

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, MARCH 20, 2014
9:30 A.M.

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

CALL TO ORDER

*Addendum added to Agenda Item #17 - page 240 -
As per Commissioner Manuel - 3/18/14 3:15 p.m.*

*Addendum added to Agenda Item #17 - page 243 -
As per Commissioner Widmyer - 3/19/14 9:05 a.m.*

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- March 6, 2014

APPROVAL OF PURCHASE ORDERS

- March 20, 2014

APPROVAL OF ACCOUNTS PAYABLE

- March 13, 2014
- March 20, 2014

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. John Reisenweber, Jefferson County Development Authority Director
- Approval of Resolution of Participation and Cooperation - Local Economic
Development Grant Program - Discussion/Action
2. 10:00 a.m. Nikki Painter, County Clerk's Office - Elections
- Approval of Poll Workers for the May 13, 2014 Primary Election -
Discussion/Action
3. 10:15 a.m. Interviews and appointments to the Jefferson County Historic Landmarks
Commission for one 3-year term ending March 6, 2017 - Discussion/Action

4. 10:30 a.m. BREAK
5. 10:45 a.m. Tom Reilly, IT Consultant
- Monthly IT Update
6. 11:00 a.m. Barbara Miller, Jefferson County Homeland Security and Emergency Management Director and Lawrence "Jeff" Jefferies, WVU Healthcare - Jefferson Medical Center
- Approval of State Homeland Security Grant proposal for \$53,000 - Discussion/Action
7. 11:15 a.m. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fee Specialist
- Presentation of Calendar Year 2013 Annual Report for the Office of Impact Fees - Discussion/Action
- Discuss the inflationary adjustment that is to automatically occur by dictate of the Impact Fees Procedure Ordinance 2003-1, Section 6.B, unless the County Commission acts to stay the adjustment to the impact fees - Discussion/Action
- Presentation of FY2015 Capital Improvement Plan for Office of Impact Fees - Discussion/Action
8. 11:45 a.m. Jennifer Brockman, Planning and Zoning Director
- Approval to schedule a Public Hearing on the proposed text amendment to Section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses - Discussion/Action

NEW BUSINESS

9. Approval of FY2014 Court Security Fund Grant Application - Discussion/Action
10. Upon recommendation from the City of Charles Town to approve and appoint Ann Paonessa to the Development Authority Board (to fill a vacant seat from Mr. Joe Cosentini's resignation) for one unexpired term ending April 5, 2015 or until a new City Manager for the City of Charles Town has been hired - Discussion/Action
11. Request to use the Jefferson County Commission meeting room, Thursday, May 1, 2014 - Talitha Davis with Youngevity - Discussion/Action
12. Approval of Job Description - Fee Collector - Discussion/Action
13. Legislative Updates

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

14. 12:30 p.m. Break for Lunch

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

15. 1:30 p.m. Lucas Elser, Northern WV Brownfield Assistance Center, WVU
- Briefing on the Brownfield, Abandoned and Dilapidated (BAD) Buildings Program and the role the County Commission and County Agencies are expected to play in support of the grant - Discussion/Action

16. 1:45 p.m. Stephen Groh, Assistant Prosecuting Attorney
- As requested by the Commission - Steps that need to be taken to proceed with the following: - Discussion/Action

- Reorganization of the JCESA Board**
- JCESA/Ambulance Fee Ordinance - Possible Executive Session §6-9A-4 (A)**

- Consider allocation county funding for Fire Companies through the Jefferson County Fire & Rescue Association - Discussion/Action (JT)
- Suggestions/Proposals for reorganizing JCESA - Discussion/Action (PN)
- Clarification from legal counsel as to whether the ESA Board can act as both a Fire Board and regarding the roles of the ESA Board relating to the County Commission imposing a fire fee as opposed to creating a Fire Board - Discussion/Action (PN)
- Does the County Commission set the fee or can the petition designate the fee that is requested - Discussion/Action (PN)

- Composition of the Jefferson County Public Service District Board - Discussion/Action - Executive Session §-6-9A-4 (A)
- Appointment to the Jefferson County Service District - Discussion/Action

17. 2:30 p.m. Tim Stanton, Finance Director
- Approval of Fiscal Year 2015 Budget - Discussion/Action

18. RECESS

**CONTINUED - AGENDA
FRIDAY, MARCH 21, 2014**

**19. 9:30 a.m. Tim Stanton, Finance Director
- Approval of Fiscal Year 2015 Budget - Discussion/Action**

20. ADJOURN

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- **GIS Department Quarterly Update Report - 2014, 1st Quarter**

CORRESPONDENCE/INFORMATION

Jefferson County Commission Notice of Intent to Appoint to the Jefferson County Planning Commission.

Impact Fee Status Report for February 2014.

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

Letter from the WV Division of Highways regarding the Statewide Transportation Improvement Program.

Letter from TowerPoint Capital regarding their consolidation.

Letter from the WV Department of Environmental Protection regarding the County's Stormwater Ordinance.

Invitation to the Middleway Volunteer Fire Company's Annual Recognition Banquet.

Memorandum from the Eastern Panhandle Conservation District regarding the 2014 Evitts Run Inspection Schedule.

WV Division of Justice and Community Services - Juvenile Justice and Delinquency Prevention

Grant Application Information.

WV Lottery Weekly Settlement for Charles Town, week ending March 1, 2014.

WV Lottery Weekly Settlement for Charles Town, week ending March 8, 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.

