations close enough to existing natural gas pipelines to allow extension of these lines into Jefferson County and would increase the amount of land available for commercial development in the county
- The Planning Commission agrees that the proposal is in conformance with the Comprehensive Plan

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## **Conclusion**

- Property is suitable for a mixed use (Residential/light industrial/commercial) designation
- Property has access to water & sewer
- Major changes have occurred in the vicinity since 1988 including both new development & improved roadways
- Proposed rezoning is in conformance with the Comprehensive Plan

12



Director of Finance Summary  
February 20, 2014

Attached for your review is a General Fund report which shows YTD revenue and expenditures as of January 30, 2014. Please ignore the current month budget column and related current month actual over/under column as these two columns are meaningless on this report. The important columns are the YTD columns. The report shows that 59.48% of the revenue has been collected and 59.02% of the budgeted expenditures have been expended. If there was level revenue collecting and spending the figures would be 58.33%. YTD we have expended \$675,973 more than revenue we have brought in. The report shows that an additional \$639,899 of expenses over revenue will be spent resulting in the combination of the  $\$675,973 + 639,899 = \$1,315,872$  being the deficit budget showing on this report. The \$1,315,872 deficit will be reduced by \$209,689 of budget reductions that are pending at the State Auditor's Office and \$95,009 of budget reductions that you will be requested to approve today. While we are limited in what we can do with budget reductions this year I will continue to look for opportunities to make budget revisions. My suggestion to the Commission is when you review the FY15 budget decision packages, which you will be presented the third week of February, a determination can be made if those budget reductions can be effective this fiscal year instead of FY15.

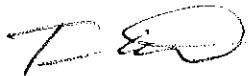
As of February 12, 2014 the cash balance in the General Fund is \$1,873,640 and Capital Outlay is \$5,161,510. The cash balance in the General Fund is consistent with cash flow projections.

Attached are budget revisions numbers 22, 23 and 24 Budget revision number 22 reduces the Sheriff Office salaries by \$40,000. Budget revision number 23 reduces the Technology budget by \$55,009 in order that the budget is consistent with expenditures. Budget revision number 24 adjusts the revenue transfer of the Assessor Valuation Fund to be consistent with the expenditures of the Assessor Valuation Fund.

Attached are internal budget revisions numbers 5, 6, and 7. Numbers 5 and 6 are to reclass revenue between accounts and number 7 is to adjust wages within the GIS budget.

Attached is a budget summary by department which shows their target budget and package totals that were submitted. In a review of the budget packages it is possible, in my opinion, to reach the desired level of spending reductions.

Respectfully Submitted



Tim A. Stanton



RESOLUTION

At a regular session of the Jefferson County Commission, held on the 20th day of February 2014, 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 #22 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 Walter Pellish, 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.

\_\_\_\_\_  
Walter Pellish, 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  
**22**  
 REV. NO.  
**1 of 1**  
 PG. OF NO.

Person To Contact Regarding  
 Budget Revision: **Tim Stanton**  
 Phone: **304-724-8425 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 | 1,106,183                  |            | 40,000     | 1,066,183      |
|                                              | #N/A                    |                            |            |            |                |
|                                              | #N/A                    |                            |            |            |                |
|                                              | #N/A                    |                            |            |            |                |
|                                              | #N/A                    |                            |            |            |                |
|                                              | #N/A                    |                            |            |            |                |
| NET INCREASE/(DECREASE) Revenues (ALL PAGES) |                         |                            | -40,000    |            |                |

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 |
|--------------------------------------|-------------------------|----------------------------|------------|------------|----------------|
| 700                                  | Sheriff-Law Enforcement | 3,569,830                  |            | 40,000     | 3,529,830      |
|                                      | #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 |                         |                            | -40,000    |            |                |

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

AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

**Budget Revision Summary**

**Budget Revision #22 of FY14**

The Sheriff on January 30, 2014 agreed to reduce the salary budget resulting in the budget being more consistent with expenditures. The specific accounts to reduce are as follows:

|                  |                    |          |
|------------------|--------------------|----------|
| Sheriff Salaries | 001-700-01-103-000 | \$40,000 |
|------------------|--------------------|----------|

|              |                |          |
|--------------|----------------|----------|
| Fund Balance | 001-299-00-002 | \$40,000 |
|--------------|----------------|----------|

I consent to the attached salary budget reduction within my department, Sheriff's Office, in the amount of \$40,000 in department 700.

Peter J. Dugan

Signature

Sheriff

Title

01/29/14

Date

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 20th day of February 2014, 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 #23 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 Walter Pellish, 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.

\_\_\_\_\_  
Walter Pellish, 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  
23  
 REV. NO.  
1 of 1  
 PG. OF NO.

Jefferson County Commission  
 GOVERNMENT ENTITY

Person To Contact Regarding

Budget Revision: Tim Stanton  
 Phone: 304-724-8425 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 | 1,066,183                  |            | 55,009     | 1,011,174      |
|                                              | #N/A                    |                            |            |            |                |
|                                              | #N/A                    |                            |            |            |                |
|                                              | #N/A                    |                            |            |            |                |
|                                              | #N/A                    |                            |            |            |                |
|                                              | #N/A                    |                            |            |            |                |
| NET INCREASE/(DECREASE) Revenues (ALL PAGES) |                         |                            | -55,009    |            |                |

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   | 1,790,557                  |            | 25,841     | 1,764,716      |
| 428                                  | Data Processing     | 406,134                    |            | 29,168     | 376,966        |
|                                      | #N/A                |                            |            |            |                |
|                                      | #N/A                |                            |            |            |                |
|                                      | #N/A                |                            |            |            |                |
|                                      | #N/A                |                            |            |            |                |
|                                      | #N/A                |                            |            |            |                |
|                                      | #N/A                |                            |            |            |                |
|                                      | #N/A                |                            |            |            |                |
|                                      | #N/A                |                            |            |            |                |
|                                      | #N/A                |                            |            |            |                |
|                                      | #N/A                |                            |            |            |                |
| NET INCREASE/(DECREASE) Expenditures |                     |                            | -55,009    |            |                |

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

AUTHORIZED SIGNATURE OF ENTITY \_\_\_\_\_ APPROVAL DATE \_\_\_\_\_

**Budget Revision Summary**

**Budget Revision #23 of FY14**

The Commission Department and Technology Department are adjusting their budgets to be more consistent with actual expenditures. The specific accounts to reduce are as follows:

|                       |                    |          |
|-----------------------|--------------------|----------|
| Commission Salaries   | 001-401-01-103-000 | \$23,265 |
| Commission FICA       | 001-401-01-104-000 | \$ 1,272 |
| Commission Medicare   | 001-401-01-104-001 | \$ 359   |
| Commission Retirement | 001-401-01-106-000 | \$ 3,445 |
| IT Salaries           | 001-428-01-103-000 | \$62,331 |
| IT FICA               | 001-428-01-104-000 | \$ 3,863 |
| IT Medicare           | 001-428-01-104-001 | \$ 903   |
| IT Retirement         | 001-428-01-106-000 | \$13,335 |
| Fund Balance          | 001-299-00-002     | \$55,009 |

Accounts to increase are:

|                     |                    |          |
|---------------------|--------------------|----------|
| Commission overtime | 001-401-01-108-000 | \$ 2,500 |
| IT Professional     | 001-428-02-223-000 | \$51,264 |

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 20th day of February 2014, 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 #24 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 Walter Pellish, 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. —

\_\_\_\_\_  
Walter Pellish, President  
Jefferson County Commission



**Budget Revision Summary**

**Budget Revision #24 of FY14**

Budget Transfer number 19 adjusted the Assessor Valuation Fund by 12,466 and number 21 by \$9,050. A corresponding adjustment needs to be made in 01-399-TR-000. The specific account to reduce is as follows:

|                                  |               |          |
|----------------------------------|---------------|----------|
| Transfer Assessor Valuation Fund | 01-399-TR-000 | \$21,516 |
|----------------------------------|---------------|----------|

Account to increase is:

|              |               |          |
|--------------|---------------|----------|
| Fund Balance | 01-299-00-002 | \$21,516 |
|--------------|---------------|----------|

Jefferson County, West Virginia  
 Department of Financial Management  
 Budget Revision for Fiscal Year Ending June 30, 2014  
 Internal Budget Revision  
 IRB # 5

**Narrative:**

Revenue is posting to 001-330-CS-001 which was budgeted under 001-330-CS-000

| Budget Line No. | Account Name              | Approved Budget | Requested Additions | Requested Reduction | Revised Budget |
|-----------------|---------------------------|-----------------|---------------------|---------------------|----------------|
| 001-330-CS-000  | Sheriff Earnings          | 29,593          |                     | 14,500              | 15,093         |
| 001-330-CS-001  | Sheriff Earnings - Arrest | 0               | 14,500              |                     | 14,500         |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
|                 |                           |                 |                     |                     | 0              |
| <b>Totals</b>   |                           | <b>29,593</b>   | <b>14,500</b>       | <b>14,500</b>       | <b>29,593</b>  |

IBR Prepared by: T Stanton

Approved by:(department head/elected): \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Reviewed by: *Debbie Keyser* Date: *2/4/14*  
 Debbie Keyser/County Administrator

Date Submitted to County Commission: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 Authorizing Signature: \_\_\_\_\_

Jefferson County, West Virginia  
 Department of Financial Management  
 Budget Revision for Fiscal Year Ending June 30, 2014  
 Internal Budget Revision  
 IRB # 6

Narrative:

Revenue is posting to 001-331-CS-001 which was budgeted under 001-331-CS-000

| Budget Line No. | Account Name                               | Approved Budget | Requested Additions | Requested Reduction | Revised Budget |
|-----------------|--------------------------------------------|-----------------|---------------------|---------------------|----------------|
| 001-331-CS-000  | County Clerk Earnings                      | 220,431         |                     | 20,000              | 200,431        |
| 001-331-CS-001  | County Clerk Earnings - Voter Registration | 0               | 20,000              |                     | 20,000         |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
|                 |                                            |                 |                     |                     | 0              |
| <b>Totals</b>   |                                            | 220,431         | 20,000              | 20,000              | 220,431        |

IBR Prepared by: T Stanton

Approved by:(department head/elected): \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: *Debbie Keyser* Date: *2/4/14*

Debbie Keyser/County Administrator

Date Submitted to County Commission: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_



JEFFERSON COUNTY COMMISSION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL FUND  
 AS OF 01/2014

| ACCOUNT DESCRIPTION                         | ----- C U R R E N T M O N T H ----- |           |                              | ----- Y E A R - T O - D A T E ----- |            |                              |
|---------------------------------------------|-------------------------------------|-----------|------------------------------|-------------------------------------|------------|------------------------------|
|                                             | BUDGET                              | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                              | ACTUAL     | ACTUAL OVER/<br>UNDER BUDGET |
| REVENUES                                    |                                     |           |                              |                                     |            |                              |
| 001-299-00-002<br>UNENCUMBERED BALANCE BUDG | -1081830.00                         |           | 1081830.00                   | 1315872.00                          |            | -1315872.00                  |
| 001-301-TT-000<br>PUBLIC UTILITIES          |                                     | 632.50    | 632.50                       | 544424.00                           | 278107.13  | -266316.87                   |
| 001-301-TT-001<br>AD VALOREM TAXES-CURRENT  |                                     |           |                              | 10287722.00                         | 6013265.36 | -4274456.64                  |
| 001-301-TT-002<br>AD VALOREM TAXES-1ST YEAR | -286711.00                          |           | 286711.00                    | 633000.00                           | 614534.11  | -18465.89                    |
| 001-301-TT-003<br>AD VALOREM TAXES-2ND YEAR | -155254.00                          |           | 155254.00                    | 8000.00                             | 4397.21    | -3602.79                     |
| 001-301-TT-004<br>AD VALOREM TAXES-3RD YEAR | -38576.00                           |           | 38576.00                     | 1000.00                             | 1301.31    | 301.31                       |
| 001-301-TT-005<br>AD VALOREM TAXES-4TH & PY |                                     |           |                              | 1801.00                             | 888.17     | -912.83                      |
| 001-301-TT-006<br>SUPPLEMENTAL TAXES        |                                     |           |                              | 209607.00                           | 92747.25   | -116859.75                   |
| 001-301-TT-007<br>SURPLUS                   |                                     |           |                              | 36114.00                            |            | -36114.00                    |
| 001-301-TT-008<br>DELINQ & NONENTERED LAND  |                                     | 17415.16  | 17415.16                     | 15491.00                            | 20941.63   | 5450.63                      |
| 001-301-TT-099<br>TAX DISCOUNTS             |                                     |           |                              |                                     | -140066.39 | -140066.39                   |
| 001-302-TT-000<br>TAX PENALTIES&INT/PUB FEE | 18874.00                            | 206.00    | -18668.00                    | 306500.00                           | 225046.97  | -81453.03                    |
| 001-304-OT-000<br>PROPERTY TRANSFER TAX     | 736000.00                           | 47867.60  | -688132.40                   | 1204108.00                          | 1024615.90 | -179492.10                   |
| 001-306-OT-000<br>GAS/OIL SEVERANCE TAX     |                                     |           |                              | 20000.00                            | 5293.85    | -14706.15                    |
| 001-307-OT-000<br>HORSE RACING TAX          |                                     | -79853.94 | -79853.94                    | 15676.00                            | 7180.90    | -8495.10                     |
| 001-308-OT-000<br>WINE AND LIQUOR TAX       |                                     |           |                              | 28074.00                            | 12716.69   | -15357.31                    |
| 001-309-OT-000<br>HOTEL OCCUPANCY TAX       |                                     | 38550.30  | 38550.30                     | 556447.00                           | 328124.76  | -228322.24                   |
| 001-317-LP-000<br>LICENSE - DECAL FEES      |                                     | 4.00      | 4.00                         | 70.00                               | 42.00      | -28.00                       |
| 001-318-LP-000<br>BUILDING PERMIT FEES      |                                     |           |                              | 164000.00                           | 45064.64   | -118935.36                   |
| 001-319-LP-000<br>MISC PERMITS              |                                     | 2.00      | 2.00                         | 112.00                              | 102.00     | -10.00                       |
| 001-322-IG-000<br>FEDERAL GOVERNMENT GRANTS | 80000.00                            | 9813.40   | -70186.60                    | 140000.00                           | 149951.15  | 9951.15                      |
| 001-322-IG-001<br>REIM:MARTINSBURG DRUG GRT |                                     |           |                              |                                     | 709.86     | 709.86                       |
| 001-323-IG-000<br>STATE GOVERNMENT GRANTS   |                                     |           |                              | 6196.00                             |            | -6196.00                     |
| 001-325-IG-000<br>FEDERAL PAYMENT IN LIEU   | 9949.00                             |           | -9949.00                     | 9949.00                             | 9949.00    |                              |
| 001-329-CS-000<br>SHERIFF'S SERVICE PROCESS |                                     | 1000.00   | 1000.00                      | 18000.00                            | 9625.00    | -8375.00                     |
| 001-330-CS-000<br>SHERIFF'S EARNING         |                                     | 699.36    | 699.36                       | 29593.00                            | 6368.55    | -23224.45                    |
| 001-330-CS-001<br>SHERIFF EARN - ARREST M/C |                                     | 706.30    | 706.30                       |                                     | 7196.30    | 7196.30                      |
| 001-331-CS-000<br>COUNTY CLERK'S EARNINGS   |                                     | 13522.50  | 13522.50                     | 220431.00                           | 95144.00   | -125287.00                   |
| 001-331-CS-001<br>CO CLK-VOTER REGISTR FEES |                                     |           |                              |                                     | 18918.00   | 18918.00                     |
| 001-331-CS-002<br>CO CLK PRESERVATION FUND  |                                     | 105.90    | 105.90                       |                                     | 930.20     | 930.20                       |
| 001-332-CS-000<br>CIRCUIT CLERK'S EARNINGS  |                                     | 5381.00   | 5381.00                      | 72754.00                            | 38023.47   | -34730.53                    |
| 001-333-CS-000<br>PROSECUTING ATTY EARNINGS |                                     | 100.00    | 100.00                       | 638.00                              | 658.64     | 20.64                        |
| 001-334-CS-000<br>ACCIDENT REPORTS          |                                     | 270.00    | 270.00                       | 3765.00                             | 2050.00    | -1715.00                     |
| 001-336-CS-000<br>MAP SALES                 |                                     | 104.00    | 104.00                       | 4809.00                             | 2328.00    | -2481.00                     |
| 001-340-CS-000<br>RENT - MAGISTRATE COURT   |                                     | 3750.00   | 3750.00                      | 45000.00                            | 26250.00   | -18750.00                    |

|                          |        |        |         |         |         |  |
|--------------------------|--------|--------|---------|---------|---------|--|
| 001-340-CS-001           |        |        |         |         |         |  |
| RENT - COUNTY FARM HOUSE | 200.00 | 200.00 | 1200.00 | 800.00  | -400.00 |  |
| 001-340-CS-002           |        |        |         |         |         |  |
| RENT - COUNTY FARM LAND  | 775.00 | 775.00 | 300.00  | 1162.48 | 862.48  |  |

.....

REPORT DATE 01/30/2014  
 SYSTEM DATE 01/30/2014  
 FILES ID A

JEFFERSON COUNTY COMMISSION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL FUND  
 AS OF 01/2014

PAGE 2  
 TIME 15:34:33  
 USER TSTANTON

| ACCOUNT DESCRIPTION                         | C U R R E N T M O N T H |           |                              | Y E A R - T O - D A T E |             |                              |
|---------------------------------------------|-------------------------|-----------|------------------------------|-------------------------|-------------|------------------------------|
|                                             | BUDGET                  | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                  | ACTUAL      | ACTUAL OVER/<br>UNDER BUDGET |
| 001-346-CS-000<br>EMG COMM - 911 FEE        | 94822.00                | 201151.00 | 106329.00                    | 1140000.00              | 875781.49   | -264218.51                   |
| 001-346-CS-001<br>EMG COMMUNICATIONS- SIGNS |                         |           |                              | 451.00                  | 11.45       | -439.55                      |
| 001-348-CS-000<br>FRANCHISE AGREEMENTS      | 35000.00                |           | -35000.00                    | 396641.00               | 201398.19   | -195242.81                   |
| 001-350-CS-000<br>IRP FEES-INTNATL REG PGM  |                         | 1220.02   | 1220.02                      | 10744.00                | 5914.93     | -4829.07                     |
| 001-362-CS-000<br>JAIL FEES                 |                         |           |                              | 100594.00               | 85650.54    | -14943.46                    |
| 001-365-II-000<br>INTEREST EARNED           |                         |           |                              | 11412.00                | 5998.75     | -5413.25                     |
| 001-365-II-001<br>INTEREST EARNED-CO CLERK  |                         | 202.37    | 202.37                       | 800.00                  | 533.54      | -266.46                      |
| 001-365-II-002<br>INTEREST EARNED-CIR CLERK |                         | 61.93     | 61.93                        | 1200.00                 | 443.14      | -756.86                      |
| 001-365-II-004<br>INT EARNED TAX OFF-ST FEE |                         |           |                              | 1400.00                 | 381.11      | -1018.89                     |
| 001-365-II-005<br>INTEREST EARND-RACING TAX |                         |           |                              | 240.00                  | 15.08       | -224.92                      |
| 001-365-II-006<br>INTEREST EARNED-VIDEO LOT |                         |           |                              | 2000.00                 | 1264.75     | -735.25                      |
| 001-366-MM-000<br>MISCELLANEOUS REVENUE     |                         |           |                              | 38.00                   | 179.10      | 141.10                       |
| 001-367-MM-000<br>SHERIFF'S COMMISSION      |                         |           |                              | 11915.00                | 11738.17    | -176.83                      |
| 001-370-OT-000<br>TABLE GAMES               | -420000.00              | 79853.94  | 499853.94                    | 1163539.00              | 558122.09   | -605416.91                   |
| 001-373-OT-000<br>VIDEO LOTTERY             |                         |           |                              | 3210301.00              | 1921239.04  | -1289061.96                  |
| 001-373-OT-001<br>LOCAL - VIDEO LOTTERY     | 93000.00                |           | -93000.00                    | 93000.00                | 46762.07    | -46237.93                    |
| 001-382-MM-000<br>REIMBURSEMENTS            |                         | 39666.58  | 39666.58                     | 352026.00               | 252182.41   | -99843.59                    |
| 001-382-MM-001<br>REIM:CIRCUIT CLK t/COUNTY | 11000.00                |           | -11000.00                    | 11000.00                | 6131.00     | -4869.00                     |
| 001-388-TR-000<br>CONTR/TRANS FROM OTH FUND |                         |           |                              |                         | 1763.69     | 1763.69                      |
| 001-394-TR-000<br>GEN SCH FUND REIMB        | -142962.00              | 16692.25  | 159654.25                    | 291000.00               | 148347.28   | -142652.72                   |
| 001-399-TR-000<br>TRANS/ASSR VAL FUND       | 94186.00                |           | -94186.00                    | 517374.00               |             | -517374.00                   |
| TOTALS FOR GENERAL FUND                     | -952502.00              | 400099.17 | 1352601.17                   | 23216328.00             | 13028225.96 | -10188102.04                 |
| TOTALS FOR REVENUES                         | -952502.00              | 400099.17 | 1352601.17                   | 23216328.00             | 13028225.96 | -10188102.04                 |