Minutes

Jefferson County Commission

Thursday, March 06, 2014

A meeting of the Jefferson County Commission was held on Thursday, March 06, 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 file of the Thursday, March 06, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Board of Review and Equalization Minutes of February 18, 2014. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Regular Meeting Minutes of February 20, 2014 with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Board of Review and Equalization Minutes of February 25, 2014. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$17,018.56 to include Purchase Order Numbers 50249, 51685, 51687, 52287, 52221, 52288, and 50347. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071662	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,301.28	\$ 4,301.28
071663	412	COMCAST		\$ -	\$ 80.50	\$ 80.50
071663	425	COMCAST		\$ -	\$ 447.06	\$ 447.06
071664	712	AT&T/GA		\$ -	\$ 49.11	\$ 49.11
071665	413	APPLE VALLEY OFF.PRODUCT	51630	\$ 60.90	\$ -	\$ 60.90
071666	425	B-K OFFICE SUPPLY INC	52279	\$ 253.70	\$ -	\$ 253.70
071666	425	B-K OFFICE SUPPLY INC	52280	\$ 716.00	\$ -	\$ 716.00
071667	424	BOLAND SERVICES	51763	\$ 270.00	\$ -	\$ 270.00
071667	425	BOLAND SERVICES	51764	\$ 991.01	\$ -	\$ 991.01
071667	425	BOLAND SERVICES	52281	\$ 189.00	\$ -	\$ 189.00
071668	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
071669	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
071670	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
071671	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
071672	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
071673	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
071674	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
071675	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
071676	425	CONTROL SYSTEMS	52286	\$ 540.50	\$ -	\$ 540.50
071677	PAYROLL	COLONIAL LIFE		\$ -	\$ 487.46	\$ 487.46
071678	402	COTT SYSTEMS	51823	\$ 165.07	\$ -	\$ 165.07
071679	425	COVENANT BUILDING MAINT		\$ -	\$ 11,827.43	\$ 11,827.43
071680	425	DELL MARKETING LP	52270	\$ 673.79	\$ -	\$ 673.79
071681	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 22.00	\$ 22.00
071682	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
071683	433	ESRI	51377	\$ 7,100.00	\$ -	\$ 7,100.00
071684	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
071684	425	J.C.EHRLICH		\$ -	\$ 532.42	\$ 532.42
071685	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 19,564.79	\$ 19,564.79
071686	424	GLOBALSTAR USA	52275	\$ 1,807.71	\$ -	\$ 1,807.71
071687	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,960.00	\$ 2,960.00
071688	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 208.66	\$ 208.66
071689	425	JEFFERSON COUNTY SOLID	51761	\$ 30.02	\$ -	\$ 30.02
071690	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
071691	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
071691	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,328.00	\$ 5,328.00
071692	PAYROLL	COMPTRROLLER OF MARYLAND		\$ -	\$ 526.97	\$ 526.97
071693	405	MARRIOTT INTERNATIONAL	51841	\$ 210.27	\$ -	\$ 210.27
071694	440	MICHAEL MONAGHAN		\$ -	\$ 97.00	\$ 97.00

071695	717	MILLER'S CHRYSLER JEEP	52285	\$ 256.67	\$ -	\$ 256.67
071696	227	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
071697	227	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
071698	GRANT	JEFF CO PARKS &		\$ -	\$ 20,000.00	\$ 20,000.00
071699	402	PIFER OFFICE SUPPLY, INC	51824	\$ 17.98	\$ -	\$ 17.98
071700	405	TRACY P. RICE, RPR	51840	\$ 402.35	\$ -	\$ 402.35
071701	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
071702	403	RECORD MANAGEMENT SOLUTN	51438	\$ 30.00	\$ -	\$ 30.00
071703	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
071703	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
071703	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
071703	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
071703	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
071703	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
071703	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
071703	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
071703	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
071703	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
071704	717	RICE TIRES CO	52276	\$ 154.04	\$ -	\$ 154.04
071705	403	SOFTWARE SYSTEMS, INC	51439	\$ 789.76	\$ -	\$ 789.76
071705	424	SOFTWARE SYSTEMS, INC	51439	\$ 900.00	\$ -	\$ 900.00
071705	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,857.00	\$ 1,857.00
071705	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,067.50	\$ 1,067.50
071706	408	STATE TAX DEPARTMENT		\$ -	\$ 10,701.08	\$ 10,701.08
071707	704	ST/WV REGIONAL JAIL &	52326	\$ 99,395.00	\$ -	\$ 99,395.00
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.56	\$ 3.56
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.84	\$ 0.84
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,252.62	\$ 45,252.62
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 97.22	\$ 97.22
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 22.74	\$ 22.74
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,583.24	\$ 10,583.24
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,140.15	\$ 44,140.15
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 112.17	\$ 112.17
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.36	\$ 2.36
071709	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.27	\$ 1.27
071709	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 32,058.48	\$ 32,058.48
071709	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 107.33	\$ 107.33
071710	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 12,110.05	\$ 12,110.05
071710	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 18,521.28	\$ 18,521.28
071711	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4.22	\$ 4.22

071711	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.31	\$ 1.31
071711	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 26,079.46	\$ 26,079.46
071711	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 84,033.61	\$ 84,033.61
071712	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
071713	424	WINCHESTER SECURITY,LLC	52277	\$ 300.00	\$ -	\$ 300.00
071713	425	WINCHESTER SECURITY,LLC	52277	\$ 3,210.00	\$ -	\$ 3,210.00
TOTAL						
				\$ 118,463.77	\$ 368,903.88	\$ 487,367.65

Motion by Ms. Tabb to approve the Accounts Payable for February 27, 2014 in the amount of \$487,367.65. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071715	425	B-K OFFICE SUPPLY INC	52289	\$ 126.85	\$ -	\$ 126.85
071716	975	CSSI-COMPLETE SYSTEM SPR	51797	\$ 6,425.00	\$ -	\$ 6,425.00
071717	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
071718	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 24.80	\$ 24.80
071719	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,894.07	\$ 5,894.07
071720	REFUND	FBI		\$ -	\$ 12,965.88	\$ 12,965.88
071721	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,740.54	\$ 1,740.54
071721	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,972.93	\$ 1,972.93
071722	402	JEFFERSON PUBLISH CO INC	51821	\$ 89.50	\$ -	\$ 89.50
071722	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 30.46	\$ 30.46
071723	712	JEFFERSON PUBLISH CO INC	51681	\$ 33.00	\$ -	\$ 33.00
071724	425	JEFFERSON COUNTY SOLID	52290	\$ 55.30	\$ -	\$ 55.30
071725	712	JEFFERSON MEMORIAL CENTE	51686	\$ 40.00	\$ -	\$ 40.00
071726	412	JUDITH A MATLICK		\$ -	\$ 144.64	\$ 144.64
071727	PAYROLL	HIGHMARK WV		\$ -	\$ 188,017.98	\$ 188,017.98
071728	712	NORFOLK SOUTHERN CORP		\$ -	\$ 12.00	\$ 12.00
071729	425	Comfort Design, Inc.	52291	\$ 190.00	\$ -	\$ 190.00
071730	402	PIFER OFFICE SUPPLY, INC	51826	\$ 41.68	\$ -	\$ 41.68
071730	406	PIFER OFFICE SUPPLY, INC	52300	\$ 132.72	\$ -	\$ 132.72
071731	402	RECORD MANAGEMENT SOLUTN	51631	\$ 35.00	\$ -	\$ 35.00
071732	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,668.00	\$ 6,668.00
071733	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 292.00	\$ 292.00
071733	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
071733	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 866.00	\$ 866.00
071733	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
071734	405	STAPLES CREDIT PLAN	51640	\$ 86.41	\$ -	\$ 86.41