*LESS Fund Balance carry forward*

1,315,872  
 21,900,456

1,315,872  
 8,872,230

JEFFERSON COUNTY COMMISSION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL FUND  
 AS OF 01/2014

| ACCOUNT DESCRIPTION                                    | CURRENT MONTH |           |                              | YEAR-TO-DATE |            |                              |
|--------------------------------------------------------|---------------|-----------|------------------------------|--------------|------------|------------------------------|
|                                                        | BUDGET        | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET | BUDGET       | ACTUAL     | ACTUAL OVER/<br>UNDER BUDGET |
| EXPENDITURES                                           |               |           |                              |              |            |                              |
| 001-401-01-101-000-GG-000<br>CO COMM OFFICIAL SALARY   |               | 21323.10  | -21323.10                    | 184800.00    | 113723.04  | 71076.96                     |
| 001-401-01-103-000-GG-000<br>CO COMM SALARY/WAGES      |               | 32320.59  | -32320.59                    | 303376.98    | 148496.06  | 154880.92                    |
| 001-401-01-104-000-GG-000<br>CO COMM FICA EXPENSE      |               | 3329.65   | -3329.65                     | 30639.01     | 16267.57   | 14371.44                     |
| 001-401-01-104-001-GG-000<br>CO COMM MEDICARE EXPENSE  |               | 778.70    | -778.70                      | 7165.57      | 3804.54    | 3361.03                      |
| 001-401-01-105-000-GG-000<br>CO COMM GROUP INSURANCE   | -16703.00     | 4903.91   | -21606.91                    | 59579.70     | 35070.41   | 24509.29                     |
| 001-401-01-106-000-GG-000<br>CO COMM RETIREMENT        |               | 6583.24   | -6583.24                     | 71510.74     | 31545.19   | 39965.55                     |
| 001-401-01-108-001-GG-000<br>CO COMM OVERTIME          |               | 287.30    | -287.30                      | 1000.00      | 1790.19    | -790.19                      |
| 001-401-01-108-002-GG-000<br>CO COMM EXTRA HELP        |               |           |                              | 1000.00      | 385.00     | 615.00                       |
| 001-401-02-214-000-GG-000<br>CO COMM TRAVEL            |               |           |                              | 8000.00      | 1364.13    | 6635.87                      |
| 001-401-02-216-000-GG-000<br>CO COMM MAIN/REP-EQUIPMNT |               |           |                              | 4000.00      | 510.00     | 3490.00                      |
| 001-401-02-218-000-GG-000<br>CO COMM POSTAGE           |               |           |                              | 350.00       | 31.05      | 318.95                       |
| 001-401-02-219-001-GG-000<br>CO COMM BRIEL BLDG RENT   |               | 19277.84  | -19277.84                    | 115700.00    | 77111.36   | 38588.64                     |
| 001-401-02-220-000-GG-000<br>CO COMM ADS/LEGAL PUBS    |               | 356.78    | -356.78                      | 10000.00     | 5200.31    | 4799.69                      |
| 001-401-02-221-000-GG-000<br>CO COMM TRAIN/EDUCATION   |               |           |                              | 12300.00     | 298.00     | 12002.00                     |
| 001-401-02-222-000-GG-000<br>CO COMM DUES/SUBSCRIPTION |               |           |                              | 10000.00     | 5165.00    | 4835.00                      |
| 001-401-02-223-000-GG-000<br>CO COMM PROF SERVICES     |               | 10665.43  | -10665.43                    | 40000.00     | 22259.36   | 17740.64                     |
| 001-401-02-223-001-GG-000<br>CO COMM PROF SRVS - HRA   |               | 10610.45  | -10610.45                    | 190000.00    | 67361.40   | 122638.60                    |
| 001-401-02-223-002-GG-000<br>Employee Asst Program     |               | 644.40    | -644.40                      | 4000.00      | 2255.40    | 1744.60                      |
| 001-401-02-224-000-GG-000<br>CO COMM AUOIT COSTS       |               |           |                              | 35000.00     | 17100.00   | 17900.00                     |
| 001-401-02-226-000-GG-000<br>CO COMM INSURANCE BONDS   |               |           |                              | 256212.00    | 241559.00  | 14653.00                     |
| 001-401-02-226-001-GG-000<br>CO COMM INSUR WRKS COMP   |               | 401.00    | -401.00                      | 180000.00    | 67850.61   | 112149.39                    |
| 001-401-02-230-000-GG-000<br>CO COMM CONTRCTD SERVICES |               | 1407.72   | -1407.72                     | 36000.00     | 11302.79   | 24697.21                     |
| 001-401-02-239-000-GG-000<br>CO COMM INSUR PREM RET    |               | 6668.00   | -6668.00                     | 85000.00     | 46676.00   | 38324.00                     |
| 001-401-03-341-000-GG-000<br>CO COMM MATERIAL/SUPPLIES |               | 269.19    | -269.19                      | 12000.00     | 2192.56    | 9807.44                      |
| 001-401-05-567-000-GG-000<br>CO COMM CONTR OTH GOV UNT | -40000.00     |           | -40000.00                    |              |            |                              |
| 001-401-05-568-000-GG-000<br>CO COMM OTHR CONTRIBUTION | -245000.00    | 3000.00   | -248000.00                   | 111290.00    | 109290.00  | 2000.00                      |
| 001-401-05-568-000-GG-001<br>CO COMM CONTRIBTN - OZONE |               |           |                              | 21633.00     |            | 21633.00                     |
| TOTALS FOR COUNTY COMMISSION                           | -301703.00    | 122827.30 | -424530.30                   | 1790557.00   | 1028608.97 | 761948.03                    |
| 001-402-01-101-000-GG-000<br>CO CLK OFFICIAL SALARY    |               | 6396.93   | -6396.93                     | 55440.00     | 34116.96   | 21323.04                     |
| 001-402-01-103-000-GG-000<br>CO CLK SALARY AND WAGES   |               | 49778.37  | -49778.37                    | 475811.41    | 266679.17  | 209132.24                    |
| 001-402-01-104-000-GG-000<br>CO CLK FICA EXPENSE       |               | 3425.49   | -3425.49                     | 33743.59     | 18313.24   | 15430.35                     |
| 001-402-01-104-001-GG-000<br>CO CLK MEDICARE EXPENSE   |               | 801.14    | -801.14                      | 7891.65      | 4283.06    | 3608.59                      |
| 001-402-01-105-000-GG-000<br>CO CLK GROUP INSURANCE    |               | 11450.95  | -11450.95                    | 160832.83    | 80136.46   | 80696.37                     |
| 001-402-01-106-000-GG-000<br>CO CLK RETIREMENT         |               | 8211.73   | -8211.73                     | 78191.45     | 44197.64   | 33993.81                     |
| 001-402-01-108-001-GG-000                              |               |           |                              |              |            |                              |

|                           |        |         |         |         |         |
|---------------------------|--------|---------|---------|---------|---------|
| CO CLK OVERTIME           | 457.46 | -457.46 | 8000.00 | 4016.47 | 3983.53 |
| 001-402-01-108-002-GG-000 |        |         |         |         |         |
| CO CLK P/TIME/EXTRA HELP  |        |         | 5000.00 |         | 5000.00 |
| 001-402-02-212-000-GG-000 |        |         |         |         |         |

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JEFFERSON COUNTY COMMISSION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL FUND  
 AS OF 01/2014

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 TIME 15:34:33  
 USER TSTANTON

| ACCOUNT DESCRIPTION       | C U R R E N T M O N T H |          |                              | Y E A R - T O - D A T E |           |                              |
|---------------------------|-------------------------|----------|------------------------------|-------------------------|-----------|------------------------------|
|                           | BUDGET                  | ACTUAL   | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                  | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET |
| CO CLK PRINTING           |                         |          |                              | 2000.00                 |           |                              |
| 001-402-02-214-000-GG-000 |                         |          |                              | 5000.00                 | 2596.45   | 2403.55                      |
| CO CLK TRAVEL             |                         |          |                              |                         |           |                              |
| 001-402-02-216-000-GG-000 |                         |          |                              | 3500.00                 |           | 3500.00                      |
| CO CLK MAIN/REP EQUIPMENT |                         |          |                              |                         |           |                              |
| 001-402-02-218-000-GG-000 |                         |          |                              | 200.00                  | 92.02     | 107.98                       |
| CO CLK POSTAGE            |                         |          |                              |                         |           |                              |
| 001-402-02-220-000-GG-000 |                         | 174.08   | -174.08                      | 5500.00                 | 1177.34   | 4322.66                      |
| CO CLK ADS/LEGAL PUBS     |                         |          |                              |                         |           |                              |
| 001-402-02-221-000-GG-000 |                         | 200.00   | -200.00                      | 6500.00                 | 419.00    | 6081.00                      |
| CO CLK TRAIN/EDUCATION    |                         |          |                              |                         |           |                              |
| 001-402-02-222-000-GG-000 |                         |          |                              | 5000.00                 | 225.28    | 4774.72                      |
| CO CLK DUES/SUBSCRIPTION  |                         |          |                              |                         |           |                              |
| 001-402-02-223-000-GG-000 |                         |          |                              | 3200.00                 |           | 3200.00                      |
| CO CLK PROF SERVICES      |                         |          |                              |                         |           |                              |
| 001-402-02-230-000-GG-000 |                         | 1383.94  | -1383.94                     | 56090.00                | 10725.16  | 45364.84                     |
| CO CLK CONTRACTED SERVICE |                         |          |                              |                         |           |                              |
| 001-402-03-341-000-GG-000 |                         | 229.22   | -229.22                      | 28272.07                | 1637.58   | 26634.49                     |
| CO CLK MAT/SUPPLIES       |                         |          |                              |                         |           |                              |
| 001-402-03-342-000-GG-000 |                         |          |                              | 5000.00                 |           | 5000.00                      |
| CO CLK RECORD BOOKS       |                         |          |                              |                         |           |                              |
| 001-402-03-349-000-GG-000 |                         |          |                              | 800.00                  |           | 800.00                       |
| CO CLK CHGS BO GOV UNITS  |                         |          |                              |                         |           |                              |
| 001-402-03-353-000-GG-000 |                         |          |                              | 10000.00                |           | 10000.00                     |
| CO CLK COMPUTER SOFTWARE  |                         |          |                              |                         |           |                              |
| TOTALS FOR COUNTY CLERK   |                         | 82509.31 | -82509.31                    | 955973.00               | 468615.83 | 487357.17                    |
| 001-403-01-101-000-GG-000 |                         | 6396.93  | -6396.93                     | 55440.00                | 34116.96  | 21323.04                     |
| CIR CLK OFFICIAL SALARY   |                         |          |                              |                         |           |                              |
| 001-403-01-103-000-GG-000 |                         | 40014.24 | -40014.24                    | 361219.00               | 205052.70 | 156166.30                    |
| CIR CLK SALARY AND WAGES  |                         |          |                              |                         |           |                              |
| 001-403-01-104-000-GG-000 |                         | 2764.77  | -2764.77                     | 27288.70                | 14270.49  | 13018.21                     |
| CIR CLK FICA EXPENSE      |                         |          |                              |                         |           |                              |
| 001-403-01-104-001-GG-000 |                         | 646.61   | -646.61                      | 6128.55                 | 3337.37   | 2791.18                      |
| CIR CLK MEDICARE EXPENSE  |                         |          |                              |                         |           |                              |
| 001-403-01-105-000-GG-000 |                         | 13062.87 | -13062.87                    | 97668.22                | 76063.07  | 21605.15                     |
| CIR CLK GROUP INSURANCE   |                         |          |                              |                         |           |                              |
| 001-403-01-106-000-GG-000 |                         | 6729.57  | -6729.57                     | 60560.53                | 34814.82  | 25745.71                     |
| CIR CLK RETIREMENT        |                         |          |                              |                         |           |                              |
| 001-403-01-108-001-GG-000 |                         |          |                              | 1000.00                 | 934.38    | 65.62                        |
| CIR CLK OVERTIME          |                         |          |                              |                         |           |                              |
| 001-403-01-108-002-GG-000 |                         | 510.00   | -510.00                      | 5000.00                 | 2892.13   | 2107.87                      |
| CIR CLK P-TIME/EXTRA HELP |                         |          |                              |                         |           |                              |
| 001-403-02-211-000-GG-000 |                         |          |                              | 250.00                  |           | 250.00                       |
| CIR CLK TELEPHONE         |                         |          |                              |                         |           |                              |
| 001-403-02-212-000-GG-000 |                         |          |                              | 2050.00                 |           | 2050.00                      |
| CIR CLK PRINTING          |                         |          |                              |                         |           |                              |
| 001-403-02-214-000-GG-000 |                         |          |                              | 2500.00                 | 947.09    | 1552.91                      |
| CIR CLK TRAVEL            |                         |          |                              |                         |           |                              |
| 001-403-02-220-000-GG-000 |                         |          |                              | 120.00                  | 74.25     | 45.75                        |
| CIR CLK ADS/LEGAL PUBS    |                         |          |                              |                         |           |                              |
| 001-403-02-221-000-GG-000 |                         |          |                              | 600.00                  | 175.00    | 425.00                       |
| CIR CLK TRAIN/EDUCATION   |                         |          |                              |                         |           |                              |
| 001-403-02-222-000-GG-000 |                         |          |                              | 100.00                  |           | 100.00                       |
| CIR CLK DUES/SUBSCRIPTION |                         |          |                              |                         |           |                              |
| 001-403-02-230-000-GG-000 |                         | 1630.90  | -1630.90                     | 17675.00                | 11274.46  | 6400.54                      |
| CIR CLK CONTRCTD SERVICES |                         |          |                              |                         |           |                              |
| 001-403-03-341-000-GG-000 |                         | 1368.02  | -1368.02                     | 13250.00                | 6484.93   | 6765.07                      |
| CIR CLK MATERIALS/SUPPLY  |                         |          |                              |                         |           |                              |
| 001-403-03-342-000-GG-000 |                         | 127.43   | -127.43                      | 2500.00                 | 1378.01   | 1121.99                      |
| CIR CLK RECORD BOOKS      |                         |          |                              |                         |           |                              |
| 001-403-03-353-000-GG-000 |                         |          |                              | 2000.00                 |           | 2000.00                      |
| CIR CLK COMPUTER SOFTWARE |                         |          |                              |                         |           |                              |
| 001-403-03-355-000-GG-000 |                         |          |                              | 5000.00                 |           | 5000.00                      |
| CIR CLK IT SUPPORT        |                         |          |                              |                         |           |                              |
| TOTALS FOR CIRCUIT CLERK  |                         | 73251.34 | -73251.34                    | 660350.00               | 391815.66 | 268534.34                    |
| 001-404-01-101-000-GG-000 |                         | 5178.45  | -5178.45                     | 44880.00                | 27618.40  | 17261.60                     |
| SHRF TAX OFFICIAL SALARY  |                         |          |                              |                         |           |                              |
| 001-404-01-102-001-GG-000 |                         |          |                              |                         |           |                              |

SHRF TAX COMMISSION/SUPPL  
001-404-01-103-000-GG-000  
SHRF TAX SALARY/WAGES  
001-404-01-104-000-GG-000

|  |          |           |           |           |           |
|--|----------|-----------|-----------|-----------|-----------|
|  |          |           | 15000.00  | 15000.00  |           |
|  | 35845.56 | -35845.56 | 307247.68 | 191176.32 | 116071.36 |

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JEFFERSON COUNTY COMMISSION  
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 GENERAL FUND  
 AS OF 01/2014

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 TIME 15:34:33  
 USER TSTANTON

| ACCOUNT DESCRIPTION              | C U R R E N T M O N T H |           |                              | Y E A R - T O D A T E |            |                              |
|----------------------------------|-------------------------|-----------|------------------------------|-----------------------|------------|------------------------------|
|                                  | BUDGET                  | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                | ACTUAL     | ACTUAL OVER/<br>UNDER BUDGET |
| SHRF TAX FICA EXPENSE            |                         | 2601.28   | -2601.28                     | 24621.92              | 15126.79   | 9495.13                      |
| 001-404-01-104-001-GG-000        |                         |           |                              |                       |            |                              |
| SHRF TAX MEDICARE EXPENSE        |                         | 608.37    | -608.37                      | 5758.35               | 3537.73    | 2220.62                      |
| 001-404-01-105-000-GG-000        |                         |           |                              |                       |            |                              |
| SHRF TAX GROUP INSURANCE         |                         | 6682.94   | -6682.94                     | 95249.20              | 46770.50   | 48478.70                     |
| 001-404-01-106-000-GG-000        |                         |           |                              |                       |            |                              |
| SHRF TAX RETIREMENT              |                         | 6199.78   | -6199.78                     | 57583.85              | 36180.15   | 21403.70                     |
| 001-404-01-108-001-GG-000        |                         |           |                              |                       |            |                              |
| SHRF TAX OVERTIME                |                         | 1733.24   | -1733.24                     | 30000.00              | 15723.97   | 14276.03                     |
| 001-404-02-212-000-GG-000        |                         |           |                              | 12000.00              | 3909.78    | 8090.22                      |
| SHRF TAX PRINTING                |                         |           |                              |                       |            |                              |
| 001-404-02-214-000-GG-000        |                         |           |                              | 1000.00               |            | 1000.00                      |
| SHRF TAX TRAVEL                  |                         |           |                              |                       |            |                              |
| 001-404-02-216-000-GG-000        |                         |           |                              | 2000.00               |            | 2000.00                      |
| SHRF TAX MAIN/REP-EQUIPMT        |                         |           |                              |                       |            |                              |
| 001-404-02-220-000-GG-000        |                         |           |                              |                       |            |                              |
| SHRF TAX ADS/LEGAL PUBS          |                         | 1134.86   | -1134.86                     | 15000.00              | 6554.12    | 8445.88                      |
| 001-404-02-221-000-GG-000        |                         |           |                              |                       |            |                              |
| SHRF TAX TRAIN/EDUCATION         |                         |           |                              | 1000.00               | 29.72      | 970.28                       |
| 001-404-02-222-000-GG-000        |                         |           |                              |                       |            |                              |
| SHRF TAX DUES/SUBSCRIPTIO        |                         |           |                              | 50.00                 | 40.00      | 10.00                        |
| 001-404-02-223-000-GG-000        |                         |           |                              |                       |            |                              |
| SHRF TAX PROF SERVICES           |                         |           |                              | 4200.00               | 4000.00    | 200.00                       |
| 001-404-02-229-000-GG-000        |                         |           |                              |                       |            |                              |
| SHRF TAX COURT COSTS/DAMA        |                         |           |                              | 1000.00               |            | 1000.00                      |
| 001-404-02-230-000-GG-000        |                         |           |                              |                       |            |                              |
| SHRF TAX CONTRCTD SERVICE        |                         | 1016.09   | -1016.09                     | 15000.00              | 8666.78    | 6333.22                      |
| 001-404-02-232-000-GG-000        |                         |           |                              |                       |            |                              |
| SHRF TAX BANK CHARGES            |                         |           |                              | 500.00                | 154.37     | 345.63                       |
| 001-404-03-341-000-GG-000        |                         |           |                              |                       |            |                              |
| SHRF TAX MATERIAL/SUPPLIE        |                         |           |                              | 3000.00               | 1442.34    | 1557.66                      |
| TOTALS FOR SHERIFF AND TREASURER |                         | 61000.57  | -61000.57                    | 635091.00             | 375930.97  | 259160.03                    |
| 001-405-01-101-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY OFFICIAL SALARY        |                         | 11146.14  | -11146.14                    | 96600.00              | 59446.20   | 37153.80                     |
| 001-405-01-103-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY SALARY/WAGES           |                         | 128337.21 | -128337.21                   | 1132627.49            | 683454.69  | 449172.80                    |
| 001-405-01-104-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY FICA EXPENSE           |                         | 8546.89   | -8546.89                     | 79981.99              | 46040.93   | 33941.06                     |
| 001-405-01-104-001-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY MEDICARE EXPENS        |                         | 1998.93   | -1998.93                     | 17910.80              | 10768.01   | 7142.79                      |
| 001-405-01-105-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY GROUP INSURANCE        |                         | 15348.50  | -15348.50                    | 224107.92             | 105809.04  | 118298.88                    |
| 001-405-01-106-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY RETIREMENT             |                         | 20225.10  | -20225.10                    | 179107.80             | 106658.67  | 72449.13                     |
| 001-405-01-108-002-GG-000        |                         |           |                              |                       |            |                              |
| PR ATTY P/TIME/EXTRA HLP         |                         |           |                              | 6000.00               | 10055.50   | -4055.50                     |
| 001-405-02-212-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY PRINTING               |                         |           |                              | 500.00                |            | 500.00                       |
| 001-405-02-214-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY TRAVEL                 |                         | 574.93    | -574.93                      | 14700.00              | 8922.21    | 5777.79                      |
| 001-405-02-216-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY MAIN/REP EQUIPM        |                         |           |                              | 5300.00               |            | 5300.00                      |
| 001-405-02-218-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY POSTAGE                |                         | 46.98     | -46.98                       | 420.00                | 234.92     | 185.08                       |
| 001-405-02-219-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY 8LOG EQUIP RENT        |                         |           |                              | 300.00                |            | 300.00                       |
| 001-405-02-220-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY ADS/LEGAL PUBS         |                         |           |                              | 2100.00               | 81.00      | 2019.00                      |
| 001-405-02-221-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY TRAIN/EDUCATION        |                         | 1320.00   | -1320.00                     | 10500.00              | 2653.45    | 7846.55                      |
| 001-405-02-222-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY DUES/SUBSCRIPTI        |                         | 5365.86   | -5365.86                     | 68250.00              | 35223.28   | 33026.72                     |
| 001-405-02-223-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY PROF SERVICES          |                         | 1849.05   | -1849.05                     | 19415.00              | 12990.69   | 6424.31                      |
| 001-405-02-230-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY CONTRCTD SERVIC        |                         | 835.65    | -835.65                      | 5250.00               | 5061.56    | 188.44                       |
| 001-405-03-341-000-GG-000        |                         |           |                              |                       |            |                              |
| PROS ATTY MATERIAL/SUPPLY        |                         | 1654.01   | -1654.01                     | 31500.00              | 11447.28   | 20052.72                     |
| TOTALS FOR PROSECUTING ATTORNEY  |                         | 197249.25 | -197249.25                   | 1894571.00            | 1098847.43 | 795723.57                    |



JEFFERSON COUNTY COMMISSION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL FUND  
 AS OF 01/2014

| ACCOUNT DESCRIPTION                                    | C U R R E N T M O N T H |          |                              | Y E A R T O D A T E |                    |                              |
|--------------------------------------------------------|-------------------------|----------|------------------------------|---------------------|--------------------|------------------------------|
|                                                        | BUDGET                  | ACTUAL   | ACTUAL OVER/<br>UNDER BUDGET | BUDGET<br>19488.00  | ACTUAL<br>19488.00 | ACTUAL OVER/<br>UNDER BUDGET |
| ASSR SUPPLEMENT                                        |                         |          |                              |                     |                    |                              |
| 001-406-01-103-000-GG-000<br>ASSR SALARY AND WAGES     | -61538.00               | 6047.13  | -67585.13                    | 258919.65           | 158483.36          | 100436.29                    |
| 001-406-01-104-000-GG-000<br>ASSR FICA EXPENSE         | -3480.00                | 1079.78  | -4559.78                     | 24781.57            | 14515.04           | 10266.53                     |
| 001-406-01-104-001-GG-000<br>ASSR MEDICARE EXPENSE     | -814.00                 | 252.52   | -1066.52                     | 5570.73             | 3394.57            | 2176.16                      |
| 001-406-01-105-000-GG-000<br>ASSR GROUP INSURANCE      | -18719.00               | -625.66  | -18093.34                    | 85873.42            | 50206.52           | 35666.90                     |
| 001-406-01-106-000-GG-000<br>ASSR RETIREMENT           | -9013.00                | 1537.62  | -10550.62                    | 49324.20            | 30235.10           | 19089.10                     |
| 001-406-01-108-001-GG-000<br>ASSR OVERTIME             | -622.00                 | -621.32  | -.68                         | 16878.00            | 2928.76            | 13949.24                     |
| 001-406-01-108-002-GG-000<br>ASSR PARTTIME             |                         | 5863.13  | -5863.13                     | 38000.00            | 34016.18           | 3983.82                      |
| 001-406-02-212-000-GG-000<br>ASSR PRINTING             |                         |          |                              | 7000.00             |                    | 7000.00                      |
| 001-406-02-214-000-GG-000<br>ASSR TRAVEL               |                         | 151.80   | -151.80                      | 3324.43             | 289.80             | 3034.63                      |
| 001-406-02-216-000-GG-000<br>ASSR MAINT/REPAIR EQUIP   |                         |          |                              | 4000.00             |                    | 4000.00                      |
| 001-406-02-220-000-GG-000<br>ASSR ADS/LEGAL PUBS       |                         |          |                              | 2000.00             | 675.09             | 1324.91                      |
| 001-406-02-222-000-GG-000<br>ASSR DUES/SUBSCRIPTIONS   |                         |          |                              | 500.00              | 100.00             | 400.00                       |
| 001-406-02-230-000-GG-000<br>ASSR CONTRACTED SERVICES  |                         | 234.04   | -234.04                      | 3000.00             | 2182.79            | 817.21                       |
| 001-406-03-341-000-GG-000<br>ASSR MATERIAL/SUPPLIES    |                         | 18.73    | -18.73                       | 7000.00             | 2141.19            | 4858.81                      |
| 001-406-03-342-000-GG-000<br>ASSR RECORD BOOKS         |                         |          |                              | 1500.00             |                    | 1500.00                      |
| TOTALS FOR ASSESSOR                                    | -94186.00               | 19116.22 | -113302.22                   | 572040.00           | 346274.90          | 225765.10                    |
| 001-407-01-103-000-GG-000<br>ASSR VF SALARY AND WAGES  | 61538.00                | 61557.15 | -19.15                       | 337418.40           | 192608.80          | 144809.60                    |
| 001-407-01-104-000-GG-000<br>ASSR VF FICA EXPENSE      | 3480.00                 | 3626.16  | -146.16                      | 20584.59            | 11509.19           | 9075.40                      |
| 001-407-01-104-001-GG-000<br>ASSR VF MEDICARE EXPENSE  | 814.00                  | 848.02   | -34.02                       | 4814.27             | 2691.61            | 2122.66                      |
| 001-407-01-105-000-GG-000<br>ASSR VF GROUP INSURANCE   | 18719.00                | 15003.72 | 3715.28                      | 98870.08            | 50394.45           | 48475.63                     |
| 001-407-01-106-000-GG-000<br>ASSR VF RETIREMENT        | 9013.00                 | 9015.85  | -2.85                        | 49015.66            | 28447.24           | 20568.42                     |
| 001-407-01-108-001-GG-000<br>ASSR VF OVERTIME          | 622.00                  | 621.32   | .68                          | 6671.00             | 3579.57            | 3091.43                      |
| TOTALS FOR ASSESSOR'S VALUATION FUND                   | 94186.00                | 90672.22 | 3513.78                      | 517374.00           | 289230.86          | 228143.14                    |
| 001-408-03-349-000-GG-000<br>ST COMPNET CHG BO GOV UNI |                         |          |                              | 47197.00            | 29444.58           | 17752.42                     |
| TOTALS FOR STATEWIDE COMPUTER NET                      |                         |          |                              | 47197.00            | 29444.58           | 17752.42                     |
| 001-412-01-103-000-GG-000<br>AG AGT SALARY AND WAGES   |                         | 6851.64  | -6851.64                     | 59380.84            | 36542.08           | 22838.76                     |
| 001-412-01-104-000-GG-000<br>AG AGT FICA EXPENSE       |                         | 414.70   | -414.70                      | 3712.61             | 2210.60            | 1502.01                      |
| 001-412-01-104-001-GG-000<br>AG AGT MEDICARE EXPENSE   |                         | 96.98    | -96.98                       | 868.27              | 516.96             | 351.31                       |
| 001-412-01-105-000-GG-000<br>AG AGT GROUP INSURANCE    | -862.00                 | 1621.43  | -2483.43                     | 19450.36            | 11346.65           | 8103.71                      |
| 001-412-01-106-000-GG-000<br>AG AGT RETIREMENT         |                         | 993.48   | -993.48                      | 8682.92             | 5317.48            | 3365.44                      |
| 001-412-01-108-001-GG-000<br>AG AGT OVERTIME           |                         |          |                              | 427.00              | 130.48             | 296.52                       |
| 001-412-02-211-000-GG-000<br>AG AGT TELEPHONE          |                         | -80.50   | 80.50                        | 2600.00             | 2251.06            | 348.94                       |
| 001-412-02-214-000-GG-000<br>AG AGT TRAVEL             |                         | 258.38   | -258.38                      | 8000.00             | 3212.09            | 4787.91                      |
| 001-412-02-216-000-GG-000<br>AG AGT MAINT/REPAIR EQUIP |                         |          |                              | 1500.00             |                    | 1500.00                      |

001-412-02-219-000-GG-000  
AG AGT BLDG/EQUIP RENT  
001-412-02-222-000-GG-000  
AG AGT DUES/SUBSCRIPTIONS

1915.00 -1915.00

50.00 -50.00 200.00 50.00 150.00

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| ACCOUNT DESCRIPTION                                    | C U R R E N T M O N T H |          |                              | Y E A R - T O - D A T E |           |                              |
|--------------------------------------------------------|-------------------------|----------|------------------------------|-------------------------|-----------|------------------------------|
|                                                        | BUDGET                  | ACTUAL   | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                  | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET |
| 001-412-02-230-000-GG-000<br>AG AGT CONTRACTED SERVICE |                         | 161.00   | -161.00                      | 8400.00                 | 1040.23   | 7359.77                      |
| 001-412-03-341-000-GG-000<br>AG AGT MATERIAL/SUPPLIES  |                         | 140.81   | -140.81                      | 2500.00                 | 1727.01   | 772.99                       |
| 001-412-03-354-000-GG-000<br>AG AGT COMPUTER HARDWARE  |                         |          |                              | 1000.00                 |           | 1000.00                      |
| 001-412-05-567-000-GG-000<br>AG AGT TRANS TO ENTITIES  |                         | 5500.00  | -5500.00                     | 22000.00                | 16500.00  | 5500.00                      |
| TOTALS FOR AGRICULTURAL AGENT                          | -862.00                 | 16007.92 | -16869.92                    | 138722.00               | 82759.64  | 55962.36                     |
| 001-413-01-103-000-GG-000<br>ELEC CO CLK SALARY/WAGES  |                         | 9374.55  | -9374.55                     | 81245.58                | 49997.60  | 31247.98                     |
| 001-413-01-104-000-GG-000<br>ELEC CO CLK FICA EXPENSE  |                         | 559.73   | -559.73                      | 11229.75                | 2923.56   | 8306.19                      |
| 001-413-01-104-001-GG-000<br>ELEC CO CLK MEDICARE EXP  |                         | 130.90   | -130.90                      | 2626.32                 | 683.72    | 1942.60                      |
| 001-413-01-105-000-GG-000<br>ELECTION CO CLK GROUP INS |                         | 2454.26  | -2454.26                     | 31952.01                | 17176.46  | 14775.55                     |
| 001-413-01-106-000-GG-000<br>ELEC CO CLK RETIREMENT    |                         | 1372.51  | -1372.51                     | 13520.67                | 7281.20   | 6239.47                      |
| 001-413-01-108-001-GG-000<br>ELEC CO CLK OVERTIME      |                         | 90.96    | -90.96                       | 12000.00                | 216.89    | 11783.11                     |
| 001-413-01-108-002-GG-000<br>ELEC COCLK P/TIME EX HELP |                         |          |                              | 87879.00                |           | 87879.00                     |
| 001-413-02-212-000-GG-000<br>ELEC CO CLK PRINTING      |                         |          |                              | 650.00                  |           | 650.00                       |
| 001-413-02-214-000-GG-000<br>ELEC CO CLK TRAVEL        |                         |          |                              | 3750.00                 | 964.00    | 2786.00                      |
| 001-413-02-216-000-GG-000<br>ELEC CO CLK MAIN/REP EQUI |                         | 43.00    | -43.00                       | 24850.00                | 524.78    | 24325.22                     |
| 001-413-02-219-000-GG-000<br>ELEC CO CLK BLD/EQUIP RNT |                         |          |                              | 3150.00                 |           | 3150.00                      |
| 001-413-02-220-000-GG-000<br>ELEC CO CLK ADS/LEGAL PUB |                         |          |                              | 4750.00                 |           | 4750.00                      |
| 001-413-03-341-000-GG-000<br>ELEC CO CLK MAT/SUPPLIES  |                         | 14.73    | -14.73                       | 86976.67                | 10702.69  | 76273.98                     |
| TOTALS FOR ELECTIONS COUNTY CLERK                      |                         | 14040.64 | -14040.64                    | 364580.00               | 90470.90  | 274109.10                    |
| 001-415-02-211-000-GG-000<br>MAG CT TELEPHONE          |                         |          |                              | 1015.00                 | 453.88    | 561.12                       |
| TOTALS FOR MAGISTRATE COURT                            |                         |          |                              | 1015.00                 | 453.88    | 561.12                       |
| 001-424-01-103-000-GG-000<br>CTHSE SALARY/WAGES        |                         | 59087.76 | -59087.76                    | 512094.00               | 309831.26 | 202262.74                    |
| 001-424-01-104-000-GG-000<br>CTHSE FICA EXPENSE        |                         | 3811.32  | -3811.32                     | 33299.83                | 19274.99  | 14024.84                     |
| 001-424-01-104-001-GG-000<br>CTHSE MEDICARE EXPENSE    |                         | 891.35   | -891.35                      | 7787.86                 | 4507.87   | 3279.99                      |
| 001-424-01-105-000-GG-000<br>CTHSE GROUP INSURANCE     | 7513.00                 | 11367.66 | -3854.66                     | 136371.69               | 79553.46  | 56818.23                     |
| 001-424-01-106-000-GG-000<br>CTHSE RETIREMENT          |                         | 9127.75  | -9127.75                     | 77878.62                | 46492.08  | 31386.54                     |
| 001-424-01-108-001-GG-000<br>CTHSE OVERTIME            |                         | 3862.17  | -3862.17                     | 25000.00                | 10803.34  | 14196.66                     |
| 001-424-02-211-000-GG-000<br>CTHSE TELEPHONE           |                         | 6641.79  | -6641.79                     | 250000.00               | 153392.00 | 96608.00                     |
| 001-424-02-213-001-GG-000<br>CTHSE ELECTRICITY         |                         | 2004.03  | -2004.03                     | 21500.00                | 14251.69  | 7248.31                      |
| 001-424-02-213-002-GG-000<br>CTHSE FUEL OIL            |                         | 1899.36  | -1899.36                     | 7000.00                 | 4346.47   | 2653.53                      |
| 001-424-02-213-003-GG-000<br>CTHSE WATER/SEWER         |                         | 55.94    | -55.94                       | 3000.00                 | 445.01    | 2554.99                      |
| 001-424-02-214-000-GG-000<br>CTHSE TRAVEL              |                         |          |                              | 2000.00                 |           | 2000.00                      |
| 001-424-02-215-000-GG-000<br>CTHSE MAINT/REPAIR-BLDG   |                         |          |                              | 25000.00                | 4746.74   | 20253.26                     |
| 001-424-02-216-000-GG-000<br>CTHSE MAINT/REPAIR EQUIP  |                         |          |                              | 12000.00                | 12344.13  | -344.13                      |
| 001-424-02-218-000-GG-000                              |                         |          |                              |                         |           |                              |



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| ACCOUNT DESCRIPTION                  | C U R R E N T M O N T H |           |                              | Y E A R - T O - D A T E |           |                                         |
|--------------------------------------|-------------------------|-----------|------------------------------|-------------------------|-----------|-----------------------------------------|
|                                      | BUDGET                  | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET | BUDGET<br>1000.00       | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET<br>1000.00 |
| CTHSE ADS/LEGAL PUBS                 |                         |           |                              |                         |           |                                         |
| 001-424-02-221-000-GG-000            |                         |           |                              | 3000.00                 |           | 3000.00                                 |
| CTHSE TRAINING & EDUCAT              |                         |           |                              |                         |           |                                         |
| 001-424-02-222-000-GG-000            |                         |           |                              | 1500.00                 | 761.50    | 738.50                                  |
| CTHSE DUES/SUBSCRIPTIDNS             |                         |           |                              |                         |           |                                         |
| 001-424-02-223-000-GG-000            |                         |           |                              | 12000.00                | 3499.25   | 8500.75                                 |
| CTHSE PROFESSIONAL SVCS              |                         |           |                              |                         |           |                                         |
| 001-424-02-230-000-GG-000            |                         | 304.00    | -304.00                      | 15000.00                | 2421.75   | 12578.25                                |
| CTHSE CONTRACTED SERVICES            |                         |           |                              |                         |           |                                         |
| 001-424-03-341-000-GG-000            |                         | 215.68    | -215.68                      | 50000.00                | 6881.11   | 43118.89                                |
| CTHSE MATERIAL/SUPPLIES              |                         |           |                              |                         |           |                                         |
| 001-424-03-345-000-GG-000            |                         |           |                              | 2200.00                 | 523.80    | 1676.20                                 |
| CTHSE - UNIFORMS                     |                         |           |                              |                         |           |                                         |
| TOTALS FOR COURTHOUSE                | 7513.00                 | 100630.27 | -93117.27                    | 1319632.00              | 722383.35 | 597248.65                               |
| 001-425-02-213-001-GG-000            | -7500.00                | 19590.84  | -27090.84                    | 182500.00               | 111100.14 | 71399.86                                |
| OTH BLDGS ELECTRICITY                |                         |           |                              |                         |           |                                         |
| 001-425-02-213-002-GG-000            |                         | 3982.81   | -3982.81                     | 35000.00                | 5220.51   | 29779.49                                |
| OTH BLDGS FUEL OIL                   |                         |           |                              |                         |           |                                         |
| 001-425-02-213-003-GG-000            |                         | 1590.86   | -1590.86                     | 23000.00                | 9561.83   | 13438.17                                |
| OTH BLDGS WATER/SEWER                |                         |           |                              |                         |           |                                         |
| 001-425-02-213-004-GG-000            |                         | 1120.04   | -1120.04                     | 20000.00                | 8079.28   | 11920.72                                |
| OTH BLDGS OTHER UTILITIES            |                         |           |                              |                         |           |                                         |
| 001-425-02-215-000-GG-000            |                         |           |                              | 100000.00               | 12336.56  | 87663.44                                |
| OTH BLDGS MAINT/REP-BLDG             |                         |           |                              |                         |           |                                         |
| 001-425-02-216-000-GG-000            |                         |           |                              | 25000.00                | 623.97    | 24376.03                                |
| OTH BLDG MAIN/REP EQUIP              |                         |           |                              |                         |           |                                         |
| 001-425-02-219-000-GG-000            |                         |           |                              | 2000.00                 | 1377.45   | 622.55                                  |
| OTH BLDG - EQUIPMENT RENT            |                         |           |                              |                         |           |                                         |
| 001-425-02-219-005-GG-000            |                         | 1500.00   | -1500.00                     | 18000.00                | 10500.00  | 7500.00                                 |
| CHARLES TOWN LIBRARY RENT            |                         |           |                              |                         |           |                                         |
| 001-425-02-223-000-GG-000            |                         |           |                              | 35000.00                | 12844.35  | 22155.65                                |
| OTH BLDG PROFESSIONAL SVC            |                         |           |                              |                         |           |                                         |
| 001-425-02-230-000-GG-000            |                         | 14735.99  | -14735.99                    | 220000.00               | 111139.87 | 108860.13                               |
| OTH BLDGS CONTRACTED SVC             |                         |           |                              |                         |           |                                         |
| 001-425-03-341-000-GG-000            |                         | 6280.27   | -6280.27                     | 90000.00                | 61340.50  | 28659.50                                |
| OTH BLDGS MATERIAL/SUPPLY            |                         |           |                              |                         |           |                                         |
| TOTALS FOR OTHER BUILDINGS           | -7500.00                | 48800.81  | -56300.81                    | 750500.00               | 344124.46 | 406375.54                               |
| 001-428-01-103-000-GG-000            |                         | 6699.96   | -6699.96                     | 137933.93               | 26011.73  | 111922.20                               |
| DATA PROC SALARY & WAGES             |                         |           |                              |                         |           |                                         |
| 001-428-01-104-000-GG-000            |                         | 413.04    | -413.04                      | 8551.90                 | 1595.07   | 6956.83                                 |
| DATA PROC FICA                       |                         |           |                              |                         |           |                                         |
| 001-428-01-104-001-GG-000            |                         | 96.60     | -96.60                       | 2000.04                 | 373.04    | 1627.00                                 |
| DATA PROC MEDICARE                   |                         |           |                              |                         |           |                                         |
| 001-428-01-105-000-GG-000            | -13372.00               | 810.72    | -14182.72                    | 8104.45                 | 4052.48   | 4051.97                                 |
| DATA PROC GROUP INSURANCE            |                         |           |                              |                         |           |                                         |
| 001-428-01-106-000-GG-000            |                         | 768.99    | -768.99                      | 20000.42                | 2993.63   | 17006.79                                |
| DATA PROC RETIREMENT                 |                         |           |                              |                         |           |                                         |
| 001-428-02-223-000-GG-000            |                         | 7200.00   | -7200.00                     | 19564.70                | 34829.50  | -15264.80                               |
| DATA PROC PROFESSIONL SVC            |                         |           |                              |                         |           |                                         |
| 001-428-03-341-000-GG-000            |                         | 1974.59   | -1974.59                     | 12718.00                | 10673.56  | 2044.44                                 |
| DATA PROC MATERIAL/SUPPLY            |                         |           |                              |                         |           |                                         |
| 001-428-03-354-000-GG-000            |                         |           |                              | 100000.00               | 44394.01  | 55605.99                                |
| DATA PROC COMPUTER HARD              |                         |           |                              |                         |           |                                         |
| 001-428-03-356-000-GG-000            |                         | 2914.45   | -2914.45                     | 97260.56                | 17202.70  | 80057.86                                |
| DATA PROC LIC & ANN FEES             |                         |           |                              |                         |           |                                         |
| TOTALS FOR DATA PROCESSING           | -13372.00               | 20878.35  | -34250.35                    | 406134.00               | 142125.72 | 264008.28                               |
| 001-429-05-567-000-GG-000            |                         |           |                              | 41487.00                | 19794.26  | 21692.74                                |
| RDA CONTRIB OTH GOV UNITS            |                         |           |                              |                         |           |                                         |
| TOTALS FOR REGIONAL DEVELOPMENT AUTH |                         |           |                              | 41487.00                | 19794.26  | 21692.74                                |
| 001-431-01-103-000-GG-000            |                         | 27329.97  | -27329.97                    | 236859.18               | 140845.81 | 96013.37                                |
| ECON DEV SALARY AND WAGES            |                         |           |                              |                         |           |                                         |
| 001-431-01-104-000-GG-000            |                         | 1640.40   | -1640.40                     | 14685.27                | 8373.76   | 6311.51                                 |
| ECON DEV FICA EXPENSE                |                         |           |                              |                         |           |                                         |
| 001-431-01-104-001-GG-000            |                         |           |                              |                         |           |                                         |



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|--------------------------------------------------------|-------------------------|----------|------------------------------|-------------------------|-----------|------------------------------|
|                                                        | BUDGET                  | ACTUAL   | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                  | ACTUAL    |                              |
| ECON DEV RETIREMENT                                    |                         | 3962.85  | -3962.85                     | 34344.58                | 20422.67  | 13921.91                     |
| 001-431-05-568-000-GG-000<br>ECON DEV OTH CONTRIBUTION | -15343.00               | 24293.25 | -39636.25                    | 112516.00               | 88222.75  | 24293.25                     |
| 001-431-05-568-001-GG-000<br>Other Cont-Airport Auth   | -6500.00                |          | -6500.00                     | 5000.00                 |           | 5000.00                      |
| TOTALS FOR ECONOMIC DEVELOPMENT                        | -7524.00                | 62506.34 | -70030.34                    | 463881.00               | 292390.35 | 171490.65                    |
| 001-433-01-103-000-GG-000<br>GIS SALARY AND WAGES      |                         | 17016.45 | -17016.45                    | 146410.51               | 90754.40  | 55656.11                     |
| 001-433-01-104-000-GG-000<br>GIS FICA EXPENSE          |                         | 1125.75  | -1125.75                     | 10354.65                | 6108.99   | 4245.66                      |
| 001-433-01-104-001-GG-000<br>GIS MEDICARE EXPENSE      |                         | 263.28   | -263.28                      | 2421.65                 | 1428.76   | 992.89                       |
| 001-433-01-105-000-GG-000<br>GIS GROUP INSURANCE       | -3039.00                | 2432.14  | -5471.14                     | 29175.67                | 17019.94  | 12155.73                     |
| 001-433-01-106-000-GG-000<br>GIS RETIREMENT            |                         | 2467.38  | -2467.38                     | 21229.52                | 13159.36  | 8070.16                      |
| 001-433-01-108-002-GG-000<br>GIS P/TIME/EXTRA HELP     |                         | 1290.00  | -1290.00                     | 20600.00                | 8692.50   | 11907.50                     |
| 001-433-02-214-000-GG-000<br>GIS TRAVEL                |                         |          |                              | 925.00                  | 95.52     | 829.48                       |
| 001-433-02-221-000-GG-000<br>GIS TRAIN/EDUCATION       |                         |          |                              | 850.00                  |           | 850.00                       |
| 001-433-02-222-000-GG-000<br>GIS DUES/SUBSCRIPTION     |                         |          |                              | 190.00                  |           | 190.00                       |
| 001-433-02-230-000-GG-000<br>GIS CONTRACTED SERVICES   |                         | 1188.33  | -1188.33                     | 35890.00                | 4064.48   | 31825.52                     |
| 001-433-03-341-000-GG-000<br>GIS MAT/SUPPLIES          |                         | 418.47   | -418.47                      | 6000.00                 | 715.44    | 5284.56                      |
| 001-433-03-353-000-GG-000<br>GIS COMPUTER SOFTWARE     |                         |          |                              | 50.00                   | 49.95     | .05                          |
| TOTALS FOR GIS/ADDRESSING DEPT                         | -3039.00                | 26201.80 | -29240.80                    | 274097.00               | 142089.34 | 132007.66                    |
| 001-439-01-103-000-GG-000<br>PLANNING SALARY AND WAGES |                         | 35438.25 | -35438.25                    | 310317.25               | 188306.40 | 122010.85                    |
| 001-439-01-104-000-GG-000<br>PLANNING FICA EXPENSE     |                         | 2135.61  | -2135.61                     | 19673.67                | 11539.85  | 8133.82                      |
| 001-439-01-104-001-GG-000<br>PLANNING MEDICARE EXPENSE |                         | 499.46   | -499.46                      | 4601.10                 | 2698.85   | 1902.25                      |
| 001-439-01-105-000-GG-000<br>PLANNING GROUP INSURANCE  | -24156.00               | 6503.33  | -30659.33                    | 74461.39                | 41955.19  | 32506.20                     |
| 001-439-01-106-000-GG-000<br>PLANNING RETIREMENT       |                         | 5138.55  | -5138.55                     | 45141.00                | 27304.48  | 17836.52                     |
| 001-439-01-108-001-GG-000<br>PLANNING OVERTIME         |                         |          |                              | 1000.00                 | 60.00     | 940.00                       |
| 001-439-01-108-002-GG-000<br>PLANNING PTIME/EXTRA HELP |                         |          |                              | 3535.00                 | 3535.00   |                              |
| 001-439-02-214-000-GG-000<br>PLANNING TRAVEL           |                         |          |                              | 500.00                  | 109.23    | 390.77                       |
| 001-439-02-216-000-GG-000<br>PLANNING MAIN/REP EQUIPMT |                         | 512.90   | -512.90                      | 7500.00                 | 4463.09   | 3036.91                      |
| 001-439-02-220-000-GG-000<br>PLANNING ADS/LEGAL PUBS   |                         | 43.58    | -43.58                       | 1000.00                 | 159.92    | 840.08                       |
| 001-439-02-221-000-GG-000<br>PLANNING TRAIN/EDUCATION  |                         | 15.00    | -15.00                       | 700.00                  | 15.00     | 685.00                       |
| 001-439-02-222-000-GG-000<br>PLANNING DUES/SUBSCRIPTNS |                         | 36.00    | -36.00                       | 600.00                  | 118.98    | 481.02                       |
| 001-439-02-223-000-GG-000<br>PLANNING PROFESSIONAL SVC |                         |          |                              | 4500.00                 | 4370.48   | 129.52                       |
| 001-439-03-341-000-GG-000<br>PLANNING MATERIAL/SUPPLY  |                         | 87.98    | -87.98                       | 5000.59                 | 1170.64   | 3829.95                      |
| 001-439-03-353-000-GG-000<br>PLANNING COMPUTER SFTWRE  |                         |          |                              | 200.00                  | 47.69     | 152.31                       |
| TOTALS FOR PLANNING AND ZONING                         | -24156.00               | 50410.66 | -74566.66                    | 478730.00               | 285854.80 | 192875.20                    |
| 001-440-01-103-000-GG-000<br>ENGINEER SALARY & WAGES   |                         | 58750.86 | -58750.86                    | 511594.43               | 313337.92 | 198256.51                    |
| 001-440-01-104-000-GG-000<br>ENGINEER FICA EXPENSE     |                         | 3618.99  | -3618.99                     | 32462.91                | 19688.41  | 12774.50                     |



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| ACCOUNT DESCRIPTION                                     | C U R R E N T M O N T H |           |                              | Y E A R - T O - D A Y |            | ACTUAL OVER/<br>UNDER BUDGET |
|---------------------------------------------------------|-------------------------|-----------|------------------------------|-----------------------|------------|------------------------------|
|                                                         | BUDGET                  | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                | ACTUAL     |                              |
| 001-440-01-106-000-GG-000<br>ENGINEER RETIREMENT        |                         | 8544.14   | -8544.14                     | 75921.32              | 45966.58   | 29954.74                     |
| 001-440-01-108-001-GG-000<br>ENGINEER OVERTIME          |                         | 174.20    | -174.20                      | 12000.00              | 3672.65    | 8327.35                      |
| 001-440-01-108-002-GG-000<br>ENGINEER PT/EXTRA HELP     |                         |           |                              |                       | 2855.66    | -2855.66                     |
| 001-440-02-212-000-GG-000<br>ENGINEER PRINTING          |                         |           |                              | 800.00                |            | 800.00                       |
| 001-440-02-214-000-GG-000<br>ENGINEER TRAVEL            |                         | 160.20    | -160.20                      | 3580.00               | 2256.20    | 1323.80                      |
| 001-440-02-216-000-GG-000<br>ENGINEER MAIN/REP EQUIPMT  |                         |           |                              | 3500.00               |            | 3500.00                      |
| 001-440-02-220-000-GG-000<br>ENGINEER ADS/LEGAL PUBS    |                         |           |                              | 4000.00               |            | 4000.00                      |
| 001-440-02-221-000-GG-000<br>ENGINEER TRAIN/EDUCATION   |                         |           |                              | 2894.00               | 819.00     | 2075.00                      |
| 001-440-02-222-000-GG-000<br>ENGINEER DUES/SUBSCRIPTNS  |                         | 125.00    | -125.00                      | 935.00                | 360.00     | 575.00                       |
| 001-440-02-230-000-GG-000<br>ENGINEER CONTRACTED SVCS   |                         | 495.02    | -495.02                      | 6623.00               | 5237.14    | 1385.86                      |
| 001-440-03-341-000-GG-000<br>ENGINEER MATERIAL/SUPPLY   |                         |           |                              | 3823.00               | 1329.93    | 2493.07                      |
| 001-440-03-353-000-GG-000<br>ENGINEER COMPUTER SOFTWARE |                         |           |                              | 1000.00               |            | 1000.00                      |
| TOTALS FOR ENGINEERING                                  | -11092.00               | 80011.25  | -91103.25                    | 754253.00             | 451188.07  | 303064.93                    |
| 001-442-05-566-000-GG-000<br>GRT TRANS T/O FUNDS        |                         |           |                              | 25000.00              | 6250.00    | 18750.00                     |
| TOTALS FOR FEDERAL GRANTS                               |                         |           |                              | 25000.00              | 6250.00    | 18750.00                     |
| 001-443-05-566-000-GG-000<br>GRT - TRANS T/O FUNDS      |                         |           |                              | 22000.00              |            | 22000.00                     |
| TOTALS FOR STATE GRANTS                                 |                         |           |                              | 22000.00              |            | 22000.00                     |
| 001-451-01-103-000-GG-000<br>ZONING SALARY AND WAGES    |                         | 4731.54   | -4731.54                     | 97577.19              | 29828.36   | 67748.83                     |
| 001-451-01-104-000-GG-000<br>ZONING FICA EXPENSE        |                         | 263.42    | -263.42                      | 6111.79               | 1639.97    | 4471.82                      |
| 001-451-01-104-001-GG-000<br>ZONING MEDICARE EXPENSE    |                         | 61.60     | -61.60                       | 1429.37               | 383.52     | 1045.85                      |
| 001-451-01-105-000-GG-000<br>ZONING GROUP INSURANCE     | -23497.00               | 1560.22   | -25057.22                    | 18718.90              | 10919.86   | 7799.04                      |
| 001-451-01-106-000-GG-000<br>ZONING RETIREMENT          |                         | 686.07    | -686.07                      | 14293.69              | 3751.36    | 10542.33                     |
| 001-451-01-108-001-GG-000<br>ZONING OVERTIME            |                         |           |                              | 1000.00               |            | 1000.00                      |
| 001-451-02-220-000-GG-000<br>ZONING ADS/LEGAL PUBS      |                         | 151.30    | -151.30                      | 2000.00               | 512.50     | 1487.50                      |
| 001-451-02-222-000-GG-000<br>ZONING DUES/SUBSCRIPTIONS  |                         |           |                              | 525.00                | 95.00      | 430.00                       |
| 001-451-03-341-000-GG-000<br>ZONING MATERIAL/SUPPLY     |                         | 76.69     | -76.69                       | 293.06                | 76.69      | 216.37                       |
| TOTALS FOR DEPT OF ZONING                               | -23497.00               | 7530.84   | -31027.84                    | 141949.00             | 47207.26   | 94741.74                     |
| 001-699-06-675-000-GG-000<br>CONTING -ACTUARIAL RESERV  |                         |           |                              | 140008.00             |            | 140008.00                    |
| TOTALS FOR CONTINGENCIES                                |                         |           |                              | 140008.00             |            | 140008.00                    |
| 001-700-01-103-000-PS-000<br>LAW ENF SALARY AND WAGES   |                         | 220377.42 | -220377.42                   | 1985631.95            | 1175407.95 | 810224.00                    |
| 001-700-01-103-001-PS-000<br>LAW ENF INCREMENTAL PAY    |                         |           |                              | 16857.14              | 7140.00    | 9717.14                      |
| 001-700-01-103-003-PS-000<br>LAW ENF DUI GRANT          |                         | 4837.88   | -4837.88                     | 35000.00              | 25203.92   | 9796.08                      |
| 001-700-01-103-004-PS-000<br>LAW ENF OTHER GRANTS       |                         |           |                              | 17196.00              |            | 17196.00                     |
| 001-700-01-104-000-PS-000                               |                         |           |                              |                       |            |                              |

|                                                       |          |           |           |          |          |
|-------------------------------------------------------|----------|-----------|-----------|----------|----------|
| LAW ENF FICA EXPENSE<br>001-700-01-104-001-PS-000     | 18074.41 | -18074.41 | 124996.57 | 93328.58 | 31667.99 |
| LAW ENF MEDICARE EXPENSE<br>001-700-01-105-001-PS-000 | 4227.06  | -4227.06  | 27883.85  | 21826.89 | 6056.96  |