071735	401	STAPLES CREDIT PLAN		\$ -	\$ 159.55	\$ 159.55
071735	712	STAPLES CREDIT PLAN		\$ -	\$ 92.99	\$ 92.99
071736	405	BRANDON C.H. SIMS		\$ -	\$ 380.62	\$ 380.62
071737	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 212.00	\$ 212.00
071738	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
071739	405	THOMSON REUTER - WEST	51638	\$ 892.25	\$ -	\$ 892.25
071740	402	XEROX CORPORATION	51632	\$ 1,204.67	\$ -	\$ 1,204.67
071740	439	XEROX CORPORATION	50339	\$ 500.90	\$ -	\$ 500.90
TOTAL						\$ 231,228.94
TOTAL				\$ 9,853.28	\$ 221,375.66	\$ 231,228.94

Motion by Ms. Noland to approve the Accounts Payable for March 6, 2014 in the amount of \$231,228.94. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Josh Smith, resident and President of the Bakerton Fire Company – presented the Commission with a Fire Fee Proposal/Petition and requested their signatures.

Linda Rippeon, resident – spoke regarding her concerns about the expansion of the Tuscawilla Hills Sewer Treatment Plant and the effect it has had on her home life.

Jennifer Miller, resident – spoke regarding her concerns about the expansion of the Tuscawilla Hills Sewer Treatment Plant and the lack of transparency from the City of Charles Town’s Utility Board.

- o It was the consensus of the Commission to forward Ms. Rippeon and Ms. Miller’s comments to the Planning and Zoning Department and the City of Charles Town.

PRESENTATIONS

1. Angie Banks, Assessor – Exonerations

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Westridge Hills Owners Association	Harpers Ferry	Real Estate	14734 – 14741	327.16

- Motion by Mr. Manuel to approve the Exoneration for the Westridge Hills Owners Association as presented by the Assessor. Motion seconded and unanimously approved.
2. Pete Dougherty, Sheriff – requested approval of additional deputy reserves, bailiffs, and trip guards.

- **Motion by Mr. Manuel to approve the additional deputy reserve applicants as presented. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to approve Robin Mahoney to be included in the list of approved bailiffs. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve the additional trip guards to the approved trip guard list. Motion seconded and unanimously approved.**
3. Jennifer Myers, Director of the Jefferson County Parks and Recreation Commission – provided the Commission with an update on the Land and Water Conservation Fund Program and requested the approval of both the design of the Veteran’s Memorial Pavilion and the resolution to accept the LWCF grant in the amount of \$40,000.
- **Motion by Mr. Manuel to approve the design of the Veteran’s Memorial Pavilion to be built at Sam Michael’s Park and also approve the Resolution to accept the Land and Water Conservation Fund grant in the amount of \$40,000. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:30
The Commission reconvened at 10:45.
5. Barb Miller, Director of Jefferson County Homeland Security and Emergency Management – requested the approval of the State Homeland Security Grant in the amount of \$2,328.00.
- **Motion by Ms. Noland to approve the State Homeland Security Grant proposal in the amount of \$2,328.00, as presented. Motion seconded and unanimously approved.**
6. Lynn Fields, Deputy Probate Clerk – requested the Commission schedule a hearing date and time for a Petition for replacing Michael Bir as Executor of the Doreen Bir Estate.
- Mr. Manuel directed staff to work with Ms. Fields to schedule a time convenient for all parties.
7. Annette Gavin, Jefferson County CVB and John Reisenweber, Director of the Jefferson County Development Authority – discussed the offer from the West Virginia Department of Highways to sell the Route 340 property, leased to the CVB, to the Jefferson County Commission for \$1.00. Ms. Gavin and Mr. Reisenweber also requested the County Commission accept this offer and convey the property to the CVB with a kickback clause to the Commission.

- **Motion by Ms. Noland to accept the WVDOH offer to purchase the Route 340 property for \$1.00 and convey the property to the CVB. Motion seconded and unanimously approved.**
8. Stephen Groh, Assistant Prosecuting Attorney –lead a discussion with the Commission regarding the Jefferson County Emergency Services Agency Ordinance and Board Reorganization. Mr. Groh also discussed how to proceed legally with the implementation and collection of the Fire Fee.
- **Motion by Mr. Manuel to reconstitute the JCESA Board to include the following: one member appointed by Fire & Rescue, one Fire Department representative, one Emergency Services representative, four citizen representatives, and one County Commission representative. Motion seconded. Motion withdrawn. Second withdrawn.**
 - **Motion by Mr. Manuel to restructure the JCESA Board to include the following: one Fire Department representative, one Emergency Services representative, three citizen representatives, and one County Commission representative. Motion seconded and unanimously approved.**
 - **Motion by Ms. Widmyer to amend Mr. Manuel’s motion to include an additional citizen representative to the JCESA Board. Motion dies for lack of a second.**
- The Commission directed Mr. Groh to draft an ordinance regarding the reconstitution of the JCESA Board. The Commission also requested Mr. Groh provide them with a list of steps which need to be taken in order to proceed with the implementation and collection of the proposed ambulance and fire fees.
9. The Commission recessed for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.

NEW BUSINESS

10. Legislative updates
- Classification/Compensation Bill – moved to floor of the House, where it was amended to include a 12% across the board pay increase.
 - 1% Sales Tax Bill – died in Committee.
 - Senate Bill 373 – moving, amended by the House Finance Committee.
 - Possible NRA Bill(s) which would curtail the County’s control of its properties with regards to individual gun rights.