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| ACCOUNT DESCRIPTION                | C U R R E N T M O N T H |           | Y E A R T O D A T E |            | ACTUAL OVER/<br>UNDER BUDGET |
|------------------------------------|-------------------------|-----------|---------------------|------------|------------------------------|
|                                    | BUDGET                  | ACTUAL    | BUDGET              | ACTUAL     |                              |
| LAW ENF GROUP INSURANCE            |                         | 35333.55  |                     | 440638.14  | 193469.17                    |
| 001-700-01-106-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF RETIREMENT WVDPRS          |                         | 36164.32  |                     | 256304.93  | 73474.22                     |
| 001-700-01-108-001-PS-000          |                         |           |                     |            |                              |
| LAW ENF OVERTIME                   |                         | 46867.93  |                     | 188536.12  | 12660.11                     |
| 001-700-01-108-002-PS-000          |                         |           |                     |            |                              |
| LAW ENF P-TIME/EXTRA HELP          |                         | 501.82    |                     | 2153.00    | -813.49                      |
| 001-700-01-108-003-PS-000          |                         |           |                     |            |                              |
| LAW ENF CIR CT BAILIFFS            |                         | 24286.46  |                     | 282146.80  | 127246.04                    |
| 001-700-01-108-004-PS-000          |                         |           |                     |            |                              |
| LAW ENF TRIP GUARDS                |                         | 1403.25   |                     | 17262.50   | 9960.67                      |
| 001-700-02-212-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF PRINTING                   |                         |           |                     | 1425.00    | 863.00                       |
| 001-700-02-214-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF TRAVEL                     |                         | 128.80    |                     | 8000.00    | 5205.41                      |
| 001-700-02-216-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF MAIN/REP EQUIPMNT          |                         |           |                     | 5225.00    | 5225.00                      |
| 001-700-02-218-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF POSTAGE                    |                         |           |                     | 2000.00    | 1245.33                      |
| 001-700-02-220-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF ADS/LEGAL PUBS             |                         |           |                     | 4750.00    | 4416.66                      |
| 001-700-02-221-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF TRAIN/EDUCATION            |                         | 733.83    |                     | 20000.00   | 5136.49                      |
| 001-700-02-222-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF DUES/SUBSCRIPTION          |                         |           |                     | 5000.00    | 1720.00                      |
| 001-700-02-223-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF PROFESSIONAL SVCS          |                         | 210.00    |                     | 5700.00    | 1986.44                      |
| 001-700-02-230-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF CONTRACTED SVCS            |                         | 441.25    |                     | 24000.00   | 16941.77                     |
| 001-700-03-341-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF MATERIAL/SUPPLY            |                         | 1148.06   |                     | 43000.00   | 12108.76                     |
| 001-700-03-343-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF AUTO SUPPLIES              |                         | 77.71     |                     | 5000.00    | 70.39                        |
| 001-700-03-345-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF UNIFORMS                   |                         | 10001.64  |                     | 48000.00   | 29686.10                     |
| 001-700-03-353-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF COMPUTER SOFTWARE          |                         |           |                     | 3000.00    | 2950.05                      |
| 001-700-03-354-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF COMPUTER HARDWARE          |                         |           |                     | 13000.00   | 12926.47                     |
| 001-700-03-355-000-PS-000          |                         |           |                     |            |                              |
| LAW ENF IT SUPPORT                 |                         |           |                     | 3000.00    | 3000.00                      |
| TOTALS FOR SHERIFF LAW ENFORCEMENT |                         | 404815.39 |                     | 3585707.00 | 1404136.76                   |
| 001-701-03-345-000-PS-000          |                         |           |                     |            |                              |
| SHRF SVC/P UNIFORMS                |                         |           |                     | 18000.00   | 794.07                       |
| TOTALS FOR SHERIFF SVC OF PROCESS  |                         |           |                     | 18000.00   | 794.07                       |
| 001-704-03-344-000-PS-000          |                         |           |                     |            |                              |
| REG JAIL CARE/FEED PRSNRS          |                         | 188223.25 |                     | 1200000.00 | 520864.25                    |
| TOTALS FOR REGIONAL JAIL           |                         | 188223.25 |                     | 1200000.00 | 520864.25                    |
| 001-711-01-103-000-PS-000          |                         |           |                     |            |                              |
| EMERG SVC SALARY/WAGES             |                         | 17744.91  |                     | 153789.08  | 59149.56                     |
| 001-711-01-104-000-PS-000          |                         |           |                     |            |                              |
| EMERG SVC FICA EXPENSE             |                         | 1082.30   |                     | 9534.92    | 3774.42                      |
| 001-711-01-104-001-PS-000          |                         |           |                     |            |                              |
| EMERG SVC MEDICARE EXPNSE          |                         | 253.14    |                     | 2229.94    | 882.56                       |
| 001-711-01-105-000-PS-000          |                         |           |                     |            |                              |
| EMERG SVC GROUP INSURANCE          |                         |           |                     | 29175.66   | 12155.58                     |
| 001-711-01-106-000-PS-000          |                         |           |                     |            |                              |
| EMERG SVC RETIREMENT               |                         | 2573.01   |                     | 22299.42   | 8576.70                      |
| 001-711-02-212-000-PS-000          |                         |           |                     |            |                              |
| EMERG SVC PRINTING                 |                         |           |                     | 1000.00    | 1000.00                      |
| 001-711-02-214-000-PS-000          |                         |           |                     |            |                              |
| EMERG SVC TRAVEL                   |                         |           |                     | 5800.00    | 4185.90                      |
| 001-711-02-216-000-PS-000          |                         |           |                     |            |                              |
| EMERG SVC MAIN/REP EQUIP           |                         |           |                     | 4600.00    | 4600.00                      |
| 001-711-02-219-001-PS-000          |                         |           |                     |            |                              |
| EMERG SVC BLDG EQUIP RENT          |                         |           |                     | 50.00      | 50.00                        |



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| ACCOUNT DESCRIPTION                                     | CURRENT MONTH |           |                              | YEAR-TO-DATE |            |                              |
|---------------------------------------------------------|---------------|-----------|------------------------------|--------------|------------|------------------------------|
|                                                         | BUDGET        | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET | BUDGET       | ACTUAL     | ACTUAL OVER/<br>UNDER BUDGET |
| 001-711-02-222-000-PS-000<br>EMERG SVC DUES/SUBSCRIPTN  |               | 120.00    | -120.00                      | 1345.00      | 889.00     | 456.00                       |
| 001-711-02-223-000-PS-000<br>EMERG SVC PROF SERVICES    |               |           |                              | 17500.00     |            | 17500.00                     |
| 001-711-02-230-000-PS-000<br>EMERG SVC CONTRCT SERVICE  | -4500.00      | 150.00    | -4650.00                     | 6500.00      | 4057.40    | 2442.60                      |
| 001-711-03-341-000-PS-000<br>EMERG SVC MAT/SUPPLIES     |               | 336.48    | -336.48                      | 8860.98      | 2026.98    | 6834.00                      |
| 001-711-03-354-000-PS-000<br>EMERG SVC COMPUTER HARDWR  | 4500.00       |           | 4500.00                      | 4500.00      |            | 4500.00                      |
| TOTALS FOR EMERGENCY SERVICES                           | -3039.00      | 24692.00  | -27731.00                    | 271950.00    | 141634.50  | 130315.50                    |
| 001-712-01-103-000-PS-911<br>COMM CTR SALARY AND WAGES  |               | 126167.14 | -126167.14                   | 1106630.60   | 677246.79  | 429383.81                    |
| 001-712-01-104-000-PS-911<br>COMM CTR FICA EXPENSE      |               | 8578.69   | -8578.69                     | 79528.79     | 43869.09   | 35659.70                     |
| 001-712-01-104-001-PS-911<br>COMM CTR MEDICARE EXPENSE  |               | 2006.35   | -2006.35                     | 17819.31     | 10259.92   | 7559.39                      |
| 001-712-01-105-000-PS-911<br>COMM CTR GROUP INSURANCE   | -44794.00     | 27735.62  | -72529.62                    | 333496.21    | 194858.53  | 138637.68                    |
| 001-712-01-106-000-PS-911<br>COMM CTR RETIREMENT        |               | 19868.57  | -19868.57                    | 169219.65    | 102559.04  | 66660.61                     |
| 001-712-01-108-001-PS-911<br>COMM CTR OVERTIME          |               | 12341.30  | -12341.30                    | 55062.00     | 35115.89   | 19946.11                     |
| 001-712-01-108-002-PS-911<br>COMM CTR PARTTIME          |               | 5787.06   | -5787.06                     | 61885.44     | 34005.58   | 27879.86                     |
| 001-712-02-211-000-PS-911<br>COMM CTR TELEPHONE         |               | 3146.31   | -3146.31                     | 124560.00    | 30302.58   | 94257.42                     |
| 001-712-02-212-000-PS-911<br>COMM CTR PRINTING          |               | 497.00    | -497.00                      | 3000.00      | 1954.00    | 1046.00                      |
| 001-712-02-214-000-PS-911<br>COMM CTR TRAVEL            |               |           |                              | 3000.00      | 1389.05    | 1610.95                      |
| 001-712-02-216-000-PS-911<br>COMM CTR MAIN/REP EQUIP    |               | 55466.16  | -55466.16                    | 90993.00     | 64060.60   | 26932.40                     |
| 001-712-02-220-000-PS-911<br>COMM CTR ADS/LEGAL PUBS    |               |           |                              | 250.00       | 69.69      | 180.31                       |
| 001-712-02-221-000-PS-911<br>COMM CTR TRAIN/EDUCATION   |               |           |                              | 5500.00      | 1840.00    | 3660.00                      |
| 001-712-02-222-000-PS-911<br>COMM CTR DUES/SUBSCRIPTNS  |               | 50.00     | -50.00                       | 1190.00      | 1323.33    | -133.33                      |
| 001-712-02-223-000-PS-911<br>COMM CTR PROF SERVICES     |               | 2500.00   | -2500.00                     | 19600.00     | 9300.00    | 10300.00                     |
| 001-712-02-230-000-PS-911<br>COMM CTR CONTRCTD SERVICE  |               | 789.69    | -789.69                      | 9000.00      | 3360.15    | 5639.85                      |
| 001-712-03-341-000-PS-911<br>COMM CTR MAT/SUPPLIES      |               | 149.27    | -149.27                      | 15000.00     | 2265.19    | 12734.81                     |
| 001-712-03-353-000-PS-911<br>COMM CTR COMPUTER SOFTWARE |               |           |                              | 1000.00      | 49.95      | 950.05                       |
| 001-712-03-354-000-PS-911<br>COMM CTR COMPUTER HARDWAR  |               |           |                              | 27196.00     | 10996.53   | 16199.47                     |
| 001-712-03-355-000-PS-911<br>COMM CTR IT SUPPORT        |               |           |                              | 9500.00      | 10000.00   | -500.00                      |
| TOTALS FOR COMMUNICATIONS CENTER                        | -44794.00     | 265083.16 | -309877.16                   | 2133431.00   | 1234825.91 | 898605.09                    |
| 001-715-05-567-000-PS-000<br>AMB AUTH TRANS TO ENTITIE  | -485100.00    | 530063.25 | -1015163.25                  | 1751353.00   | 1648289.75 | 103063.25                    |
| TOTALS FOR AMBULANCE AUTHORITY                          | -485100.00    | 530063.25 | -1015163.25                  | 1751353.00   | 1648289.75 | 103063.25                    |
| 001-716-01-103-000-PS-000<br>DOG WARD SALARY/WAGES      |               | 21149.31  | -21149.31                    | 151578.63    | 109333.94  | 42244.69                     |
| 001-716-01-104-000-PS-000<br>DOG WARD FICA EXPENSE      |               | 1400.10   | -1400.10                     | 13515.11     | 7236.96    | 6278.15                      |
| 001-716-01-104-001-PS-000<br>DOG WARD MEDICARE EXP      |               | 327.45    | -327.45                      | 3031.64      | 1692.51    | 1339.13                      |
| 001-716-01-105-000-PS-000<br>DOG WARD GROUP INSURANCE   |               | 4090.02   | -4090.02                     | 65220.21     | 28609.09   | 36611.12                     |
| 001-716-01-106-000-PS-000<br>DOG WARD RETIREMENT        |               | 3361.10   | -3361.10                     | 30316.41     | 17362.22   | 12954.19                     |
| 001-716-01-108-006-PS-000                               |               |           |                              |              |            |                              |

DOG WARD OVERTIME  
001-716-02-212-000-PS-000  
DOG WARD PRINTING  
001-716-02-213-014-PS-000

|         |          |          |          |          |
|---------|----------|----------|----------|----------|
| 2030.70 | -2030.70 | 25000.00 | 10405.38 | 14594.62 |
| 234.00  | -234.00  | 1000.00  | 234.00   | 766.00   |

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| ACCOUNT DESCRIPTION                                    | C U R R E N T M O N T H |          |                              | Y E A R - T O - D A T E |           |                              |
|--------------------------------------------------------|-------------------------|----------|------------------------------|-------------------------|-----------|------------------------------|
|                                                        | BUDGET                  | ACTUAL   | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                  | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET |
| DOG WARD OTHER UTILITIES                               |                         |          |                              | 1200.00                 | 510.81    | 689.19                       |
| 001-716-02-214-000-PS-000<br>DOG WARD TRAVEL           |                         | 428.64   | -428.64                      | 2000.00                 | 650.44    | 1349.56                      |
| 001-716-02-219-000-PS-000<br>DOG WARD BLDG/EQUIP RENT  |                         |          |                              | 1200.00                 |           | 1200.00                      |
| 001-716-02-220-000-PS-000<br>DOG WARD ADS/LEGAL PUBS   |                         |          |                              | 1000.00                 | 568.85    | 431.15                       |
| 001-716-02-221-000-PS-000<br>DOG WARD TRAIN/EDUCATION  |                         |          |                              | 4000.00                 | 860.50    | 3139.50                      |
| 001-716-02-222-000-PS-000<br>DOG WARD DUES/SUBSCRIPTNS |                         | 62.50    | -62.50                       | 500.00                  | 212.50    | 287.50                       |
| 001-716-02-223-000-PS-000<br>DOG WARD PROF SERVICES    |                         | 1013.50  | -1013.50                     | 12000.00                | 10673.60  | 1326.40                      |
| 001-716-02-230-000-PS-000<br>DOG WARD CONTRCTD SERVICE |                         |          |                              | 4000.00                 | 1267.00   | 2733.00                      |
| 001-716-03-341-000-PS-000<br>DOG WARD MAT/SUPPLIES     |                         | 64.60    | -64.60                       | 10000.00                | 2170.61   | 7829.39                      |
| 001-716-03-343-000-PS-000<br>DOG WARD AUTO SUPPLIES    |                         |          |                              | 1000.00                 | 400.00    | 600.00                       |
| 001-716-03-345-000-PS-000<br>DOG WARD UNIFORMS         |                         |          |                              | 2000.00                 | 2302.97   | -302.97                      |
| 001-716-03-354-000-PS-000<br>DOG WARD COMPUTER HARDWAR |                         |          |                              | 1000.00                 |           | 1000.00                      |
| 001-716-03-355-000-PS-000<br>DDG WARD IT SUPPORT       |                         |          |                              | 2500.00                 |           | 2500.00                      |
| TOTALS FOR DOG WARDEN                                  |                         | 34161.92 | -34161.92                    | 332062.00               | 194491.38 | 137570.62                    |
| 001-717-01-103-000-GG-000<br>Salary/Wages              |                         | 5008.74  | -5008.74                     | 43409.09                | 26713.28  | 16695.81                     |
| 001-717-01-104-000-GG-000<br>Central Garage FICA       |                         | 320.32   | -320.32                      | 3069.59                 | 1651.91   | 1417.68                      |
| 001-717-01-104-001-GG-000<br>Central Garage Midicare   |                         | 74.91    | -74.91                       | 687.43                  | 386.28    | 301.15                       |
| 001-717-01-105-000-GG-000<br>Central Garage Group Ins  | 9725.00                 | 810.72   | 8914.28                      | 9725.00                 | 5673.36   | 4051.64                      |
| 001-717-01-106-000-GG-000<br>Retirement, Central Garg  |                         | 754.64   | -754.64                      | 6511.89                 | 3901.81   | 2610.08                      |
| 001-717-01-108-001-GG-000<br>Overtime, Central Garage  |                         | 195.63   | -195.63                      | 750.00                  | 195.63    | 554.37                       |
| 001-717-02-214-000-GG-000<br>CENTRAL GARAGE TRAVEL     |                         |          |                              | 500.00                  |           | 500.00                       |
| 001-717-02-216-000-GG-000<br>CENTRAL GARAGE MAINT/RPRS |                         |          |                              | 750.00                  |           | 750.00                       |
| 001-717-02-217-000-GG-000<br>CNTRL GARAGE MNT/RPR AUTO |                         |          |                              | 8000.00                 | 3128.50   | 4871.50                      |
| 001-717-02-219-000-GG-000<br>CNTRL GRG BLDG/EQUIP RNTL |                         |          |                              | 500.00                  |           | 500.00                       |
| 001-717-02-220-000-GG-000<br>CNTRL GARAGE AD/LEGAL PUB |                         |          |                              | 250.00                  |           | 250.00                       |
| 001-717-02-221-000-GG-000<br>CNTRL GRG TRAIN & EDUC    |                         |          |                              | 500.00                  |           | 500.00                       |
| 001-717-02-222-000-GG-000<br>CNTRL GARAGE DUES/SUBCRPT |                         |          |                              | 250.00                  |           | 250.00                       |
| 001-717-02-223-000-GG-000<br>CENTRAL GARAGE PROF SRVCS |                         | 135.00   | -135.00                      | 1800.00                 | 608.00    | 1192.00                      |
| 001-717-03-341-000-GG-000<br>CNTRL GRG MATERIALS & SUP |                         | 2282.60  | -2282.60                     | 50000.00                | 22928.42  | 27071.58                     |
| 001-717-03-342-000-GG-000<br>CNTRL GRG RECORD BOOKS    |                         |          |                              | 500.00                  |           | 500.00                       |
| 001-717-03-343-001-GG-000<br>CENTRAL GARAGE FUEL ONLY  |                         | 24519.05 | -24519.05                    | 225000.00               | 127581.31 | 97418.69                     |
| TOTALS FOR DEPT 717                                    | 9725.00                 | 34101.61 | -24376.61                    | 352203.00               | 192768.50 | 159434.50                    |
| 001-808-05-567-000-HS-000<br>SWA CONTRIB OTH GOV UNITS | -15312.00               |          | -15312.00                    | 21438.00                |           | 21438.00                     |
| TOTALS FOR SOLID WASTE AUTHORITY                       | -15312.00               |          | -15312.00                    | 21438.00                |           | 21438.00                     |
| 001-900-05-567-000-CR-000<br>P/REC HOTEL/MOTEL CONTRIB |                         | 15927.35 | -15927.35                    | 250000.00               | 140110.96 | 109889.04                    |

001-900-05-567-003-CR-000  
P/REC PERSONNEL CONTRIB  
001-900-05-567-004-CR-000  
P/REC FIREWORKS

63155.50

-63155.50

270769.00

207613.50

63155.50

8000.00

8000.00

JEFFERSON COUNTY COMMISSION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL FUND  
 AS OF 01/2014

| ACCOUNT DESCRIPTION                                     | C U R R E N T M O N T H |             |                              | Y E A R - T O - D A T E |             |                              |
|---------------------------------------------------------|-------------------------|-------------|------------------------------|-------------------------|-------------|------------------------------|
|                                                         | BUDGET                  | ACTUAL      | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                  | ACTUAL      | ACTUAL OVER/<br>UNDER BUDGET |
| 001-900-05-567-005-CR-000<br>P/REC SCHOLARSHIP FUND     |                         |             |                              | 5000.00                 |             | 5000.00                      |
| 001-900-05-567-006-CR-000<br>P/REC AUDIT FEES           |                         |             |                              | 10000.00                |             | 10000.00                     |
| TOTALS FOR PARKS AND RECREATION                         |                         | 79082.85    | -79082.85                    | 543769.00               | 347724.46   | 196044.54                    |
| 001-903-05-567-000-CR-000<br>ART/HMNTS HTL/MTL CONTRIB  |                         | 1516.89     | -1516.89                     | 26250.00                | 13343.90    | 12906.10                     |
| TOTALS FOR DEPT 903                                     |                         | 1516.89     | -1516.89                     | 26250.00                | 13343.90    | 12906.10                     |
| 001-909-05-567-000-CR-000<br>HIS COM CONT OTH GOV UNIT  |                         | 1516.89     | -1516.89                     | 26250.00                | 13343.90    | 12906.10                     |
| TOTALS FOR HISTORICAL COMMISSION                        |                         | 1516.89     | -1516.89                     | 26250.00                | 13343.90    | 12906.10                     |
| 001-911-05-567-000-CR-000<br>VIS CTR CONT OTH GOV UNIT  |                         | 18961.13    | -18961.13                    | 278224.00               | 166798.77   | 111425.23                    |
| TOTALS FOR VISITOR'S BUREAU                             |                         | 18961.13    | -18961.13                    | 278224.00               | 166798.77   | 111425.23                    |
| 001-916-05-567-000-SS-000<br>LIB CONTR CAPITAL PROJECT  | -15600.00               | 57200.00    | -72800.00                    | 244400.00               | 187200.00   | 57200.00                     |
| TOTALS FOR LIBRARIES                                    | -15600.00               | 57200.00    | -72800.00                    | 244400.00               | 187200.00   | 57200.00                     |
| 001-952-05-567-000-SS-000<br>SR CT CONTR OTHR GOV UNIT  | -6300.00                |             | -6300.00                     |                         |             |                              |
| TOTALS FOR SENIOR CITIZENS                              | -6300.00                |             | -6300.00                     |                         |             |                              |
| 001-953-05-567-000-SS-000<br>PUBTRAN CONTR OTHR GOV UN  | -6850.00                |             | -6850.00                     | 6850.00                 | 6850.00     |                              |
| TOTALS FOR PUBTRAN                                      | -6850.00                |             | -6850.00                     | 6850.00                 | 6850.00     |                              |
| 001-975-04-459-000-CP-000<br>CO CLK CAP/OUT-EQUIPMENT   |                         | 2081.69     | -2081.69                     | 29300.00                | 23155.15    | 6144.85                      |
| TOTALS FOR COUNTY CLERK CAP OUT                         |                         | 2081.69     | -2081.69                     | 29300.00                | 23155.15    | 6144.85                      |
| TOTALS FOR GENERAL FUND                                 | -952502.00              | 2715145.12  | -3667647.12                  | 23216328.00             | 13704199.37 | 9512128.63                   |
| TOTALS FOR EXPENDITURES                                 | -952502.00              | 2715145.12  | -3667647.12                  | 23216328.00             | 13704199.37 | 9512128.63                   |
| EXCESS OF REVENUE OVER EXPENDITURES<br>FOR GENERAL FUND |                         | -2315045.95 | -2315045.95                  |                         | -675973.41  | -675973.41                   |

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Patricia Noland

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: February 13, 2014

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

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

Subject (*Wording to be placed on agenda*): Signing of Letter to Governor Tomblin regarding Senate Bill 385

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?      Projector    Y/N      Internet/Wi Fi    Y/N      Telephone for conference call    Y/N

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

N/A



## 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](http://www.jeffersoncountywv.org)

PRESIDENT  
*Walt Pellish*

VICE PRESIDENT  
*Jane Tabb*

COMMISSIONER  
*Dale Manuel*

COMMISSIONER  
*Patsy Noland*

COMMISSIONER  
*Lyn Widmyer*

The Honorable Earl Ray Tomblin  
Governor of the State of West Virginia  
1900 Kanawha Boulevard, East  
State Capitol Complex  
Charleston, WV 25305

Dear Governor Tomblin:

This letter from Jefferson County is being written in regards to Senate Bill 385 to ask you to reconsider this bill.

Senate Bill 385 will have a devastating effect on all counties, but especially to those counties that are home to race tracks.

In the case of Jefferson County, the voters were not easy to convince that passing that option was the right thing to do. You may recall that the referendum failed the first time it was on the ballot. There were many people who worked hard to convince our citizens that passing the referendum would help create jobs and give a boost to the overall economy in Jefferson County. The voters supported the referendum the second time it was on the ballot because of the deal the State was willing to give them/us. I refer to the one percent that is returned to the county in exchange for the increased traffic and in increased cost to the County to provide for law enforcement and emergency services.

Jefferson County is now faced with declining revenues from video lottery and table games, and we will soon have to face more competition from Maryland when the new MGM Casino is completed at the National Harbor, just a 90 minute drive from Jefferson County and an easy commute on the train. The additional 15% that is mentioned in SB 385 will only add to the already declining revenue, and Jefferson County would suffer a cut of approximately \$660,000.

The elimination of several taxes over the past few years has resulted in a \$450 million reduction in the revenue coming to the State. Counties had nothing to do with those decisions, and it is unfair for counties to bear the burden of those decisions. These sources of revenue coming in to the State were eliminated with no consideration of how they would be made up. This budget shortfall is certainly no fault of the counties, and the counties should not be punished for decisions that ultimately created this budget situation the State is now facing. Furthermore, it

County Administrator  
*Debbie Keyser*

Deputy County Administrator  
*Sandy Slusher McDonald*



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*Patsy Noland*

COMMISSIONER

*Lyn Widmyer*

should not be up to the counties to  
“get a haircut” to shore up the State’s budget.

Jefferson County voters made a deal with the State of West Virginia with regard to gaming revenue, and SB 385 is not what the voters of Jefferson County agreed to.

Please reconsider your position on Senate Bill 385.

Very truly yours,

---

Walt Pellish, President

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Jane Tabb, Vice President

---

Dale Manuel, Commissioner

---

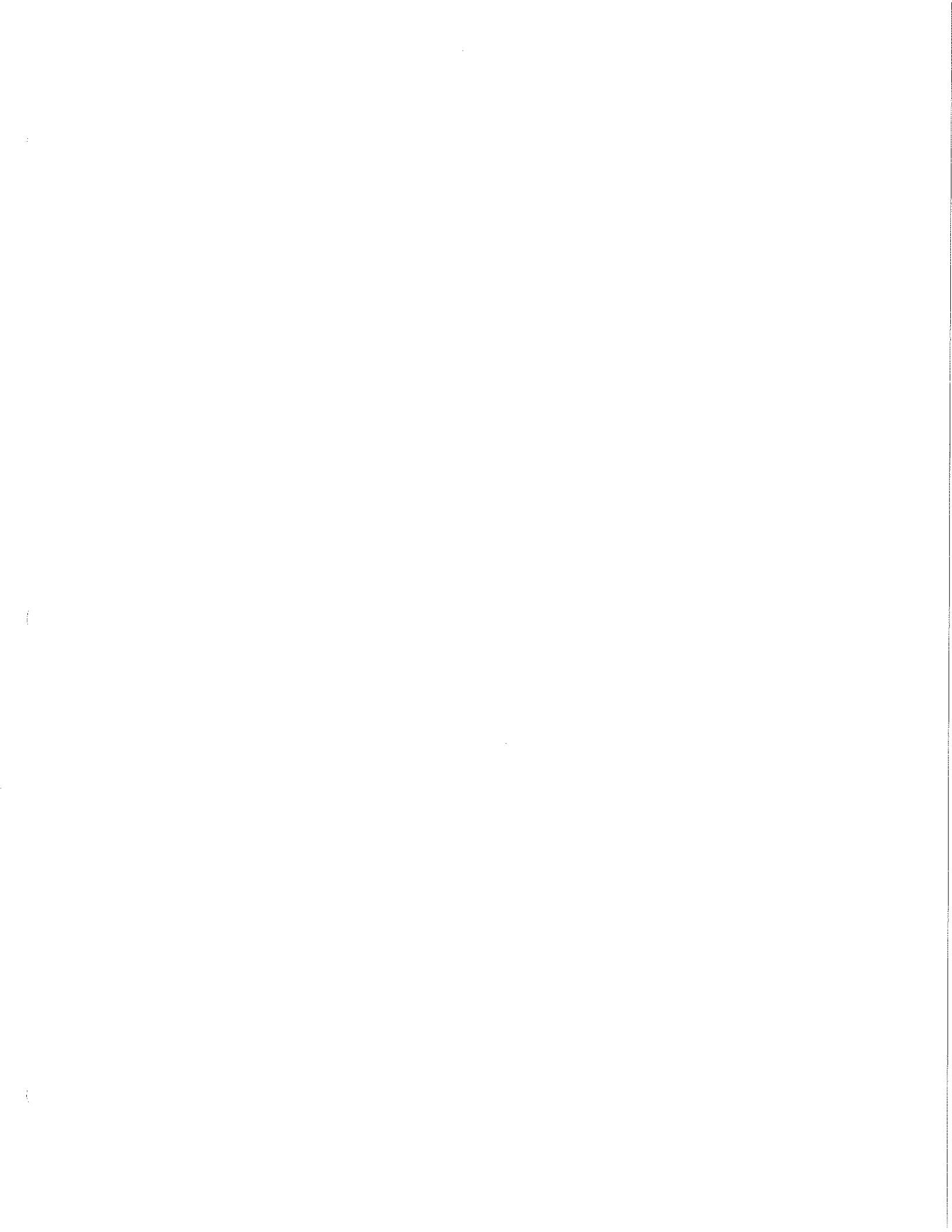
Patsy Noland, Commissioner

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Lyn Widmyer, Commissioner

County Administrator  
*Debbie Keyser*

Deputy County Administrator  
*Sandy Slusher McDonald*



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Tom Reilly

Department or Organization: IT Consultant – Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: February 13, 2014

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

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

Subject (*Wording to be placed on agenda*): Software Vendor Comparison/Recommendation for Ambulance Fee Collection

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?      Projector   Y/N      Internet/Wi Fi   Y/N      Telephone for conference call   Y/N

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

|                                                                        |
|------------------------------------------------------------------------|
| <b>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</b> |
|                                                                        |



## Jefferson County Information Technology DEPARTMENTAL MEMORANDUM

---

**TO:** The County Commission of Jefferson County  
Deborah Keyser, County Administrator

**FROM:** Thomas Reilly – Information Technology Consultant

**DATE:** February 10, 2014

**SUBJECT:** Technical review of software for the Ambulance Fee System

---

The purpose of this memorandum is to present to The County Commission information regarding the vendor selection for the ambulance fee software project, hereafter known as *the project*; Included are the details discussed at the County Commission, February 6, 2014 and research from the previous week.

### Background

The staff of Jefferson County Emergency Service Agency (JCESA) has been working on an ambulance fee ordinance that has been approved by the County Commission. My office was requested to review the software cost and interoperability of existing systems as related to ambulance fee collections.

### Project Information

Our office looked to collect information from qualified software vendors that would substantiate the expenses represented by JCESA in a previous County Commission meeting.

Fee collection estimate provided by Software Systems, Inc.

|                                 | SSI - January 31, 2014 |
|---------------------------------|------------------------|
| Emergency Fee Collection System | \$20,000.00            |
| Installation/Training/Travel    | \$8,000.00             |
| Contractor Support              |                        |
| Setup WVNET VPN                 | \$1,100.00             |
| Data Conversion                 | \$1,500.00             |
|                                 |                        |
| <b>TOTAL</b>                    | <b>\$30,600.00</b>     |

*Additional services available:*

*Printing and mailing of Emergency Fee Statements*

*Printing and mailing of Emergency Fee Reminder Notice*

*\$18,000.00 (estimated)  
quote upon request*

Research to date from other potential software vendors:

| Vendor                          | Tyler Technologies | GovCollect   |
|---------------------------------|--------------------|--------------|
| Emergency Fee Collection System |                    | \$30,000.00  |
| Installation/Training/Travel    |                    | \$0.00       |
| Hardware (Servers)              |                    | \$6,000.00   |
| Setup WVNET VPN                 |                    | \$1,100.00   |
| Data Conversion                 |                    | \$10,000.00* |
|                                 |                    |              |
| <b>TOTAL</b>                    | No Calls Back      | \$47,100.00  |

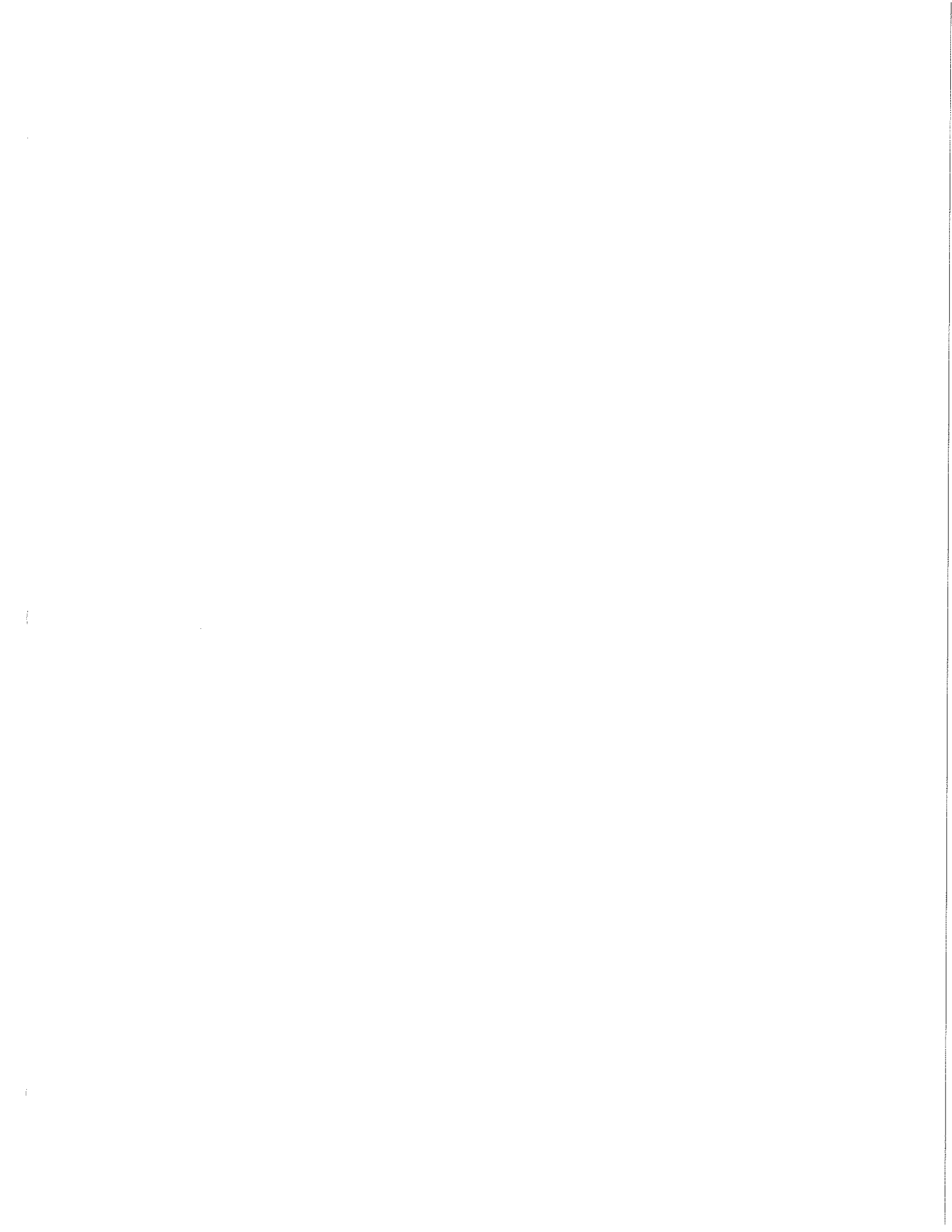
\*Estimate only

### Conclusion

In review with qualified software vendors my discussion points lead me to the conclusion that collection of an Ambulance Fee alone would become cost prohibitive for a potential software vendor to bid economically on this project. Most of the vendors we talked to would want to provide services for the entire tax collection process (Real Estate & Personal Property). These correspondences lead me to recommend SSI as the software provider for the mentioned project.

### Summary Points

- The software from different companies will likely be a similar cost for a similar product. The real difference in the cost will be the implementation and conversion of our current data for the new ambulance fee. SSI is already familiar with our system and process. Implementation cost would likely be double of the current SSI implementation as they will need to map current processes, groom databases requiring additional time from staff and vendor.
- Assessor's Database handoff and conversion will be processed much like the existing tax process.
- Reconciliation of system will be familiar to staff and management.
- Leverage existing AS/400 system to store data for the ambulance fee system.
- Reduced server infrastructure cost



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: Click here to enter text.

Date Requested – 1<sup>st</sup> Choice: Click here to enter text.

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Legislative Updates**

Please provide the County Commission with a description of your request or presentation, including any background information:  
Click here to enter text.

Is this a funding request? Y/N **no**

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Click here to enter text.

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

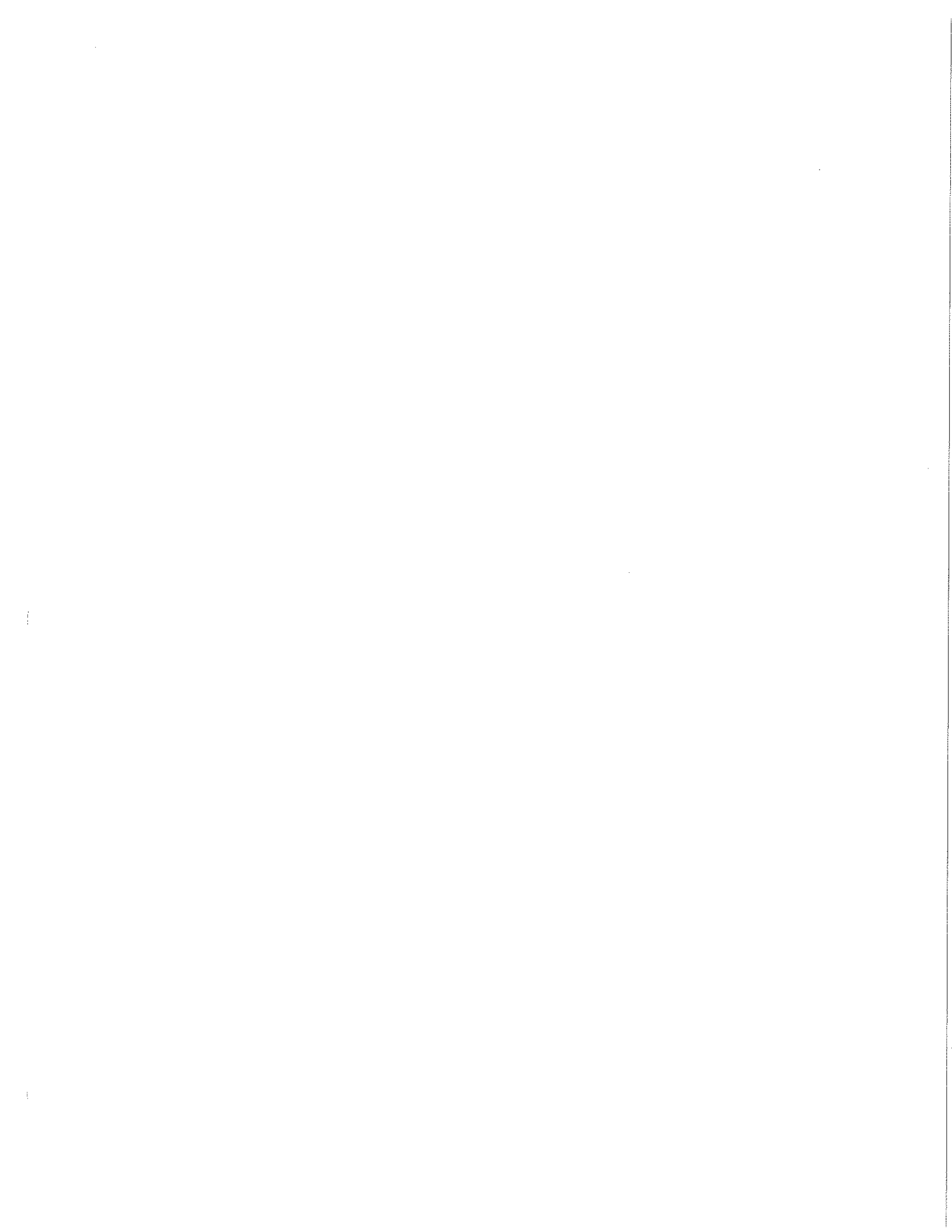
Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

Click here to enter text.



IN RE: THE ESTATE OF BLANCHE V. NELSON, deceased

STATE OF Maryland,

COUNTY OF Frederick, to-wit:

**AFFIDAVIT**

Appeared before the undersigned authority Stephen F. Slaughter, and upon his oath did depose and say as follows:

1. That Blanche V. Nelson is his mother, and as such is conversant and familiar with the facts hereinafter set forth.

2. That he is named as a beneficiary in the Last Will and Testament of Blanch V. Nelson.

3. That despite numerous requests for a statement of receipts for the aforementioned Estate, the Executor, Larry G. Slaughter, has failed and/or refused to provide the same.

4. Upon information and belief, the accounting filed by the Executor contains various errors and omission.

5. That the beneficiaries named in the aforesaid Will met on February 12, 2011, and agreed upon the division of the Estate's personal property as is provided for in the subject Will.

6. That subsequent to the meeting referenced in Paragraph 5 above, the Executor informed the affiant that the Executor would not permit the affiant to receive what was agreed to.

7. That the said Executor has failed in his duty to faithfully carry out the express terms of the subject Will in these particulars.

8. Upon information and belief, the Executor, Larry G. Slaughter, has improperly converted estate assets to his personal benefit.

9. Upon information and belief, the Executor, Larry G. Slaughter, is not fit to continue

to act as Executor.

10. That the affiant is willing and able to act as the Executor of the Estate of Blanche V. Nelson.

And further affiant sayeth naught.

*Stephen F. Slaughter*  
Stephen F. Slaughter

Taken, subscribed and sworn to before me this 12 day of October, 2011.

*Kimberly A. Cline*  
Notary Public

My Commission expires: 06-18-2012

BEFORE THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

RE: THE ESTATE OF BLANCHE V. NELSON, DECEASED

\*\*\*\*\*

REPORT OF FIDUCIARY COMMISSIONER

This Report represents the Fiduciary Commissioner's (the "Commissioner") recommendations resulting from a mediation session held on August 13, 2013, regarding the status of the administration of this Estate by Larry G. Slaughter:

1. Blanche V. Nelson (the "Decedent") died testate a resident of Jefferson County, West Virginia, on August 7, 2010.

2. The Last Will And Testament (the "Will") of Blanche V. Nelson, executed on the 12<sup>th</sup> day of April, 2010, was recorded in the office of the Clerk of the County Commission of Jefferson County, West Virginia, on September 14, 2010, in Will Book 19, page 301.

3. Within Article II of the Will the Decedent directed that her Executor allow her children to select those items of her personal belongings that each may wish to keep, and that in the event of any conflict between her children she directed that her Executor employ any other technique to distribute her personal property among her children which would ensure fairness to them.

4. Within Article II of the Will the Decedent then gave, devised and bequeathed the residue of her estate and property as follows:

(a) Fifty percent (50%) unto her son, Larry Garland Slaughter.

(b) Twelve and one-half percent (12.5%) unto her son, Stephen Slaughter.

(c) Twelve and one-half percent (12.5%) unto her daughter, Deborah Anne Mason-Rooney.

(d) Twelve and one-half percent (12.5%) unto her daughter, Linda Snider.

(e) Twelve and one-half percent (12.5%) unto the children of Gary Slaughter (her predeceased son), they being Michael Slaughter, Laura Slaughter and Mary Ellen Slaughter, in equal shares.

5. Within Article III of the Will the Decedent appointed her son, Larry Garland Slaughter, as the Executor of her Estate and requested that no security be required of him, and in paragraph C thereof, in addition to the powers granted by law, she granted to him the powers set forth in Code § 44-5A-3.

6. On August 31, 2010, Larry G. Slaughter, the Decedent's son, qualified before the County Clerk as Executor of the Estate.

7. On October 18, 2010, the Executor executed an Appraisement of the Estate reflecting probate assets of \$116,200.00 which Appraisement was recorded in the aforesaid Clerk's office on November 5, 2010, in Appraisement Book 20, page 740, said probate property included a single parcel of

improved real estate valued at \$115,000.00 and a 1998 Plymouth automobile valued at \$1,200.00.

8. It is your Commissioner's understanding that the real estate is subject to a Deed of Trust in favor of City National Bank, the balance due for which is believed to be approximately \$42,000.00.

9. In May 2011 your Commissioner received from the Executor a proposed First And Final Accounting (the "Accounting") which your Commissioner did not accept as being inconsistent with the administration of the Estate, and by letter to all beneficiaries dated May 9, 2011, addressed the administration of the Estate and further recommended that the Accounting not be approved.

10. In response to the aforementioned letter, your Commissioner received a letter from the Executor dated May 13, 2011, accompanied by copies of disbursements, etc., and a "revised copy" of his proposed Accounting.

11. On July 14, 2011, your Commissioner again wrote the Executor recommending that he retain the services of an attorney experienced in estate matters and again stated that the Accounting he submitted cannot be approved by the County Commission.

12. In August 2012 Stephen F. Slaughter (a residuary beneficiary of the Estate) submitted a letter dated August 29, 2012, to the County Clerk's probate office accompanied by an Affidavit requesting, in effect, that Larry G. Slaughter be

removed as the Executor of the Estate and stating that he (Stephen F. Slaughter) would be willing to act as such.

13. On January 2, 2013, the County Commission held a special session for the purpose of acting upon the letter (Petition) of Stephen F. Slaughter, at the conclusion of which the Commission directed that a mediation session be held with the undersigned and that a report to the Commission be made within 90 days.

14. On May 6, 2013, your Commissioner received the aforementioned directive from the Commission, and on May 10, 2013, issued a letter to all parties stating that a mediation session would be held on Tuesday, August 13, 2013, at 9:00 a.m.

15. Prior to the aforementioned scheduled hearing, your Commissioner received from Deputy Clerk Fields a letter from Linda D. Slaughter-Snider dated August 6, 2013, a copy of which is attached hereto, which speaks for itself.

16. On August 12, 2013, your Commissioner received word from Deputy Clerk Fields that Stephen Slaughter did not receive the Commissioner's letter to all parties dated May 10, 2013, and that he would not be able to attend the mediation session.

17. As scheduled, the mediation was held at your Commissioner's office on August 13, 2013, at which only Deborah A. Mason-Rooney and Larry G. Slaughter attended.