- House Bill 359 – would eliminate hand canvassing, passed the Senate and currently on the House calendar.
 - Gaming Bill 4333 – needs to be watched carefully because the language in the bill is unclear.
11. Sandy Slusher McDonald, Deputy County Administrator – requested the approval of the Resolution and application for a Community Participation Grant Program for the EVAK K9 Search and Rescue in the amount of \$5,000.
- **Motion by Ms. Tabb to approve the Resolution and application for a Community Participation Grant Program for the EVAK K9 Search and Rescue in the amount of \$5,000, as presented. Motion seconded and unanimously approved.**
12. Approval of the Inter-Governmental Agreement Creating the Berkeley/Jefferson Day Report Center.
- **Motion by Mr. Manuel to approve the Inter-Governmental Agreement Creating the Berkeley/Jefferson Day Report Center. Motion seconded and unanimously approved.**
13. Debbie Royalty, League of Women Voters – requested the approval of the use of the Jefferson County Commission meeting room for a Candidate Forum.
- **Motion by Ms. Noland to approve the use of the Jefferson County Commission meeting room by the League of Women Voters for a Candidate Forum on the evening of April 9, 2014. Motion seconded and unanimously approved.**

FINANCE DIRECTOR REPORTS

- It was the consensus of the Commission to hold the Financial Director Reports until Friday, March 7, 2014 during the scheduled Budget Deliberation session.

COUNTY ADMINISTRATOR REPORTS

- Community Forum for FY15 Budget – Ms. Keyser reminded the Commission of the Community Forum for the FY15 Budget to be held on Thursday, March 13 at 7 pm. This meeting will allow the public to provide the Commission with their feedback and input regarding the FY15 Budget.

- Budget Deliberation Meeting – Ms. Keyser reminded the Commission of the Budget Deliberation Meeting to be held Friday, March 7 at 9:30 am. This meeting will be held so the Commission may finish making decisions concerning the FY15 Budget.

COUNTY COMMISSIONERS' REPORTS

Jane Tabb

- Attended a PSD meeting.
- Attended the JCESA/County Commission joint meeting.
- Attended various budget meetings.
- Attended the Technology Tour for the Downtown and Bardane campuses.

Walt Pellish

- Attended various budget meetings.
- Attended the Technology Tour for the Downtown and Bardane campuses.

Patricia Noland

- Attended a CVB meeting.
- Attended the JCESA/County Commission joint meeting.
- Attended various budget meetings.
- Attended the Technology Tour for the Downtown and Bardane campuses.

Dale Manuel

- Attended a Planning Commission meeting.
- Attended Pancake Day at the Citizen's Fire Company.
- Participated in a Legislative Conference Call.
- Attended the JCESA/County Commission joint meeting.
- Attended various budget meetings.
- Attended the Potter's Bowl.

Lyn Widmyer

- Attended the Commodity Classic in San Antonio, Texas.
- Attended the JCESA/County Commission joint meeting.
- Attended various budget meetings.

14. SPECIAL SESSION: Hearing on a Probate Matter – Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator for the Estates of Charles Francis Printz and Bethel H. Printz.

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

At a Special Session of the County Commission of said County and State held at the Jefferson County Commission Meeting Room on the lower floor of the Old Charles Town Library at 200 E. Washington Street, on Thursday, March 06, 2014 beginning at 1:30 pm.

Hearing on Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator for the Estates of Charles Francis Printz and Bethel H. Printz.

PRESENT:

Walt Pellish, President
Jane Tabb, Vice President
Dale Manuel, Commissioner
Patsy Noland, Commissioner
Lyn Widmyer, Commissioner
Steve Groh, Assistant Prosecuting Attorney
David DeJarnett, Esq., counsel for Mr. Charles Printz, Jr.
John Hussell, Esq., counsel for Ms. Marybeth Printz
Frank Hill, Fiduciary Commissioner
Debbie Keyser, County Administrator
Lynn Fields, Deputy Probate Clerk
Jessica Carroll, Administrative Assistant

SPECIAL NOTE: Ms. Widmyer stated she would recuse herself from this hearing upon the advice of counsel, as she has prior knowledge of the matter.

- No witnesses were called and no exhibits were entered into record.
 - **After each side presented their case, motion by Ms. Noland to enter into Executive Session, citing §6-9A-4 – Attorney-Client Privilege. Motion seconded and unanimously approved.**
 - **Motion by Mr. Manuel to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to grant the Motion to Dismiss the Amended Petition to Remove Executor and Appoint Curator. Motion seconded and unanimously approved.**
 - Mr. Hussell noted his objection for the record.
15. The Commission meeting was adjourned at 2:47 pm. on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

March 20, 2014

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
ANIMAL CONTROL	51931	\$ 367.00	Valley Pet Cemetary	Carcass Disposal
	51932	\$ 365.00	WV Board of Vet. Medicine	Reg. Fee for Annual Euthanasia Tech. Class
	51933	\$ 365.00	WV Board of Vet. Medicine	Reg. Fee for Annual Euthanasia Tech. Class
	51936	\$ 285.00	Selby Vet. Services, PLLC	Equine Vet Evaluation
	51938	\$ 300.00	Blue Ridge Vet. Assoc.	Vet Care x 3
	51940	\$ 1,362.00	Blue Ridge Vet. Assoc.	Vet Services
	51941	\$ 1,080.26	Zoetis	Vet. Supplies
	51943	\$ 472.65	Valley Pet Cemetary	Carcass Removal
CENTRAL GARAGE	52296	\$ 416.32	Rice Tire	Tires
CIRCUIT CLERK	51465	\$ 1,034.00	SSI, Inc.	Software
COMMISSION	52428	\$ 81,542.50	WV Regional Jail Authority	Regional Jail Bill - February
COMMUNICATIONS	49841	\$ 442.70	CDW Government	Supplies
COURTHOUSE	52292	\$ 2,854.50	Boland	Tech. Services and Supplies
HOMELAND SECURITY/EM.MGMT	52017	\$ 495.00	NFPA (United Bank Card)	DVDs for Disaster Ready Kids Prog.
	52018	\$ 1,694.80	Channing-Bete (United Bank Card)	Supplies for Disaster Ready Kids Prog.
OTHER BUILDINGS	52293	\$ 841.00	Fidelity Power Systems	Generator Repairs
	52294	\$ 1,237.00	Trenary Service Co.	Service Call for Repairs
	52295	\$ 1,285.88	Daycon	Cleaning Supplies
	52351	\$ 1,733.75	RCS Security	Cameras & DVR Repair
	52356	\$ 260.00	Dodson Septic Tank & Cleaning	Pumped Tank at Sub Station
SHERIFF - LAW	51961	\$ 1,000.00	Superior Autobody	Equipment Repair