18. Several matters involving the administration of the Estate were discussed between the parties, and although the discussion between the siblings was cordial it was apparent to

your Commissioner that dissatisfaction as to Mr. Slaughter's administration of the Estate remains, with Ms. Mason-Rooney's desire being to "receive that to which she is entitled and be done with the matter."

19. Throughout the mediation session Mr. Slaughter (in his capacity as the major beneficiary of the Estate, and not as its Executor) made clear that it was his desire and intention to obtain full ownership of the real estate and that he would take whatever steps were necessary to do so.

20. Your Commissioner spoke at length as to the two (2) ways the Estate could be settled, they being:

A. The Executor effect a sale of the real estate and after payment of all debts, claims against the Estate, and administration expenses, the proceeds be distributed, in cash, to the beneficiaries in the shares set forth in paragraph 4 above.

B. As an alternative to the procedure described above, Mr. Slaughter, procedurally, could (and I emphasis could) undertake to "purchase" from each residuary beneficiary his/her residual interest in the Estate for an agreed upon amount, in exchange for which each beneficiary would release his/her interest in the Estate in favor of Mr. Slaughter and would execute a Waiver Of Final Settlement.

21. Upon being informed of these alternatives, Mr. Slaughter again affirmed his desire and intent to obtain full ownership of the real estate and that he would do what was necessary to accomplish the same. Whether or not this can be accomplished will depend, in large measure, upon the cooperation

of all beneficiaries of this Estate. In your Commissioner's opinion, given the circumstances of the administration of this Estate thus far, obtaining full cooperation of all parties will not be an easy undertaking.

22. Mr. Slaughter stated that during the pendency of the administration of this Estate he has made all payments on the City National Bank loan, maintained insurance on the real estate, paid all maintenance expenses, utilities and real estate taxes; it should also be noted that during this time Mr. Slaughter has been occupying this real estate, rent free, as his residence.

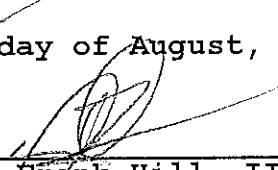
23. In view that the Estate does not possess any funds, your Commissioner has not issued any Statement to the Executor detailing services rendered. All parties should be aware that more than a minimal amount of time has been expended by your Commissioner for which services will be billed to the Estate for inclusion within any settlement (by Waiver or by Accounting) prior to submission to the County Commission.

#### RECOMMENDATION

Given that three (3) years has passed since the death of Blanche V. Nelson, the stated intention by Larry G. Slaughter that he desires to obtain full ownership of the real estate (which will require the unanimous cooperation and agreement of all beneficiaries), and that he has advanced to the Estate a significant amount of funds regarding the real estate, it is your Commissioner's recommendation that he be allowed an additional period of time, not beyond November 30, 2013, in which to effect

a resolution of the Estate administration in either of the procedures described in paragraph 20 above. If he is successful in either manner, no further action (other than approval) by the County Commission would be required; however, if he is not successful by November 30, 2013, it is your Commissioner's recommendation that the County Commission bring on for consideration the Affidavit/Petition filed by Stephen F. Slaughter seeking the removal of Larry G. Slaughter as Executor of the Estate of his mother, Blanche V. Nelson.

Given under my hand this 19<sup>th</sup> day of August, 2013.

  
\_\_\_\_\_  
D. Frank Hill, III  
Fiduciary Commissioner  
P.O. Box A  
Shepherdstown, WV 25443  
(304) 876-9333  
West Virginia Bar No. 1725

CERTIFICATE OF SERVICE

I hereby certify that true copies of the foregoing Report  
Of Fiduciary Commissioner were deposited in the United States  
mail, first class postage prepaid, this 19<sup>th</sup> day of August,  
2013, addressed as follows:

Laura Slaughter  
Bjerregards Gate 28-A  
0172 Oslo NORWAY

Michael Slaughter  
9923-C Pinetree Road  
Woodsboro, MD 21798


Linda D. Slaughter-Snider  
3 Hanover Street  
New Oxford, PA 17350-1603

Stephen F. Slaughter  
1517 Marker Road  
Middletown, MD 21769

Larry G. Slaughter  
33 Standish Court  
Charles Town, WV 25414

Mary Ellen Slaughter  
1314 Wightman Street  
Pittsburgh, PA 15217

Deborah A. Mason-Rooney  
310 W. College Terrace  
Frederick, MD 21701-4846

  
\_\_\_\_\_  
D. Frank Hill, III  
Fiduciary Commissioner

August 6, 2013

I'm writing this letter to the mediator since I am unable to attend this meeting. I request that my input be considered in mediating this dispute between the siblings. I believe that my mother's desire was for Larry to have this house and I base this on a conversation she had with all of us children, including my precious brother Gary who is now with her in heaven.

If it is not possible for everyone to agree to let Larry have the house, I suggest that we allow him to live there and pay mortgage, taxes, and other expenses until we can come to an agreement at a later time. I believe it would be a hardship for Larry to be forced to move at this time; our mother would not want this for any of her children. Something should be put in writing so that Larry does not have to guess about his standing concerning this matter.

I will agree to either of the above as long as it does not put Larry out of a home. He already holds the majority interest in the house and has been paying the mortgage, taxes, and other expenses since Mom died. To my knowledge Larry has seen to it that everything Mom wished to give "personally" to each of us has been done.

If you desire to speak to me concerning anything in this letter, I can be reached at 717-624-3728.

Thank you for considering my wishes.

Linda D Slaughter-Snider  
3 Hanover Street  
New Oxford, PA 17350

**LAST WILL AND TESTAMENT**

**OF**

**BLANCHE NELSON**

I, **BLANCHE NELSON**, of Jefferson County, West Virginia, make this my Last Will and Testament. I revoke all my prior Wills and Codicils.

At the time of the execution of this, my Last Will and Testament, I am widowed and have five children, to-wit: Larry Garland Slaughter, Stephen Slaughter, Deborah Anne Mason-Rooney, Linda Snider and Gary Slaughter.

**Article I. Debts, Taxes and Other Charges**

A. **Debts and Funeral Expenses.** My Executor shall pay or provide for the payment of my debts and the expenses of my funeral and burial (including the cost of a headstone or marker).

B. **Taxes.** My Executor shall pay or provide for the payment of all estate, inheritance and similar taxes payable by reason of my death, including taxes on assets not passing under this Will and interest on taxes. The taxes and interest shall be paid as a cost of administering my estate and without apportionment.

**Article II. Distribution of My Estate**

**Personal Property.** I direct that my Executor allow my children to select those of my personal belongings that they wish to keep. In case of an item wanted by more than one child, I direct my Executor to flip a coin to determine ownership or to use such other technique that ensures fairness to all my children.

**Residue of Estate.** I give, devise and bequeath the residue of my estate, real, personal and mixed, of whatsoever kind and character and wheresoever situate, as follows:

 (SEAL)  
**Blanche Nelson**

(a) Fifty (50%) per cent to my son, Larry Garland Slaughter.

(b) Twelve and one-half (12.5%) per cent to my son, Stephen Slaughter, if he survives me. In the event he does not survive me, then I give, devise and bequeath the share to which he would have been entitled had he survived me unto his children, equally, share and share alike.

(c) Twelve and one-half (12.5%) per cent to my daughter, Deborah Anne Mason-Rooney, if she survives me. In the event she does not survive me, then I give, devise and bequeath the share to which she would have been entitled had she survived me unto her children, equally, share and share alike.

(d) Twelve and one-half (12.5%) per cent to my daughter, Linda Snider, if she survives me. In the event she does not survive me, then I give, devise and bequeath the share to which she would have been entitled had she survived me unto her children, equally, share and share alike.

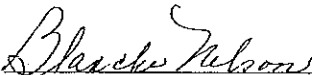
(e) Twelve and one-half (12.5%) per cent to my son, Gary Slaughter, if he survives me. In the event he does not survive me, then I give, devise and bequeath the share to which he would have been entitled had he survived me unto his children, equally, share and share alike.

**Article III. Fiduciaries**

A. **Executor.** I name my son, Larry Garland Slaughter, to be the Executor of this, my Last Will and Testament. I request that no security be required of my fiduciary.

B. **Compensation.** Any individual serving as Executor shall be entitled to receive reasonable compensation for fiduciary services.

C. **Fiduciary Powers.** In addition to the powers granted by law, I grant my fiduciary the powers set forth in Section 44-5A-3 of the West Virginia Code, and I incorporate that Code Section in my Will by these reference.

 (SEAL)  
**Blanche Nelson**

IN WITNESS WHEREOF, I have hereunto set my hand and seal to this, my Last Will and Testament, written upon three (3) sheets of paper, upon each of which I have signed my name at Charles Town, Jefferson County, West Virginia, this 12<sup>th</sup> day of April, 2010.

Blanche V. Nelson (SEAL)  
Blanche Nelson

This instrument, consisting of three (3) sheets of paper, each bearing the signature of the above **BLANCHE NELSON**, was, by **BLANCHE NELSON**, on the day hereof signed, sealed, published and declared to be the Last Will and Testament of **BLANCHE NELSON**, in our presence; and we, believing **BLANCHE NELSON** to be of sound and disposing mind and memory, at the request of **BLANCHE NELSON**, and in the presence of **BLANCHE NELSON**, and in the presence of each other, have hereunto subscribed our names as witnesses at Charles Town, Jefferson County, West Virginia, this 12<sup>th</sup> day of April, 2010.

Becky H. Mason  
Katrina Powell  
Ad [Signature]

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

The undersigned affiants, being severally first duly sworn, at the request of the Testatrix hereinafter named, and, in accordance with Chapter 41, Article 5, Section 15, of the official Code of West Virginia, on oath depose and say that they are of lawful age and that they are the attesting witnesses whose names as such are signed to the annexed writing; that on the date of said annexed writing, **BLANCHE NELSON**, being of lawful age, in the joint presence of the affiants, signed, sealed, published and declared the same to be the Last Will and Testament of **BLANCHE NELSON**, and they, then believing the said **BLANCHE NELSON** to be of sound and disposing mind and memory, at the request of **BLANCHE NELSON**, in the presence of **BLANCHE NELSON**, and in the presence of each other, subscribed their names as such attesting witnesses on said date.

Becky H. Mercer  
Katie A. Penwell  
Andrew C. Skinner

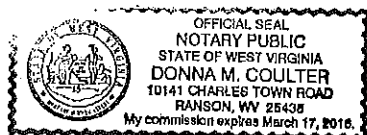
Taken, subscribed and sworn to before me by Becky H. Mercer,  
Katie A. Penwell and Andrew C. Skinner

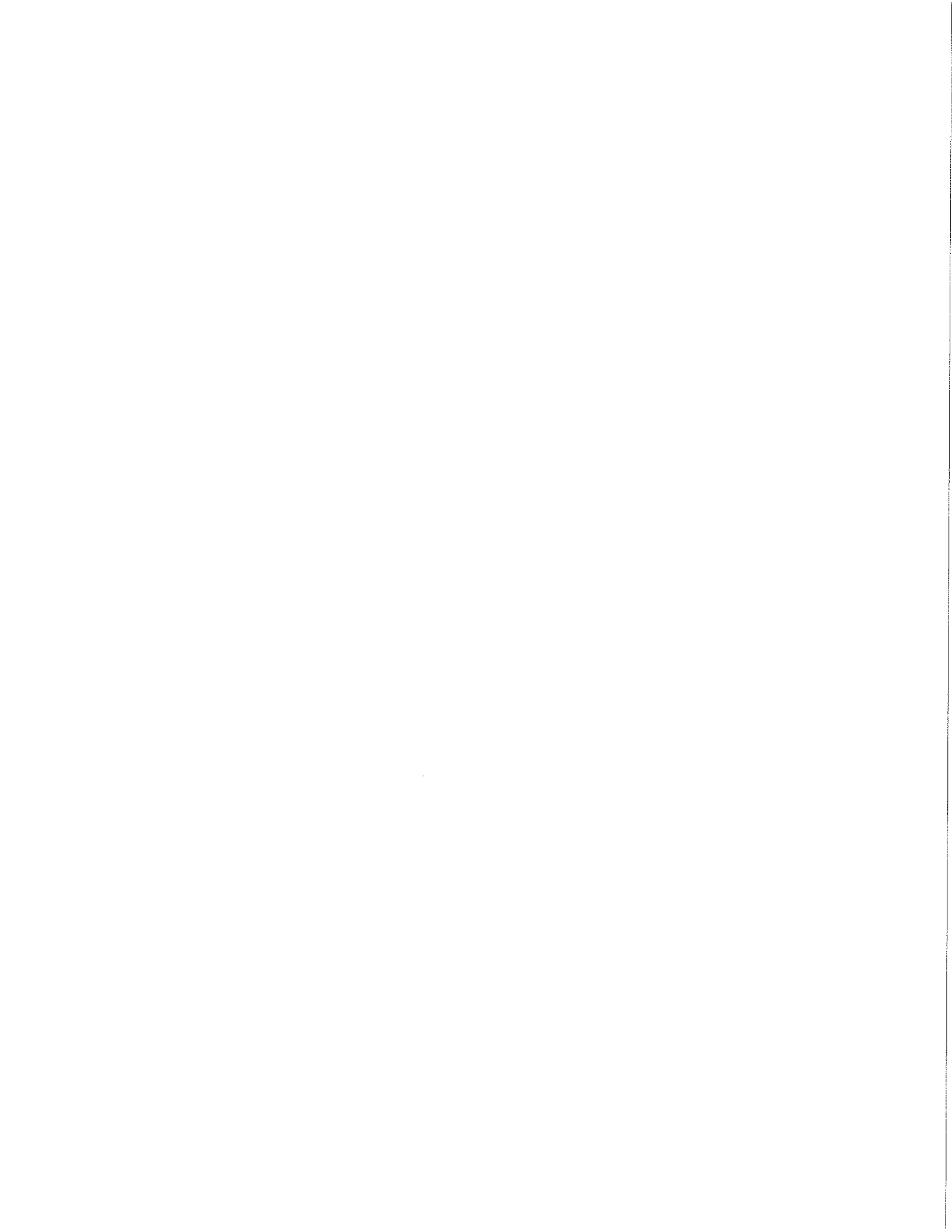
this 12<sup>th</sup> day of April, 2010.

My commission expires: March 17, 2016

**AFFIX NOTARIAL SEAL**

Donna M. Coulter  
Notary Public





**BEFORE THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA**

*IN RE:* Estate of Gayle Botts Duncan, deceased

**VERIFIED PETITION TO COMPEL AMENDED APPRAISEMENT;  
ACCOUNTING; AND TO REMOVE THE EXECUTOR, DANIEL D.  
DUNCAN, FOR BREACHES OF FIDUCIARY DUTY AND  
FAILURE TO ACCOUNT**

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

DAVID D. DUNCAN, Petitioner herein, by me being first duly sworn upon his oath, deposes and states as follows:

**NOW COMES** Petitioner, David D. Duncan, by counsel, Michael L. Scales, Esq. and the law firm of Michael L. Scales, PLLC, and for his Verified Petition to Compel Amended Appraisement; Accounting; and to Remove the Executor, Daniel D. Duncan, Respondent, for Breaches of Fiduciary Duty and Failure to Account, respectfully states as follows:

1. That Petitioner is a resident of Purcellville, Loudon County, Commonwealth of Virginia.
2. That Petitioner believes upon information that Respondent, Daniel D. Duncan, resides at 479 MacBeth Drive, Charles Town, Jefferson County, West Virginia.
3. That Petitioner and Respondent are brothers.
4. That Petitioner and the Respondent's father, Gayle Botts Duncan, died domiciled and residing in Jefferson County, West Virginia, on November 3, 2011. Gayle Botts Duncan is sometimes hereafter referred to as "the Decedent".

5. That attached hereto as Exhibit 1 is a true and accurate copy of the Last Will and Testament of Gayle Botts Duncan, which was duly admitted to probate before the Clerk of the County Commission of Jefferson County, West Virginia on June 27, 2012.

6. That Petitioner believes upon information that Respondent, Daniel D. Duncan, duly qualified to be the Executor of the Estate of the Decedent.

7. That attached hereto as Exhibit 2 is a true and accurate copy of the Appraisement of the Decedent, which Petitioner believes upon information was prepared and submitted by the Defendant to the Clerk of the County Commission of Jefferson County, West Virginia for recordation.

8. That Respondent, Daniel D. Duncan, as Executor and prior to the death of the decedent, as attorney in fact for the decedent, owed certain fiduciary duties to the Decedent as well as to the Petitioner, including the duty to account for the funds and property of the Decedent, and not to commingle Respondent's funds and property with the Decedent's property, or otherwise to act with good faith and fair dealing, which has been breached by virtue of the acts and conduct of Respondent, as hereinafter set forth.

9. That Respondent has failed to have appraised and inventoried as required by law (see Ex. 2), at least the following of the personal property of the Decedent which was not included in the Appraisement: (a) furniture and antiques; (b) antique lures, fishing equipment two boats and two motors; (c) personal effects of the Decedent; (d) a used Chrysler minivan which was acquired by the Petitioner and given to the Decedent prior to his death; (e) tools and equipment; and, (f) personal property and assets of which Petitioner is unaware because the Respondent has secreted and concealed the assets of the Decedent and has failed to list those as

part of the personal property of the Decedent on the Decedent's Appraisement of the Estate (Ex. 2).

10. Petitioner believes upon information that Respondent has commingled the funds of the estate and the Decedent with those of Respondent's personal funds in breach of his fiduciary duties to the Petitioner as well as the estate and the decedent.

11. That Petitioner believes upon information that Respondent has been renting the real estate of the decedent at 67 MacBeth Drive, Charles Town, Jefferson County, West Virginia, for his own benefit, and has not accounted for the funds from those leases and renting, and has commingled those funds with his own.

12. That Respondent has misrepresented to the Petitioner the amount of rents he was receiving from the house, and that there is a deed of trust encumbering the Decedent's real estate at 479 MacBeth Drive, Charles Town, Jefferson County, West Virginia, in favor of the Bank of Charles Town, and Petitioner has repeatedly requested to know whether or not the payments on the promissory note secured by that deed of trust are current, and whether Respondent is making the payments on the Decedent's deed of trust loan. Respondent has refused to provide that information.

13. That under the Last Will and Testament of the decedent (Ex. 1), Respondent as Executor, has authority to sell the Decedent's real estate at 67 MacBeth Drive, Charles Town, Jefferson County, West Virginia, but he has not sold said real estate even though it has been listed for sale from time to time, and Respondent has made no provision for the specific pecuniary bequests required to be made under the Will in Sections 3.5 and 3.6 of the Last Will and Testament, for a period in excess of almost two years since the date of death of the

Decedent, even though Respondent's Appraisalment (Ex. 2) lists no personal estate of the Decedent.

14. That Defendant has refused to provide any annual accountings or any other interim accountings for the monies of the Decedent and those of the estate since qualifying to be the Executor of the estate on or about June 27, 2012, notwithstanding Petitioner's repeated requests for information about the disposition of the assets of the estate.

15. That Petitioner believes upon information that the house at 67 MacBeth Drive, Charles Town, Jefferson County, West Virginia, is in great disrepair and in need of repairs as follows: (a) crack in the front basement wall; (b) the radon level is extremely high in the basement; (c) the carpeting is in disrepair; and (d) the entire house needs repainting and maintenance.

16. That Petitioner believes upon information that the Respondent has not filed any federal income tax returns for the estate, and that the income taxes and filing requirements for income tax returns for the Internal Revenue Service and the West Virginia State Tax Department are seriously delinquent.

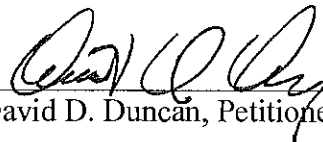
17. That the bank account at City National Bank of West Virginia, Charles Town branch for the Decedent, was a convenience type account, which should have been accounted for as an estate asset, and was not to be paid to the survivor, being the Respondent, as same was to be used to pay the Decedent's bills, and Respondent did not make any deposits to that account prior to the Decedent's death.

18. That all of the above transactions, and possibly others of which the Respondent has concealed from the Petitioner are gross breaches of fiduciary duty by the Respondent for which the Respondent must account, and be discharged as executor.

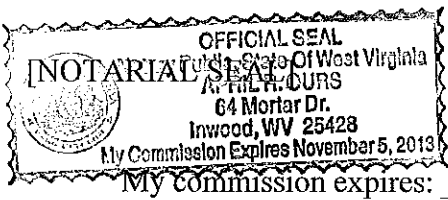
WHEREFORE, Petitioner, David D. Duncan, demands that this Honorable County Commission:

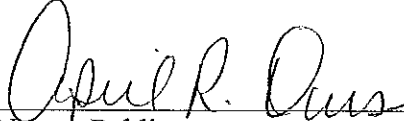
- a. That Respondent be required to file an amended appraisal for the estate with all the personal property assets of the Decedent listed;
- b. That the Respondent be compelled to account for each and every asset of the Decedent, and all rents, cash, bank accounts and all other personal property received from the Decedent; and,
- c. That Respondent, Daniel D. Duncan be removed as Executor, and replace Petitioner as Administrator CTA of the estate of the Decedent.

AND FURTHER SAITH THE AFFIANT NAUGHT.

  
David D. Duncan, Petitioner


Taken, subscribed and sworn to before me the undersigned authority, this 21st day of October, 2013.



  
Notary Public

Nov. 5, 2013

David D. Duncan, Petitioner  
By Counsel

  
Michael L. Scales, Attorney at Law  
Counsel for Petitioner  
Michael L. Scales, PLLC  
314 W. John Street; P.O. Box 6097  
Martinsburg, WV 25402-6097  
(304) 263-0000  
WV Bar No. 3277

Jennifer S. Meehan  
JEFFERSON County 02:50:25 PM  
Instrument No 2012013533  
Date Recorded 06/27/2012  
Document Type WILL  
Pages Recorded 6  
Book-Page 21-267  
Recording Fee \$6.00  
Additional \$6.00

LAST WILL AND TESTAMENT  
OF  
GAYLE BOTTS DUNCAN

I, Gayle Botts Duncan, of 67 Macbeth Drive, Charles Town, County of Jefferson, State of West Virginia, do hereby make, publish and declare this to be my last will and testament, hereby revoking all former wills and testamentary dispositions made by me.

ARTICLE 1. RECITALS

Section 1.1: Family Status. I am divorced and have two (2) children, namely: a son, Daniel Duncan and a son, David Duncan.

ARTICLE 2. DEBTS, ESTATE EXPENSES AND TAXES

Section 2.1: Payment. I direct that all my legally enforceable debts, funeral expenses, expenses of administration of my estate, and all inheritance, estate, transfer and other succession taxes or death duties that may be imposed by any taxing authority, State or Federal, or other, upon my estate, or any part thereof, arising directly or indirectly by reason of my death, upon any property which passes to my beneficiaries hereunder, or to any persons as beneficiaries of life insurance policies on my life, or by survivorship, or otherwise by reason of my death, be paid as soon as practicable by my executor hereinafter named, from my gross estate.

ARTICLE 3. DISPOSITION OF ESTATE

Section 3.1: I will, devise, and bequeath all my property, real and personal, tangible and intangible, unto my sons, Daniel Duncan and David Duncan, in equal shares, with the exception of special bequests mentioned in Section 3.5.

1

*Gayle Botts Duncan*

EXHIBIT #

Section 3.2: In the event that my son, David Duncan, does not survive me by more than thirty (30) days, then, in that event, the deceased David Duncan's share is to go to my surviving son, Daniel Duncan, with the exception of special bequests mentioned in Section 3.5.

Section 3.3: In the event that my son, Daniel Duncan, does not survive me by more than thirty (30) days, then, in that event, the deceased Daniel Duncan's share is to go to my surviving son, David Duncan, with the exception of special bequests mentioned in Section 3.5.

Section 3.4: In the event that neither of my sons, David Duncan or Daniel Duncan, do not survive me by more than thirty (30) days, then, in that event, the entirety of my estate to my my grandsons, Christopher Duncan and Adam Duncan, equally, with the exception of special bequests mentioned in Section 3.5.

Section 3.5: I will, devise, and bequeath as special bequests the items listed below:

1. The sum of Five Thousand Dollars (\$5,000) to my sister, Rachael Reynolds.
2. The sum of Five Thousand Dollars (\$5,000) to my sister, Alice Barna.
3. The sum of Five Thousand Dollars (\$5,000) to my grandson, Christopher Duncan.
4. The sum of Five Thousand Dollars (\$5,000) to my grandson, Adam Duncan.

Section 3.6: In the event that my sister, Rachel Reynolds, does not survive me by more than thirty (30) days, then, in that event, the deceased Rachael Reynolds' bequest of Five Thousand Dollars (\$5,000) is to go to my nephew, Larry Reynolds.

*Larry Reynolds*

Section 3.7: In the event that my sister, Alice Barna, does not survive me by more than thirty (30) days, then, in that event, the deceased Alice Barna's bequest of Five Thousand Dollars (\$5,000) is to go to my nephew, Brian Barna.

Section 3.8: Notwithstanding the foregoing, I will, devise, and bequeath the sum of one dollar (\$1.00) to any and all persons who contest this, my last will and testament, and said bequests above shall be revoked to such persons.

#### ARTICLE 4. APPOINTMENT AND POWERS OF EXECUTOR

Section 4.1: Appointment. I appoint my son, Daniel Duncan, as executor of this my last will and testament and direct that he serve without bond.

Section 4.2: Specific Powers. In addition to all powers granted him by law, I authorize and empower my executor, Daniel Duncan, in his sole discretion:

(a) To borrow money in such amounts and for such terms and conditions as he, in his sole discretion, may consider to be in the best interests of my estate, using any part of my estate as security for any sums so borrowed.

(b) To sell at private sale, so much or all of my real estate as he may, in his sole discretion, consider for the best interests of my estate.

(c) To encumber, mortgage, pledge, contract, option, sell, transfer, assign and convey any real estate, and to make, execute, acknowledge, and deliver all writings of any nature necessary or convenient to execute any sale or sales so made, or consummate any loan so made.

*Daniel B. Duncan*

ARTICLE 5. BURIAL

Section 5.1: I hereby direct that I be buried, with my ceremony being a simple affair in accordance with my religious beliefs and that I be returned to the Earth.

IN WITNESS WHEREOF, I hereunto subscribe my name and affix my seal to this, my last will and testament, which is written without any interlineations on six (6) sheets of legal cap paper with my signature on each sheet at Charles Town, State of West Virginia, this the 20<sup>th</sup> day of February, 2007.

Gayle Botts Duncan  
Gayle Botts Duncan  
TESTATOR

The foregoing will was signed, sealed, acknowledged, published and declared by Gayle Botts Duncan, the above named testator, as and for his last will testament, in the presence of us, the undersigned three (3) competent witnesses, and we, at his request, in his presence, and in the presence of each other, all present at the same time, have hereunto subscribed our names as attesting witnesses to said will on this 20<sup>th</sup> day of February, 2007.

[Signature]

Residing at: 6005 Sammi St  
Charles Town, W.Va

Gayle Botts Duncan

Nicole Comegna

Residing at: 534 Dickerson Drive  
Inwood WV 25168

Carol A. Hitcho

Residing at: 112 Sleepy Hollow Cir  
Charles Town, WV

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

This day personally appeared before me the undersigned authority, a Notary Public in and for the state and county aforesaid, James T. Kratovil, Nicole Comegna, and Carol Hitcho , who, being first duly sworn, say that they are all adults residing at the addresses set forth above, and that they are the subscribing witnesses to the last will and testament of Gayle Botts Duncan resident of Charles Town, County of Jefferson, State of West Virginia, which will is dated this 20<sup>th</sup> day of February, 2007, and that on said date the said Gayle Botts Duncan, testator in said will, signed, sealed, acknowledged, published and declared the same as and for his last will and testament, in the presence of all of these affiants; and that these affiants, at the request of the testator, in the presence of each other, and in the presence of said testator, all present at the same time, signed their names as attesting witnesses to said will.

5

Gayle Botts Duncan

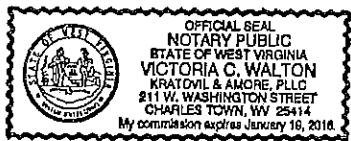
Affiants further say that this affidavit is made at the request of the said Gayle Botts Duncan, testator, and in his presence, and that the said Gayle Botts Duncan, at the time said will was executed, was, in the opinion of affiants, of sound and disposing mind and memory and over the age of twenty-one (21) years.

J. T. Walton  
Nicole Comegna  
Carol A. Hitcho

Taken, sworn to and subscribed before me by the James T. Kratovil, Nicole Comegna, and Carol Hitcho, this the 20<sup>th</sup> day of February, 2007.

Given under my hand and official notarial seal.

My commission expires: January 19, 2016.



Victoria C. Walton  
Notary Public

This instrument prepared by:

J. T. Walton

James T. Kratovil, Esquire  
Kratovil & Amore, PLLC  
211 W. Washington  
Charles Town, West Virginia 25414  
(304) 728-7718

Gayle Botts Duncan

**APPRAISEMENT OF THE ESTATE  
FOR DECEDENTS DYING ON OR AFTER JULY 13, 2001**

ET 6.01  
Rev. 03/02

**PART 1: GENERAL INFORMATION QUESTIONNAIRE**

TAX DEPARTMENT  
USE ONLY

|                                                                                                                                     |                                        |                                                                               |                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------|
| A. Decedent's Name<br><b>GAYLE BOHS DUNCAN</b>                                                                                      |                                        | B. Social Security Number<br><b>405-14-1279</b>                               | C. Date of Death<br><b>3-11-03</b>                                  |
| D. Decedent's Residence at Death<br><b>479 MACBETH DRIVE CLADESTOWN</b>                                                             |                                        | E. State<br><b>WV</b>                                                         | F. County<br><b>Jefferson</b>                                       |
| G. Marital Status at Death<br>Married <input type="checkbox"/><br>Single, Widow(er) or Divorced <input checked="" type="checkbox"/> | Name of Surviving Spouse<br><b>N/A</b> | H. West Virginia Counties Where Decedent Held Real Estate<br><b>Jefferson</b> |                                                                     |
| I. Will this estate be required to file a Federal Estate Tax Return FORM 706 (see the instructions on page 2)?                      |                                        |                                                                               | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |
| J. Will this estate be required to file the Nonprobate Inventory Form ET 6.02 (see the instructions on page 3)?                     |                                        |                                                                               | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| K. Did the Decedent leave a WILL?                                                                                                   |                                        |                                                                               | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| L. Fiduciary's Name and Mailing Address (include zip code)<br><b>Charles Bohs, Inc.<br/>479 Macbeth Dr.<br/>Cladestown WV 25114</b> |                                        | M. Preparer's Name and Address<br><b>JAME</b>                                 |                                                                     |
| Fiduciary's Phone Number <b>304-285-3100</b>                                                                                        |                                        | Preparer's Phone Number                                                       |                                                                     |

**PART 2: QUESTIONNAIRE OF NONPROBATE REAL ESTATE**

Answer each of the following questions concerning the decedent's interest in NONPROBATE REAL ESTATE.  
If you answer "YES" to any question below, you must complete the attached Inventory of Nonprobate Real Estate provided with this form which shows:

- the type of transfer(s) with reference to the question number below;
- name(s) of the person(s) with an interest in the real estate as joint tenant or transferee;
- relationship to the decedent of ALL above named persons;
- market value at the date of death; and
- description of the real estate including assessed value.

|                                                                                                                                                                                                                                                       | MARKET VALUE   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1. Did the decedent own an interest in any real estate as joint tenant with right of survivorship? ..... YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>                                                                          | 1              |
| 2. Did the decedent transfer an interest in any real estate without adequate consideration within three years prior to date of death? ..... YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>                                       | 2              |
| 3. Did the decedent own an interest in any real estate in an inter vivos trust (living trust) arrangement or in which the decedent retained the right of use and enjoyment? ..... YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | 3              |
| 4. Did the decedent own an interest in any real estate in which the decedent retained a power of appointment, whether special or general? ..... YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>                                   | 4              |
| 5. Did the decedent own an interest in any real estate as a life estate including a dower interest? ... YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>                                                                           | 5              |
| 6. TOTAL VALUE OF NONPROBATE REAL ESTATE (add lines 1 through 5 above)                                                                                                                                                                                | 6 <b>— 0 —</b> |

**PART 3: SUMMARY OF PROBATE ASSETS**

Complete PART 4 first. Enter the total from each schedule of PART 4 on the appropriate line below.

|                                                                           | MARKET VALUE                     |
|---------------------------------------------------------------------------|----------------------------------|
| 1. Schedule A: Real estate or any interest therein .....                  | 1 <b>237,111.00<sup>00</sup></b> |
| 2. Schedule B: Tangible personal property of every kind .....             | 2 <b>—</b>                       |
| 3. Schedule C: Government bonds and securities of every kind .....        | 3 <b>—</b>                       |
| 4. Schedule D: Shares of corporate stock of every kind .....              | 4 <b>—</b>                       |
| 5. Schedule E: Money, certificates of deposit, notes, accounts, etc ..... | 5 <b>—</b>                       |
| 6. Schedule F: All other assets not hereinbefore mentioned .....          | 6 <b>—</b>                       |
| 7. TOTAL VALUE OF PROBATE ASSETS (add lines 1 through 6 above)            | 7 <b>237,111.00<sup>00</sup></b> |

**EXHIBIT #**

**2**

PART 4: INVENTORY OF PROBATE ASSETS - TRANSFERS BY WILL OR INTESTACY

After completing PART 4, enter the total from each schedule on the appropriate line in PART 3.

| SCHEDULE A: Describe any real estate or any interest in real estate. Include description and appraised value of out of state property, but do not include this amount in the total. See page 3 of the instructions. | ASSESSED VALUE | APPRAISED VALUE |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------|
| W.B. (964E) Ann Bend<br>MAP 9 parcel 0020 0000 0000<br>book 751 page 327                                                                                                                                            |                |                 |
| TOTAL (enter the total appraised value on line 1 of PART 3)                                                                                                                                                         | 142,300        | 237,166         |

| SCHEDULE B: Tangible personal property of every kind. See page 3 of the instructions. | APPRAISED VALUE |
|---------------------------------------------------------------------------------------|-----------------|
| NONE                                                                                  |                 |
| TOTAL (enter the total appraised value on line 2 of PART 3)                           | 0               |

| SCHEDULE C: Bonds and securities of every kind. See page 3 of the instructions. | APPRAISED VALUE |
|---------------------------------------------------------------------------------|-----------------|
| NONE                                                                            |                 |
| TOTAL (enter the total appraised value on line 3 of PART 3)                     | 0               |

Jennifer S. Kashan  
 JEFFERSON County 10:36:51 AM  
 Jefferson No. 201201774  
 Date Recorded 08/29/2012  
 Document Type HR  
 Pages Recorded 4  
 Book Page 27-692  
 Recording Fee \$5.00  
 Additional \$6.00

PART 4 (continued)

SCHEDULE D: Corporate stock of any kind. See page 3 of the instructions.

| NAME OF THE COMPANY                                      | CLOSELY HELD | NUMBER OF SHARES | MARKET VALUE PER SHARE | TOTAL MARKET VALUE |
|----------------------------------------------------------|--------------|------------------|------------------------|--------------------|
| NONE                                                     |              |                  |                        |                    |
| TOTAL (enter the total market value on line 4 of PART 3) |              |                  |                        | 0                  |

SCHEDULE E: Money, bank accounts, certificates of deposits, notes, accounts receivable, etc. Show dates of notes. See page 3 of the instructions.

|                                                             | APPRAISED VALUE |
|-------------------------------------------------------------|-----------------|
| NONE                                                        |                 |
| TOTAL (enter the total appraised value on line 5 of PART 3) | 0               |

SCHEDULE F: All other assets, not hereinbefore mentioned, including insurance payable to the estate. See page 3 of the instructions.

|                                                             | APPRAISED VALUE |
|-------------------------------------------------------------|-----------------|
| NONE                                                        |                 |
| TOTAL (enter the total appraised value on line 6 of PART 3) | 0               |

**PART 5: BENEFICIARIES.** List the names and relationships of all beneficiaries or heirs of the estate. Show the age of any life tenant after their name. See page 3 of the instructions.

| BENEFICIARY OR HEIR | RELATIONSHIP | BENEFICIARY OR HEIR | RELATIONSHIP |
|---------------------|--------------|---------------------|--------------|
| David Sammons       | son          |                     |              |
| Michelle Reynolds   | sister       |                     |              |
| Shirley Sammons     | sister       |                     |              |
| Christopher Sammons | son          |                     |              |
| Adam Sammons        | son          |                     |              |

**PART 6: OATH OF FIDUCIARY**

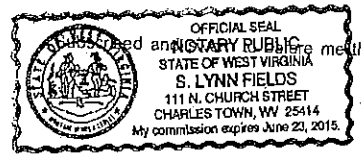
State of West Virginia County of Jefferson To-wit:

I, Samuel D. Sammons fiduciary for the estate of Gayle B. Sammons after diligent effort to ascertain the taxable property of this estate, have made answers to each of the questions and have completed, in detail, the schedules for each category of property and believe each item thereof to be correct. I thereby believe the foregoing to be the true and lawful appraisal of ALL real estate and probate property of the estate of the above named decedent.

Samuel D. Sammons  
Fiduciary

Samuel D. Sammons  
day of August, 2012  
Notary Public

My Commission expires 6/23, 2015



**PART 7: APPROVAL OF FIDUCIARY COMMISSIONER/FIDUCIARY SUPERVISOR**

I, \_\_\_\_\_, Fiduciary Commissioner/Fiduciary Supervisor of \_\_\_\_\_ County, West Virginia, to whom the estate of the above named decedent was referred, do hereby approve the foregoing appraisal of such estate.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Fiduciary Commissioner/Fiduciary Supervisor

By \_\_\_\_\_  
Deputy

**PART 8: CLERK OF THE COUNTY COMMISSION**

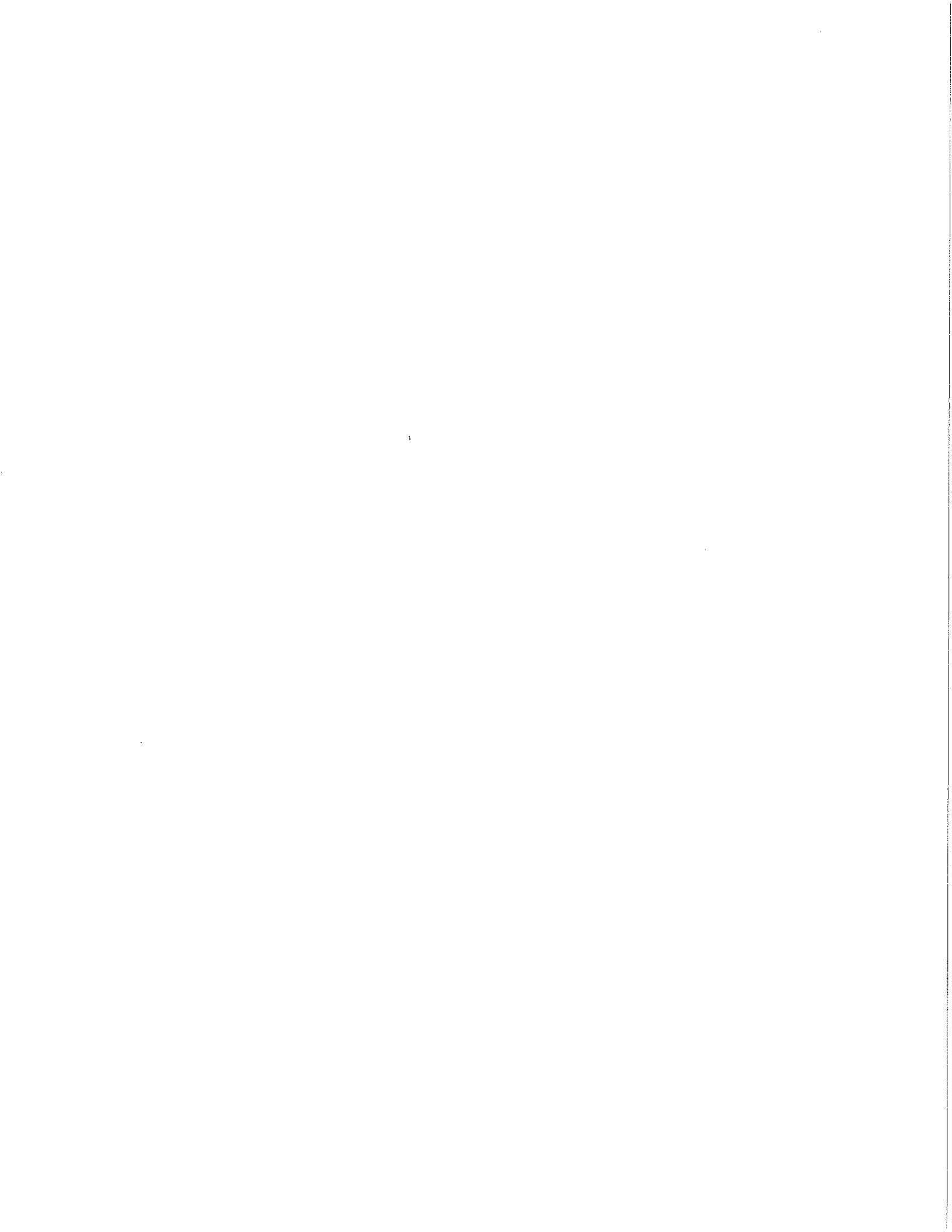
STATE OF WEST VIRGINIA

COUNTY OF Jefferson To-wit:

In the Clerk's office of Jefferson County on the 29 day of August, 2012 the foregoing appraisal of the above named decedent was presented and upon motion admitted to record.

Attest: Jennifer S. Magdon Clerk

By: Robert D. [Signature] Deputy



**County Commission of Jefferson County  
Notice of Meeting  
Budget Work Sessions**

**The County Commission of Jefferson County will meet on the following dates:**

|                  |                          |                                     |
|------------------|--------------------------|-------------------------------------|
| <b>Wednesday</b> | <b>February 19, 2014</b> | <b>9:30 a.m.</b>                    |
| <b>Friday</b>    | <b>February 21, 2014</b> | <b>9:30 a.m.</b>                    |
| <b>Monday</b>    | <b>February 24, 2014</b> | <b>9:30 a.m.</b>                    |
| <b>Tuesday</b>   | <b>February 25, 2014</b> | <b>9:30 a.m. <i>(if needed)</i></b> |

**The meetings will be held in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia 25414.**

**The purpose of these meetings will be budget work sessions.**

**By Order of The County  
Commission of Jefferson County  
Walt Pellish, President**

## **NOTICE OF INTENT TO APPOINT**

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 20, 2014, or as soon thereafter as the Commission may decide:

**Jefferson County Property Safety Enforcement Agency - One two year term ending February 8, 2016**

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

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

**SPIRIT OF JEFFERSON:**

**PLEASE ADVERTISE ON:**

**February 5 and February 12, 2014**

**THANKS - JEFFERSON COUNTY COMMISSION**

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, **Thursday, February 20, 2014**, or as soon thereafter as the Commission may decide:

**Eastern Panhandle Transit Authority - two (2) unexpired terms ending January 31, 2015**

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:**

**January 1, 8, 15, 22, 29**

**THANKS - JEFFERSON COUNTY COMMISSION**

# Impact Fee Status Report

## January 2014

### Office of Impact Fees

#### Summary

Date Range: Wednesday 1 through Friday 31 January 2014

Report Date: 7 February 2014

Process Number Range: 1400001 - 1400015

Total Applications: 15

Total Non-Exempt: 14

*Of which:*

Commercial: 1

Residential: 13

*Of which:*

County: 6

Municipal: 8

Total Exempt: 1

*Of which:*

Commercial: 0

Residential: 1

*Of which:*

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for January 2014. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

**Table 1. Form 100 Tallies**

|                        | Exempt | Commercial | Residential  | Total        |
|------------------------|--------|------------|--------------|--------------|
| 1 – 31 January 2014    | 1      | 0          | 23           | 24           |
| Fees collected         |        | \$58.00    | \$145,098.00 | \$145,156.00 |
| <i>Of which</i>        |        |            |              |              |
| School Impact Fee      |        |            | \$124,938.00 | \$124,938.00 |
| Law Enforcement Fee    |        | \$23.00    | \$1,310.00   | \$1,333.00   |
| Parks & Recreation Fee |        |            | \$9,776.00   | \$9,776.00   |
| Fire & EMS Fee         |        | \$35.00    | \$9,074.00   | \$9,109.00   |

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

| Description                                                           | Amount              |
|-----------------------------------------------------------------------|---------------------|
| Opening Statement Balance (1 January 2014)                            | \$266,025.41        |
| January Deposits (1 – 31 January 2014)                                | \$145,156.00        |
| School December Transactions (withdraws via transfer on 14 Jan. 2014) | (\$233,327.40)      |
| Law December Transactions (withdraws via transfer on 14 Jan. 2014)    | (\$2,758.83)        |
| Parks & Rec December Trans. (withdraws via transfer on 14 Jan. 2014)  | (\$15,531.00)       |
| Fire & EMS December Trans. (withdraws via transfer on 14 Jan. 2014)   | (\$14,408.18)       |
| Interest Earned (31 January 2014)                                     | \$47.09             |
| <b>Ending Statement Balance (31 January 2014)</b>                     | <b>\$145,203.09</b> |
| <i>Outstanding Credits (deposits through 1 January 2014)</i>          | <i>\$0.00</i>       |

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

| Description                                                      | Amount                |
|------------------------------------------------------------------|-----------------------|
| Opening Balance (1 January 2014)                                 | \$1,078,213.18        |
| December Transactions (deposits via transfer on 14 January 2014) | \$233,327.40          |
| Interest Earned (31 January 2014)                                | \$360.79              |
| <b>Ending Balance (31 January 2014)</b>                          | <b>\$1,311,901.37</b> |

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

| Description                                                      | Amount             |
|------------------------------------------------------------------|--------------------|
| Opening Balance (1 January 2014)                                 | \$18,441.37        |
| December Transactions (deposits via transfer on 14 January 2014) | \$2,758.83         |
| Interest Earned (31 January 2014)                                | \$5.95             |
| <b>Ending Balance (31 January 2014)</b>                          | <b>\$21,206.15</b> |

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

| Description                                                      | Amount              |
|------------------------------------------------------------------|---------------------|
| Opening Balance (1 January 2014)                                 | \$430,658.64        |
| December Transactions (deposits via transfer on 14 January 2014) | \$15,531.00         |
| Requisition 13R0098 - Sam Michael's Park                         | (\$32,530.45)       |
| Interest Earned (31 January 2014)                                | \$126.02            |
| <b>Ending Balance (31 January 2014)</b>                          | <b>\$413,785.21</b> |

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

| Description                                                      | Amount              |
|------------------------------------------------------------------|---------------------|
| Opening Balance (1 January 2014)                                 | \$205,436.78        |
| December Transactions (deposits via transfer on 14 January 2014) | \$14,408.18         |
| Requisition 13R0099 - Friendship Generator                       | (\$13,441.00)       |
| Interest Earned (31 January 2014)                                | \$62.53             |
| <b>Ending Balance (31 January 2014)</b>                          | <b>\$206,466.49</b> |

**Table 7. Total Impact Fees as of 1 February 2014 /1**

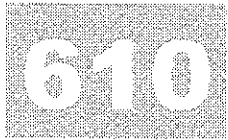
| Description                           | Amount                |
|---------------------------------------|-----------------------|
| Office of Impact Fees General Account | \$145,203.09          |
| School Impact Fee Account             | \$1,311,901.37        |
| Law Enforcement Fee Account           | \$21,206.15           |
| Parks & Recreation Impact Fee Account | \$413,785.21          |
| Fire & EMS Impact Fee Account         | \$206,466.49          |
| <b>Total Impact Fees</b>              | <b>\$2,098,562.31</b> |

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

**Table 8. Pending February 2014 Fee Transfers /1**

| Account                               | 31 Jan. 2014<br>Account Totals | Pending Impact<br>Fee Transfers | Account Totals        |
|---------------------------------------|--------------------------------|---------------------------------|-----------------------|
| School Impact Fee Account             | \$1,311,901.37                 | \$124,978.50                    | \$1,436,879.87        |
| Law Enforcement Fee Account           | \$21,206.15                    | \$1,333.47                      | \$22,539.62           |
| Parks & Recreation Impact Fee Account | \$413,785.21                   | \$9,779.30                      | \$423,564.51          |
| Fire & EMS Impact Fee Account         | \$206,466.49                   | \$9,111.82                      | \$215,578.31          |
| <b>Total Impact Fees</b>              | <b>\$1,953,359.22</b>          | <b>\$145,203.09</b>             | <b>\$2,098,562.31</b> |

/1 This table represents each of the impact fee category account totals as of 31 January 2014 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in January 2014 are listed in table 1 of the General Account (3111776); these transactions will be processed in February 2014. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