	51962	\$ 3,340.00	K9 Guardian, Inc.	K9 Kennel for Vehicle
	51963	\$ 350.00	Blue Grenade	Equipment Repair
	51964	\$ 1,982.82	Town Gun Shop, Inc.	Uniforms & Accessories
	51965	\$ 874.23	Galls/Quartermaster	Uniforms & Accessories
GRAND TOTAL		\$ 88,032.43		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **John Reisenweber on behalf of the Jefferson County Development Authority (JCDA) Board of Directors**

Department or Organization: **Jefferson County Development Authority**

Estimation of amount of time needed for appointment: **10 minutes.**

Date Requested – 1st Choice: **March 20, 2013**

If a specific date is needed, please provide reason for specific date: **To facilitate submission of LED Grant Request as part of the CDC Recertification due March 31, 2014.**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Resolution of Participation and Cooperation (Local Economic Development Grant Program) – for signature by President of the JCC and County Clerk.**

Please provide the County Commission with a description of your request or presentation, including any background information: **The JCDA is applying for the Local Economic Development (LED) grant of \$31,008 from the West Virginia Development Office. The JCDA is eligible for this grant annually.**

By way of the attached document, the JCC is assuring that matching funds are available from the County. This document needs to be on official JCC letterhead, presented to the JCC for a vote, and signed by the President of the JCC and the County Clerk.

Is this a funding request? Y/N **No**
If so, how much? \$Click here to enter text.

Recommended motion: **Motion to approve the attached resolution of support for the JCDA's application for the Local Economic Development (LED) grant of \$31,008 from the WV Development Office.**

Attach supporting documents for request, or request may be denied.
If not attached, explain: **Draft Resolution of Support**

Is equipment needed? **No** Projector Y/N **No** Internet/Wi Fi Y/N **No** Telephone for conference call Y/N **No**

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Walt Pellish

VICE PRESIDENT

Jane Tabb

COMMISSIONER

Dale Manuel

COMMISSIONER

Patsy Noland

COMMISSIONER

Lyn Widmyer

WEST VIRGINIA CERTIFIED DEVELOPMENT COMMUNITY (CDC) PROGRAM

RESOLUTION OF PARTICIPATION AND COOPERATION

Whereas, the governing body of Jefferson County is interested in the economic well-being of its citizenry and the community at-large; and,

Whereas, the governing body is prepared to support appropriate efforts within the community to promote economic development; and;

Whereas, the West Virginia Chamber of Commerce and the West Virginia Development Office sponsor a program that is specifically designed to help West Virginia communities become better prepared for economic development; and

Whereas, The County Commission has consistently funded the Jefferson County Development Authority since 1980, and this year's budgeted amount well exceeds the required \$31,008.00 match; and

Whereas, it is a requirement of the Local Economic Development Grant Program to provide evidence of local match;

THEREFORE, BE IT RESOLVED that the County Commission of Jefferson County wishes to continue its participation in the Certified Development Community Program, and that the leadership of the community fully realizes this program requires dedicated effort; and,

BE IT FUTHER RESOLVED that the program requires the existence of a Local Economic Development Organization, and this governing body designates the Jefferson County Development Authority as representing our community for the purpose of participating in this program.

BE IT FURTHER RESOLVED, that evidence is hereby provided to the West Virginia Development Office that more than sufficient matching funds have been provided to the Jefferson County Development Authority by the Jefferson County Commission.

This resolution is in full effect upon its adoption this 20th day of March, 2014.

Signed: Walt Pellish, President

Attested: Jennifer S. Maghan, County Clerk

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Slusher McDonald

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Nikki Painter

Department or Entity: County Clerk- Elections

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: March 20, 2014

Date Requested – 2nd Choice: _____

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

Poll Workers must be approved by March 25th.

Subject:

Poll Worker Approval

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

To approve the poll worker lists as nominated by the executive committees.

A list of poll workers will be provided during the meeting.

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

Attachments:



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jessica Carroll**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 20, 2014**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Historic Landmarks Committee for one (1) three-year term ending March 6, 2017.**

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

Is this a funding request? Y/N - **NO**

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*): **I move to approve _____ to serve on the Jefferson County Historic Landmarks Committee for one (1) three-year term ending March 6, 2017.**

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

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 20, 2014, or as soon thereafter as the Commission may decide:

**Historic Landmarks Committee - one three- year term ending
March 6, 2017**

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 19th & 26th
March 5th & 12th**

THANKS - JEFFERSON COUNTY COMMISSION

Jefferson County Historic Landmarks Committee | 2014

Members currently serving

<i>Name</i>	<i>Expiration</i>	<i>Intention</i>
MICHAEL MUSICK	03/06/2014	does not wish to be reappointed
ERIC JENKINS	03/06/2015	
MARTIN BURKE	03/06/2015	
CARMEN WEBER CREAMER	03/06/2016	
CURT MASON	03/06/2016	
LYN WIDMYER (Comm. Liaison)		

INTERESTED APPLICANTS

<i>NAME</i>	<i>ATTENDING</i>	<i>CONTACTED</i>
Sara Lambert		

Received

FEB 21 2014

Jefferson County Commission

Attachment

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

NAME: Sara Lambert
HOME ADDRESS: 289 Rabbits Rest Lane Shepherdstown, WV 25443
HOME TELEPHONE NUMBER: -
WORK ADDRESS: 114 E. German St. Suite 201 (mail: P.O. Box 622) Shepherdst.
WORK PHONE NUMBER: 707 326 6443
MOBILE PHONE NUMBER: 707 326 6443
E-MAIL ADDRESS: sarchitecture@yahoo.com
MAGISTERIAL DISTRICT: Shepherdstown
PARTY AFFILIATION (Building Commission applicants only) -
OCCUPATION: architect
LENGTH OF RESIDENCY IN JEFFERSON COUNTY: 4 1/2 years
EDUCATION: HIGH SCHOOL Scotia Glenville HS
COLLEGE BSME Carnegie Mellon Univ; M.Arch. UCLA
TRADE OR BUSINESS SCHOOL -