**Form 100 Transaction Summary**  
**Jefferson County Government – Office of Impact Fees**

*Impact Fee Applications Processed between dates Sunday 1 through 31 January 2014*

| Process Number                 | Date       | Last Name   | First Name | Pay District          | Base Book | Base Page | FX Map | Parcel              | Impact Fee Collected | Date       | Exemption Reason |
|--------------------------------|------------|-------------|------------|-----------------------|-----------|-----------|--------|---------------------|----------------------|------------|------------------|
| <b>Exempt Applications</b>     |            |             |            |                       |           |           |        |                     |                      |            |                  |
| 1400013                        | 01/31/2014 | Kerns       | Robert     | 02 Charles Town       | 1116      | 675       | 17     | 3                   | \$0.00               | 01/31/2014 | Form 200         |
| <b>Category Count: 1</b>       |            |             |            | <b>Category Total</b> |           |           |        | <b>\$0.00</b>       |                      |            |                  |
| <b>Non-Exempt Applications</b> |            |             |            |                       |           |           |        |                     |                      |            |                  |
| 1400001                        | 01/06/2014 | Von Briesen | Frederick  | 02 Charles Town       | 1132      | 332       | 16     | 136                 | \$13,070.00          | 01/06/2014 | N/A              |
| 1400002                        | 01/06/2014 | Dan Ryan    |            | 09 Shepherdstown      | 1018      | 235       | 7      | 1.31                | \$13,070.00          | 01/06/2014 | N/A              |
| 1400003                        | 01/06/2014 | Dan Ryan    |            | 08 Ranson Corp        | .         | .         | 8C     | 229                 | \$12,808.00          | 01/06/2014 | N/A              |
| 1400004                        | 01/08/2014 | Dan Ryan    |            | 08 Ranson Corp        | .         | .         | 8C     | 236                 | \$12,808.00          | 01/08/2014 | N/A              |
| 1400005                        | 01/14/2014 | Pete Kubic  | Kubic      | 02 Charles Town       | 25        | 380       | 1      | 71                  | \$58.00              | 01/14/2014 | N/A              |
| 1400006                        | 01/29/2014 | Julie Duval | Arcadia    | 03 Charles Town       | 23        | 67        | 12A    | 166                 | \$12,808.00          | 01/29/2014 | N/A              |
| 1400007                        | 01/29/2014 | Julie Duval | Arcadia    | 03 Charles Town       | 23        | 67        | 12A    | 166                 | \$12,808.00          | 01/29/2014 | N/A              |
| 1400008                        | 01/29/2014 | Julie Duval | Arcadia    | 03 Charles Town       | 23        | 67        | 12A    | 166                 | \$12,808.00          | 01/29/2014 | N/A              |
| 1400009                        | 01/29/2014 | Dan Ryan    |            | 08 Ranson Corp        | .         | .         | 8C     | 226                 | \$12,808.00          | 01/29/2014 | N/A              |
| 1400010                        | 01/30/2014 | Dan Ryan    |            | 04 Harpers Ferry      | 1131      | 426       | 9D     | 38                  | \$13,070.00          | 01/30/2014 | N/A              |
| 1400011                        | 01/30/2014 | Dan Ryan    |            | 04 Harpers Ferry      | 1131      | 426       | 9D     | 80                  | \$13,070.00          | 01/30/2014 | N/A              |
| 1400012                        | 01/30/2014 | Dan Ryan    |            | 09 Shepherdstown      | 1130      | 583       | 7      | 1.2                 | \$13,070.00          | 01/30/2014 | N/A              |
| 1400014                        | 01/31/2014 | K Hovnanian |            | 03 Charles Town       | 1095      | 342       | 11B    | 315                 | \$1,450.00           | 01/31/2014 | Form 220         |
| 1400015                        | 01/31/2014 | K Hovnanian |            | 03 Charles Town       | 1095      | 342       | 11B    | 667                 | \$1,450.00           | 01/31/2014 | Form 220         |
| <b>Category Count: 14</b>      |            |             |            | <b>Category Total</b> |           |           |        | <b>\$145,156.00</b> |                      |            |                  |
| <b>TOTAL APPLICATIONS: 15</b>  |            |             |            | <b>Grand Total</b>    |           |           |        | <b>\$145,156.00</b> |                      |            |                  |

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

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 *MM*  
DATE: Thursday, 6 February 2014  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

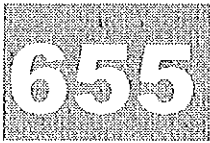
Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400001** through **1400015**, inclusive. Within this range there were 11 non-exempt impact fee payments. This amounts to **\$124,938.00**.
- Interest earned by the Office of Impact Fees General Account in January 2014 amounts to **\$47.09**, of which **\$40.50** is attributed to fees collected for Schools.

**As per the attached invoice, the total amount of this transfer is \$124,978.50.**

**Check # 932**



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

Account 3111776

Schools

Check Number 932

Trace 20140206:48501.08

Date 2/6/2014

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$124,938.00

Signature 1 Walt Pellish

Signature 2 Sheriff Pete Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in January 2014.

| Deposit Date | Process Number | Ordinance | Enact Date | Amount      |
|--------------|----------------|-----------|------------|-------------|
| 1/6/2014     | 1400001        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 1/6/2014     | 1400002        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 1/6/2014     | 1400003        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 1/9/2014     | 1400004        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 1/15/2014    | 1400005        | 2003-3    | 11/24/2005 | \$0.00      |
| 1/30/2014    | 1400006        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 1/30/2014    | 1400007        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 1/30/2014    | 1400008        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 1/30/2014    | 1400009        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 1/31/2014    | 1400010        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 1/31/2014    | 1400011        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 1/31/2014    | 1400012        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 1/31/2014    | 1400014        | 2003-3    | 11/24/2005 | \$0.00      |
| 1/31/2014    | 1400015        | 2003-3    | 11/24/2005 | \$0.00      |

**Total amount for this withdraw \$124,938.00**

**Total amount for this account \$124,938.00**

**Total amount all accounts \$124,938.00**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 14005

**Date:** 2/6/2014

**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 January 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582). \$124,938.00

Interest earned by the Office of Impact Fees General Account January 2014. \$40.50

Impact Fee Process Numbers 1400001 through 1400015, inclusive. Within this range, there were 11 non-exempt impact fee payments.

**Total: \$124,978.50**

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

**Check Number:** 932

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

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 *DM*  
DATE: Thursday, 6 February 2014  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400001** through **1400015**, inclusive. Within this range there were 6 non-exempt impact fee payments. This amounts to **\$1,333.00**.
- Interest earned by the Office of Impact Fees General Account in January 2014 amounts to **\$47.09**, of which **\$0.47** is attributed to fees collected for Law Enforcement.

**As per the attached invoice, the total amount of this transfer is \$1,333.47.**

**Check # 933**



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

Account 3111776

Law Enforcement

Check Number 933

Trace 20140206:48600.87

Date 2/6/2014 Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$1,333.00

Signature 1 Walt Pellish

Signature 2 Sheriff Pete Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in January 2014.

| Deposit Date                          | Process Number | Ordinance | Enact Date | Amount     |
|---------------------------------------|----------------|-----------|------------|------------|
| 1/6/2014                              | 1400001        | 2005-1    | 3/22/2005  | \$262.00   |
| 1/6/2014                              | 1400002        | 2005-1    | 3/22/2005  | \$262.00   |
| 1/6/2014                              | 1400003        | 2005-1    | 3/22/2005  | \$0.00     |
| 1/9/2014                              | 1400004        | 2005-1    | 3/22/2005  | \$0.00     |
| 1/15/2014                             | 1400005        | 2005-1    | 3/22/2005  | \$23.00    |
| 1/30/2014                             | 1400006        | 2005-1    | 3/22/2005  | \$0.00     |
| 1/30/2014                             | 1400007        | 2005-1    | 3/22/2005  | \$0.00     |
| 1/30/2014                             | 1400008        | 2005-1    | 3/22/2005  | \$0.00     |
| 1/30/2014                             | 1400009        | 2005-1    | 3/22/2005  | \$0.00     |
| 1/31/2014                             | 1400010        | 2005-1    | 3/22/2005  | \$262.00   |
| 1/31/2014                             | 1400011        | 2005-1    | 3/22/2005  | \$262.00   |
| 1/31/2014                             | 1400012        | 2005-1    | 3/22/2005  | \$262.00   |
| 1/31/2014                             | 1400014        | 2005-1    | 3/22/2005  | \$0.00     |
| 1/31/2014                             | 1400015        | 2005-1    | 3/22/2005  | \$0.00     |
| <b>Total amount for this withdraw</b> |                |           |            | \$1,333.00 |
| <b>Total amount for this account</b>  |                |           |            | \$1,333.00 |
| <b>Total amount all accounts</b>      |                |           |            | \$1,333.00 |

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 14006

**Date:** 2/6/2014

**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 January 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120). \$1,333.00

Interest earned by the Office of Impact Fees General Account January 2014. \$0.47

Impact Fee Process Numbers 1400001 through 1400015, inclusive. Within this range, there were 6 non-exempt impact fee payments.

**Total: \$1,333.47**

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

**Check Number:** 933

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

Michelle Mason  
Impact Fee Program Specialist

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

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason *MM*  
DATE: Thursday, 6 February 2014  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400001** through **1400015**, inclusive. Within this range there were 13 non-exempt impact fee payments. This amounts to **\$9,776.00**.
- Interest earned by the Office of Impact Fees General Account in January 2014 amounts to **\$47.09**, of which **\$3.30** is attributed to fees collected for Parks & Recreation.

**As per the attached invoice, the total amount of this transfer is \$9,779.30.**

**Check # 934**



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

Account 3111776

Parks & Rec

Check Number 934

Trace 20140206:48646.1

Date 2/6/2014

Series 3

Recipient Sheriff of Jefferson County

Amount \$9,776.00

Account 3122808

Signature 1 Walt Pellish

Signature 2 Sheriff Pete Dougherty

Signature 3 Jennifer Maghan

**Notes:** Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in January 2014.

| Deposit Date                          | Process Number | Ordinance | Enact Date | Amount     |
|---------------------------------------|----------------|-----------|------------|------------|
| 1/6/2014                              | 1400001        | 2005-2    | 5/12/2005  | \$752.00   |
| 1/6/2014                              | 1400002        | 2005-2    | 5/12/2005  | \$752.00   |
| 1/6/2014                              | 1400003        | 2005-2    | 5/12/2005  | \$752.00   |
| 1/9/2014                              | 1400004        | 2005-2    | 5/12/2005  | \$752.00   |
| 1/15/2014                             | 1400005        | 2005-2    | 5/12/2005  | \$0.00     |
| 1/30/2014                             | 1400006        | 2005-2    | 5/12/2005  | \$752.00   |
| 1/30/2014                             | 1400007        | 2005-2    | 5/12/2005  | \$752.00   |
| 1/30/2014                             | 1400008        | 2005-2    | 5/12/2005  | \$752.00   |
| 1/30/2014                             | 1400009        | 2005-2    | 5/12/2005  | \$752.00   |
| 1/31/2014                             | 1400010        | 2005-2    | 5/12/2005  | \$752.00   |
| 1/31/2014                             | 1400011        | 2005-2    | 5/12/2005  | \$752.00   |
| 1/31/2014                             | 1400012        | 2005-2    | 5/12/2005  | \$752.00   |
| 1/31/2014                             | 1400014        | 2005-2    | 5/12/2005  | \$752.00   |
| 1/31/2014                             | 1400015        | 2005-2    | 5/12/2005  | \$752.00   |
| <b>Total amount for this withdraw</b> |                |           |            | \$9,776.00 |
| <b>Total amount for this account</b>  |                |           |            | \$9,776.00 |
| <b>Total amount all accounts</b>      |                |           |            | \$9,776.00 |

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

Number: 14007  
Date: 2/6/2014

**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**

| <b>Description</b>                                                                                                                                                                                                    | <b>Amount</b>     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Impact Fee payments collected for month of January 2014 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). | \$9,776.00        |
| Interest earned by the Office of Impact Fees General Account January 2014.                                                                                                                                            | \$3.30            |
| Impact Fee Process Numbers 1400001 through 1400015, inclusive. Within this range, there were 13 non-exempt impact fee payments.                                                                                       |                   |
| <b>Total:</b>                                                                                                                                                                                                         | <b>\$9,779.30</b> |

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

Check Number: 934

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

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 *MM*  
DATE: Thursday, 6 February 2014  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.**

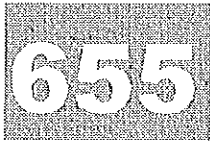
Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Fire & EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400001** through **1400015**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **\$9,109.00**.
- Interest earned by the Office of Impact Fees General Account in January 2014 amounts to **\$47.09**, of which **\$2.82** is attributed to fees collected for Fire & EMS.

**As per the attached invoice, the total amount of this transfer is \$9,111.82.**

**Check # 935**



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

Account 3111776

Fire & EMS

Check Number 935

Trace 20140206:48685.49

Date 2/6/2014

Series 4

Recipient Sheriff of Jefferson County

Amount \$9,109.00

Account 3122816

Signature 1 Walt Pellish

Signature 2 Sheriff Pete Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Fire and EMS Impact Fees Collected in January 2014.

| Deposit Date                          | Process Number | Ordinance | Enact Date | Amount     |
|---------------------------------------|----------------|-----------|------------|------------|
| 1/6/2014                              | 1400001        | 2005-3    | 5/12/2005  | \$698.00   |
| 1/6/2014                              | 1400002        | 2005-3    | 5/12/2005  | \$698.00   |
| 1/6/2014                              | 1400003        | 2005-3    | 5/12/2005  | \$698.00   |
| 1/9/2014                              | 1400004        | 2005-3    | 5/12/2005  | \$698.00   |
| 1/15/2014                             | 1400005        | 2005-3    | 5/12/2005  | \$35.00    |
| 1/30/2014                             | 1400006        | 2005-3    | 5/12/2005  | \$698.00   |
| 1/30/2014                             | 1400007        | 2005-3    | 5/12/2005  | \$698.00   |
| 1/30/2014                             | 1400008        | 2005-3    | 5/12/2005  | \$698.00   |
| 1/30/2014                             | 1400009        | 2005-3    | 5/12/2005  | \$698.00   |
| 1/31/2014                             | 1400010        | 2005-3    | 5/12/2005  | \$698.00   |
| 1/31/2014                             | 1400011        | 2005-3    | 5/12/2005  | \$698.00   |
| 1/31/2014                             | 1400012        | 2005-3    | 5/12/2005  | \$698.00   |
| 1/31/2014                             | 1400014        | 2005-3    | 5/12/2005  | \$698.00   |
| 1/31/2014                             | 1400015        | 2005-3    | 5/12/2005  | \$698.00   |
| <b>Total amount for this withdraw</b> |                |           |            | \$9,109.00 |
| <b>Total amount for this account</b>  |                |           |            | \$9,109.00 |
| <b>Total amount all accounts</b>      |                |           |            | \$9,109.00 |

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

Number: 14008

Date: 2/6/2014

**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 January 2014 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). \$9,109.00

Interest earned by the Office of Impact Fees General Account January 2014. \$2.82

Impact Fee Process Numbers 1400001 through 1400015, inclusive. Within this range, there were 14 non-exempt impact fee payments.

**Total: \$9,111.82**

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

**Check Number:** 935



An Open House for the new Berkeley County Sheriff's Department building located at 510 South Raleigh Street, Martinsburg, WV is scheduled for Saturday, March 1, 2014, from 1:00 pm until 5:00 pm. Please save the date. More detailed information to follow.

**SAVE THE DATE**

**RECEIVED**

FEB 06 2014

Jefferson County Commission

## Sandy McDonald

---

**From:** Michael Flores [mikef78@msn.com]  
**Sent:** Sunday, February 09, 2014 7:14 PM  
**To:** webmaster@jeffersoncountywv.org; cschott@jeffersoncountywv.org;  
sandy@jeffersoncountywv.org; chernandez@jeffersoncountywv.org  
**Subject:** Public Safety

Your submission:

---

Your Name: Michael Flores  
Your Email Address: [mikef78@msn.com](mailto:mikef78@msn.com)  
Subject: Public Safety

Message: Hello, It has come to my attention that Jefferson County is considering cuts to the Fire/EMS budget. I have heard plans that are ludicrous and would severely impact the health and well being of Jefferson County Citizens. Its a shame that the commissions mistakes and poor planning take the life of a Jefferson County resident. I for one will not be that resident nor raise a family here if you go through with the proposed cuts. Do you have any clue how much these volunteers do??? I saw them even plowing the road in Harpers Ferry once, and cutting trees that are blocking the roadway (all wvdot jobs). The thought the commission is even considering cutting the budgets of these fine examples of what America is all about is extremely disconcerting. Do you want to know why the Casino hasn't made enough money??? Minimum blackjack bet \$20 a hand..... HA. Maybe you should review what the real problem is and not cut the budget at the expense of public safety.

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

| Week Ending Date                                       | Week Ending<br>February 1, 2014<br>FY14<br>February 7, 2014 |
|--------------------------------------------------------|-------------------------------------------------------------|
| <b>To be Deposited on:</b>                             |                                                             |
| Amount Played                                          | 56,991,552.64                                               |
| Amount Won                                             | 51,278,703.38                                               |
| Amount Promo                                           | 191,039.00                                                  |
| MWAP Contribution                                      | <u>3,105.75</u>                                             |
| <b>Adjusted Gross Terminal Revenue</b>                 | <b><u>5,518,704.51</u></b>                                  |
| Administrative Costs @ 4%                              | 0.00                                                        |
| Excess Lottery Fund @ 4%                               | <u>220,748.17</u>                                           |
| <b>Net Terminal Revenue</b>                            | <b><u>5,297,956.34</u></b>                                  |
| Surcharge @ 10%                                        | 529,795.64                                                  |
| State Share Excess @ 58%                               | 307,281.47                                                  |
| Track Share of Capital Reinvestment @ 42%              | 222,514.17                                                  |
| <i>Track Share of Capital Reinvestment @ 42% - 96%</i> | <i>213613.60</i>                                            |
| <i>Track Share of Capital Reinvestment @ 42% - 4%</i>  | <i>8900.57</i>                                              |
| <b>Adjusted Net Terminal Revenue</b>                   | <b><u>4,768,160.70</u></b>                                  |
| Racetrack @ 46.50% / 42%                               | 2,002,627.49                                                |
| Lottery Fund @ 30% / 0%                                | 0.00                                                        |
| Excess Lottery Fund @ 0% / 41%                         | 1,954,945.92                                                |
| Race Track Purses @ 7% / 14% / 8%                      | 381,452.86                                                  |
| Workers' Compensation Debt Reduction @ 7% / 0%         | 0.00                                                        |
| Employee Pension Fund @ 1% / .5%                       | 23,840.80                                                   |
| Greyhound Development @ .75%                           | 35,761.21                                                   |
| Thoroughbred Development @ .75%                        | 35,761.21                                                   |
| Racing Commission @ 1%                                 | 47,681.60                                                   |
| County/Municipality @ 2%                               | 95,363.20                                                   |
| <b>3% Funds:</b>                                       |                                                             |
| Tourism Promotion Fund @ 1.375%                        | 65,562.21                                                   |
| Development Office Promotion Fund @ .375%              | 17,880.60                                                   |
| Research Challenge Fund @ .5%                          | 23,840.80                                                   |
| Capitol Renovation and Improvement Fund @ .6875%       | 32,781.10                                                   |
| 2004 Capitol Complex Parking Garage Fund @ .0625%      | 2,980.10                                                    |
| <b>1% Funds:</b>                                       |                                                             |
| State Capitol Complex Parking Garage @ 1%              | 0.00                                                        |
| Cultural Facilities and Capitol Resources @ .5%        | 23,840.80                                                   |
| Capitol Dome and Capitol Improvements @ .5% / 1%       | <u>23,840.80</u>                                            |
|                                                        | <b><u>4,768,160.70</u></b>                                  |

**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<br>ADJ. NET<br>REVENUE | TO<br>JEFFERSON<br>COUNTY | TO<br>FIVE<br>CITIES | BOLIVAR<br>7.93% | CHARLES<br>TOWN<br>39.90% | HARPERS<br>FERRY<br>2.17% | RANSON<br>33.68% | SHEPHERDS<br>TOWN<br>18.32% |
|----------------------------|------------------------------|---------------------------|----------------------|------------------|---------------------------|---------------------------|------------------|-----------------------------|
| 6 days ending:<br>07/06/13 | \$ 123,196.88                | \$ 123,196.88             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| Week ending:<br>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         | \$ 4,871.81      | \$ 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                 |
| 12/14/13                   | \$ 58,458.04                 | \$ 29,229.02              | \$ 29,229.02         | \$ 2,317.86      | \$ 11,662.38              | \$ 634.27                 | \$ 9,844.33      | \$ 4,770.18                 |
| 12/21/13                   | \$ 89,162.04                 | \$ 44,581.02              | \$ 44,581.02         | \$ 3,535.27      | \$ 17,787.83              | \$ 967.41                 | \$ 15,014.89     | \$ 7,275.62                 |
| 12/28/13                   | \$ 124,234.28                | \$ 62,117.14              | \$ 62,117.14         | \$ 4,925.89      | \$ 24,784.74              | \$ 1,347.94               | \$ 20,921.05     | \$ 10,137.52                |
| 01/04/14                   | \$ 125,927.76                | \$ 62,963.88              | \$ 62,963.88         | \$ 4,993.04      | \$ 25,122.59              | \$ 1,366.32               | \$ 21,206.23     | \$ 10,275.70                |
| 01/11/14                   | \$ 75,871.88                 | \$ 37,935.94              | \$ 37,935.94         | \$ 3,008.32      | \$ 15,136.44              | \$ 823.21                 | \$ 12,776.82     | \$ 6,191.15                 |
| 01/18/14                   | \$ 98,837.28                 | \$ 49,418.64              | \$ 49,418.64         | \$ 3,918.90      | \$ 19,718.04              | \$ 1,072.38               | \$ 18,644.20     | \$ 8,065.12                 |
| 01/25/14                   | \$ 85,441.60                 | \$ 42,720.80              | \$ 42,720.80         | \$ 3,387.76      | \$ 17,045.60              | \$ 927.04                 | \$ 14,388.37     | \$ 6,972.03                 |
| 02/01/14                   | \$ 95,363.20                 | \$ 47,681.60              | \$ 47,681.60         | \$ 3,781.15      | \$ 19,024.96              | \$ 1,034.69               | \$ 16,059.16     | \$ 7,781.64                 |
| Subtotal                   | \$ 3,401,088.76              | \$ 2,156,576.12           | \$ 1,244,512.64      | \$ 98,689.84     | \$ 496,560.57             | \$ 27,005.92              | \$ 419,151.84    | \$ 203,104.47               |

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  | 12/14/2013 | 29,229.02  |
| 12/19/2009   | 32,834.39  | 12/18/2010 | 42,076.76  | 12/17/2011 | 55,981.32  | 12/22/2012 | 46,838.96  | 12/21/2013 | 44,581.02  |
| 12/26/2009   | 53,406.34  | 12/25/2010 | 50,450.28  | 12/24/2011 | 54,248.62  | 12/29/2012 | 59,697.22  | 12/28/2013 | 62,117.14  |
| 01/02/2010   | 92,980.40  | 01/01/2011 | 85,152.12  | 12/31/2011 | 94,661.00  | 01/05/2013 | 71,673.52  | 01/04/2014 | 62,963.88  |
| 01/09/2010   | 55,020.46  | 01/08/2011 | 54,301.30  | 01/07/2012 | 74,863.40  | 01/12/2013 | 50,416.30  | 01/11/2014 | 37,935.94  |
| 01/16/2010   | 60,551.28  | 01/15/2011 | 54,005.90  | 01/14/2012 | 58,901.92  | 01/19/2013 | 51,211.88  | 01/18/2014 | 49,418.64  |
| 01/23/2010   | 69,943.53  | 01/22/2011 | 60,924.74  | 01/21/2012 | 61,819.92  | 01/26/2013 | 46,966.26  | 01/25/2014 | 42,720.80  |
| 01/30/2010   | 48,527.75  | 01/29/2011 | 48,036.94  | 01/28/2012 | 62,898.78  | 02/02/2013 | 52,067.92  | 02/01/2014 | 47,681.60  |
| 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 |

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TOTALS **4041141.56**

**4016541.01**

**4124906.8**

**3580645.18**

**2,156,576.12**

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## 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        | November, 2013         | 79,853.94        |
| January, 2011          | 106,189.21       | December, 2011         | 140,509.93        | December, 2012         | 146,677.92        | December, 2013         | 79,617.31        |
| 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        |                        |                  |
| <b>Total 2010-2011</b> | <b>1297391.7</b> | <b>Total 2011-2012</b> | <b>1602900.84</b> | <b>Total 2012-2013</b> | <b>1530462.31</b> | <b>Total 2013-2014</b> | <b>532097.19</b> |

**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                 | November, 2013                | 239,561.82                 |
| December, 2011                | 421,529.79                 | December, 2012                | 440,033.75                 | December, 2013                | 238,851.93                 |
| 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                 |                               |                            |
| <b><u>Total 2011-2012</u></b> | <b><u>4,808,702.50</u></b> | <b><u>Total 2012-2013</u></b> | <b><u>4,608,334.13</u></b> | <b><u>Total 2013-2014</u></b> | <b><u>1,596,291.57</u></b> |