LIST QUALIFICATIONS FOR THIS POSITION:


Licensed design professional.
19 years of practice in wide variety of
jurisdictions - brings a broad perspective to
the value of preserving our built history and
character that defines our community

NAME OF BOARD, COMMITTEE OR COMMISSION APPLYING FOR:

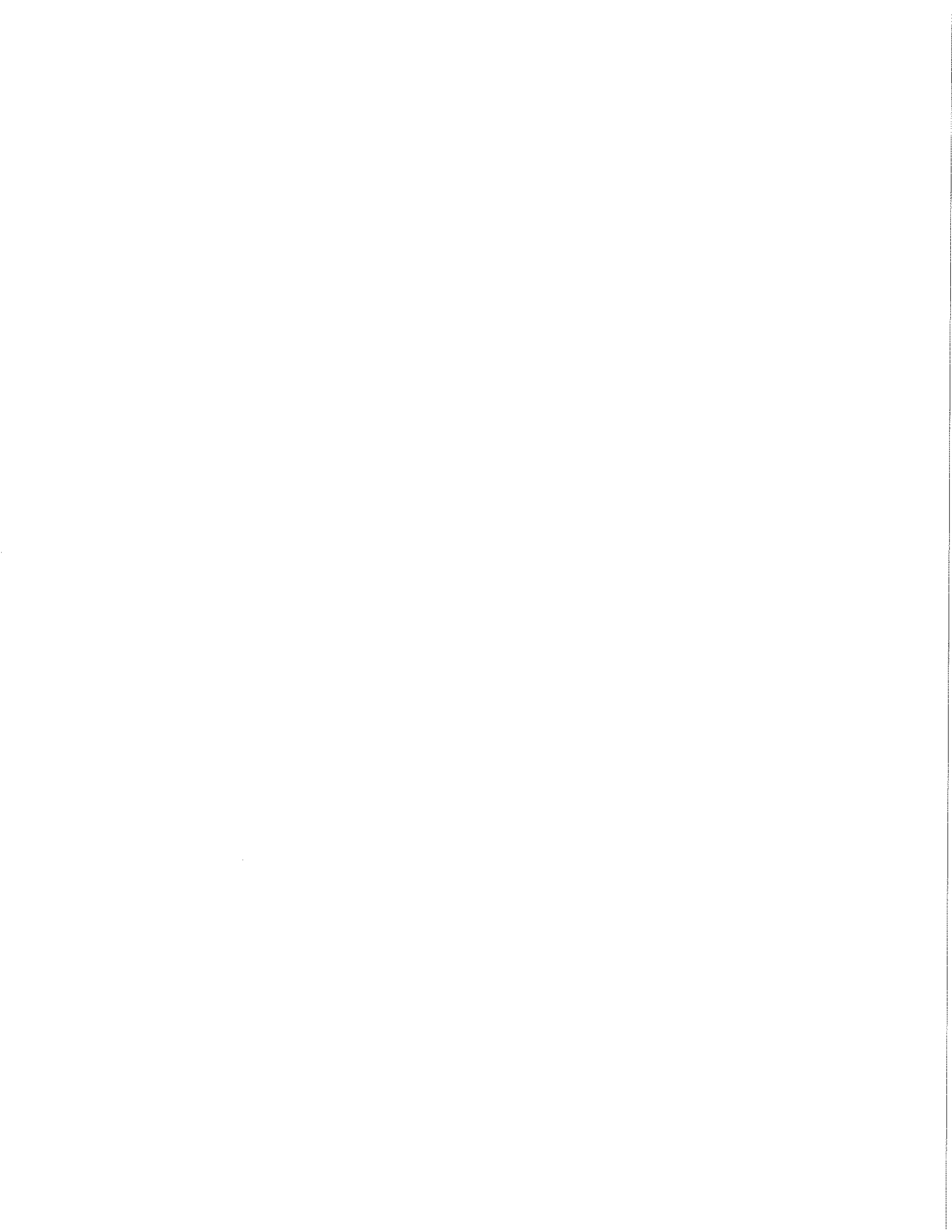
Historic Landmarks Commission

ORGANIZATION MEMBERSHIPS & POSITIONS HELD:

member, St. James Lutheran Parish, Uvilla
Scout Leader, Girl Scout Daisy Troop Shepherdstown
Planning Commissioner, City of Sonoma Elem.
Treasurer, Sonoma County Kappa Gamma Alumnae Assoc.

Signature:  _____ Date: 2.19.14

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Tom Reilly, IT Consultant**

Department or Organization: Click here to enter text.

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

Date Requested – 1st Choice: **March 20, 2014**

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

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **IT update**

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 Click here to enter text.

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.

Information Technology Commission Update

March 20, 2014

Presentation

- February Information Technology Update
- IT Financial Review
- IT Moving Forward
- Commission Questions & Answers
- Vision

February Information Technology Update

- County Commission Technology Tour – Performed a county wide tour of each data center.
- Storage update – Moved users to new systems
- Systems review and report processes
- Working with Prosecuting office on server storage Q & A
- Monthly Technology update with IT Squad
- Meeting with Prosecutor, Circuit Clerk, and Supreme Court IT Offices
 - Discussed needs of WIFI
 - E-File and other systems
- Monthly meeting with County Administration
- Network Environment – Telecommunication
- SAN for Downtown Campus
 - Cornerstone for core data infrastructure. This begins the build of a secure, resilient & expandable server virtualization platform. *Notes: Server systems will stay operational 24/7 and would allow consolidation of physical servers reducing hardware cost.*
- Web Site- Jefferson County Multi Departmental Site. *Notes: Creates the communication fabric to the tax payers, a core method of disseminating information. The new site will allow participating departments to make changes within their site parameters and not require admin or IT to perform basic updates.*

Technology Ticketing

- Jefferson County IT Department Ticketing System and details
 - Hand out provided
 - Monthly notables

IT Update - CAD

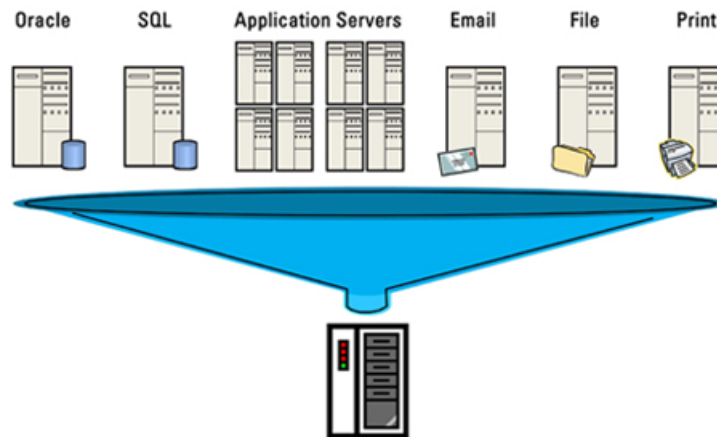
- CAD – Computer Aided Dispatch System
 - Servers are installed and systems are being worked on
 - Working with GIS and other departments for systems
 - Agency update and review
 - Ability to submit documentation electronically to PA's office

IT Update - VoIP

- VoIP – Telephone and presence system
 - Deployed over 300 new IP phones and related equipment.
 - Working on communications between Animal Control, ESA, and Parks and Rec.

Financial Review

- Windows XP and cost associated with replacements for Departments.
 - May be able to upgrade some systems.
- SAN storage and Virtualization project – Reduction of server foot print in the County Data Centers.
- Virtualization – Concepts and scalability



What does this mean: More capacity and redundancy for cross platform systems. Many servers can be added without additional hardware cost.

- Core Values:
 - Create high user impact with low cost technical solutions.
 - Start looking at IT as an investment VS a cost.
 - Take advantage of technology in the work place to streamline staff workload.
 - Utilize IT to coordinate County technical solutions across solution providers.
- Leverage IT to create best FIT solutions for technical needs throughout the County.

IT Update – Moving Forward

- Network Security – Start a basic review of the network security.
 - Multi Campus – Antivirus review and needed upgrades.
 - Patch Management – Develop an automated system that pushes Microsoft Update to the work stations. *Notes: Create automation to assist with reducing manual updates.*
 - Third party patch management. I.e. Adobe, flash etc. *Notes: Create automation to assist with reducing manual updates.*
 - Create policies with approvals.
 - Security Assessments. *Notes: Develop a core report and discuss with administration.*
- IT operations with organizations this size require multiple technology vendors.

Questions & Answers

- Jefferson County Commission

Vision Statement

- **Vision:** Provide citizens, businesses and County employees with timely, convenient access to appropriate information and services through the use of technology.
- **Mission Statement:** Provide strategic IT vision, leadership and enterprise solutions to meet the County's goals to better serve the public through service and integration of data at the employee, local, state, and federal levels.

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Barbara J. Miller and Lawrence "Jeff" Jefferies

Department or Organization: Jefferson County Homeland Security and Emergency Management and WVU Healthcare-Jefferson Medical Center

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: March 20, 2014

If a specific date is needed, please provide reason for specific date: Time sensitive Grant Request

Date Requested – 2nd Choice: Click here to enter text.

Subject (Wording to be placed on agenda):

State Homeland Security Grant proposal for \$53,000

Please provide the County Commission with a description of your request or presentation, including any background information: This is a PASS THROUGH grant proposal, in the amount of \$53,000 to enable WVH Healthcare, Jefferson Medical Center to purchase a decontamination tent and supplies to provide hospital-level decontamination. In previous exercises, this capability is one that has been sited as an area of improvement, as the tent and supplies that they have now are more than 10 years old. Once this grant is approved by the State Administrative Agency, WVH Healthcare, Jefferson Medical Center would then make the purchase. They will then present a copy of the invoice and a copy of the check to the County. The County then does the grant reimbursement paperwork and files it with the state. The state sends a reimbursement check to the County Commission, then the County Commission cuts a check to the hospital for reimbursement.

There are no matching funds required for this grant.

Is this a funding request? Y/N This is a pass through grant for the hospital

If so, how much? \$0

Provide exact financial impact/request: 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
1. I move to approve the State Homeland Security Grant proposal in the amount of \$53,000, as presented.

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

If not attached, explain: 1. Copy of grant proposal

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: bmiller@jeffersoncountywv.org Phone Number: 304-728-3290

WEST VIRGINIA

HOMELAND SECURITY GRANT PROGRAM

2011 Sub-grant Application



<p>WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM</p>	<p>REQUEST FOR PROPOSALS</p>
--	-------------------------------------

Should you have any grant related questions please contact:

Michael W. Cutlip, Homeland Security Grant Manager (304) 558-2930 michael.w.cutlip@wv.gov

Edward Holsclaw, II, Homeland Security Grant Specialist (304) 558-2930 edward.a.holsclaw@wv.gov

Should you have any programmatic related questions please contact:

David Hoge, SAA Director (304) 558-2930 david.k.hoge@wv.gov

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	GRANT APPLICATION SUBMISSION CHECKLIST
---	--

Prior to submitting the application, use this checklist to ensure that the following tasks have been completed.

- The application has been completely filled out.
SAA reserves the right to not consider an application for funding if any part is incomplete.
- Format of the project description (page 7) must follow the same outline shown on page 6 of the application and is as detailed as possible.
- Math has been double-checked, is accurate and rounded to the nearest whole dollar amount.
- Authorized Official has signed page 1 of the grant application. That page, with the ORIGINAL SIGNATURE, must be returned with the COMPLETE application, UNSTAPLED/UNBOUND, to this office. ONE ORIGINAL ONLY – NO COPIES
- Applicant has been listed as the State Agency, County Commission, or Municipality.
- A Eligibility Certification has been completed, signed and returned for the applicant and all recipient agencies.
- Certifications regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements has been completed by the applicant and signed and ORIGINAL returned.
- As applicable, copies of all Project Concepts which are included in the application have been submitted with the application.
- Appropriate goals and objectives from the State Homeland Security Strategy have been circled and included in the application.

<p>WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM</p>	<p>GRANT APPLICATION INSTRUCTIONS</p>
--	---

COMPLETED APPLICATION MUST INCLUDE:

- Applicant:** Name, address, phone and fax number of the agency applying for funds.
- Project Director:** Name, address, phone, fax and email of the individual charged with the implementation and day-to-day operations of the project. **This person cannot also be listed as the Fiscal Officer.**
- Fiscal Officer:** Name, address, phone, fax and email of the person responsible for the fiscal records/reports of the project. **This person cannot also be listed as the Authorized Official or the Project Director.**
- Funds Requested:** Funds requested from the Homeland Security State Administrative Agency (SAA) by the applicant agency.
- Project Matching/In-Kind Funds:** Funds committed by the applicant agency if any. If not, enter zero (0).
- Project Period:** Time needed to implement and complete the project.
- Certification:** Authorized Official: Typed or printed name, title and original signature of the State Agency Head, County Commission President, Mayor/City Manager or agency head. This is the individual who would be authorized to enter into a contractual agreement with the SAA.

The Authorized Official must sign where indicated on page 1 of the grant application before submission.

RETURN ONE COMPLETED ORIGINAL APPLICATION TO:

**WV Dept. of Military Affairs & Public Safety
Homeland Security State Administrative Agency
1900 Kanawha Blvd., East, Capitol Complex
Building 1, Room W-400
Charleston, WV 25305**

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

GRANT APPLICATION
PAGE 1

1. Applicant: Jefferson County Commission
Address: P. O. Box 250
Charles Town, WV 25414
Phone/Fax: 304-728-3282

5. Grant Funds Requested: \$ 53,000
Project Matching
Funds (if any): \$ _____

2. Project Director: Lawrence H. Jefferies
Address: 300 S. Preston Street
Ranson, WV 25430
Phone/Fax: 304-728-1704
Email: ljefferies@wvuhealthcare.com

6. Type of Agency:
 State County Municipality

3. Fiscal Officer: Jennifer Meghan, Clerk
Address: P. O. Box 208
Charles Town, WV 25414
Phone/Fax: 304-728-3347
Email: jmaghan@jeffersoncountywv.org

7. Project Period:
of Months Needed To Complete Project _____

4. Program Applying for: (Check Only One) _____
 SHSP Citizen Corps

8. Investment to be Supported: (List Only)
2011 Grant 21710 9934 Whole Community SHS

Project Title and Brief Description:
Decon Tent Grant for Hospital- Jefferson Medical Center is a critical access hospital located in the Eastern Panhandle of , just outside of the National Capitol Region. This grant is to purchase a new decontamination tent for use by the hospital staff.

10. 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 any governing body, and the applicant will comply with all of the attached Special Conditions and Assurances if the sub-grant is awarded.

Authorized Official: Walter Pellish
TYPED OR PRINTED NAME OF
AGENCY HEAD

Title: President-JC Commission

Signature: _____

Date: March 20, 2014

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	BUDGET INSTRUCTIONS PAGE 2
--	---

Homeland Security Program (HSP) allowable costs are divided into the categories of (1) Planning; (2) Equipment; (3) Training; (4) Exercises. Below is basic information. **For specific information please see the guidelines.**

Planning

Planning activities are central to homeland security initiatives and can be used to enable the State to prioritize needs, build capabilities, update preparedness strategies, allocate resources, and deliver preparedness programs across disciplines.

Equipment

Funds may be used for equipment acquisitions. Approved equipment is on the Authorized Equipment Listing (AEL). <https://www.llis.dhs.gov/knowledgebase> Only equipment on the AEL will be considered for funding. Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 2-11 all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator (SWIC).

Training

Allowable training-related costs include the establishment, support, conduct, and attendance of training specifically identified under the Homeland Security Grant Program. Allowable training topics include, but are not limited to: CBRNE terrorism and catastrophic events, cyber/agriculture/food security, intelligence gathering and analysis, citizen and community preparedness, training for volunteers or other needs identified in the State Homeland Security Strategy. Training should address a performance gap identified through an After Action Report/Improvement Plan or contribute to building a capability that will be evaluated through an exercise. All training conducted should support the development and testing of the jurisdiction's emergency operations plan or specific annexes.

Exercises

Exercises conducted must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Information and a toolkit can be found at hseep.dhs.gov. All exercises must be NIMS compliant and should support the development and testing of the jurisdiction's emergency operations plan or specific annexes, standard operating guidelines, and/or internal procedures and checklists.

Budget Instructions
Page 2 (Continued)

Match

Match is not required, but sub-grantees are encouraged to leverage any available state and/or local funds (matching) with awarded SAA funds, provided however, that those matching funds adhere to all federal and state matching requirements.

Federal Employer Identification Number (F.E.I.N.).

Utilize the F.E.I.N. of the agency. This number must be entered into the appropriate space. The number should be obtainable from the state or local agency's administrative office.

FUNDING STRATEGY:

Enter the amount received or anticipated for each source.

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	ITEMIZATION OF FUNDS BY CATEGORY PAGE 3-1 (PLANNING ONLY)
---	--

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
-----------------	----------------	-------------------	----------------------------

<u>Planning: (Itemized List)</u>			
Total			

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	ITEMIZATION OF FUNDS BY CATEGORY PAGE 3-2 (EQUIPMENT ONLY)
---	---

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<p>Equipment: (Itemized List) (Please see Authorized Equipment List AEL) https://www.llis.dhs.gov/knowledgebase</p> <p>Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 2-11 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator.</p> <p><u>Requirement: Must list the AEL # beside each piece of equipment.</u></p> <p>Decon Tent and Equipment. See attached list</p>		<u>53,000</u>	
Total		53,000	



151 American st.
Johnstown, Pa 15905 814 255 7796

Date:	2/17/14 4:04 PM
Quotation #:	G14-021701
Valid Until:	4/18/2014

To: Lawrence "JEF" Jefferies, RN Emergency Preparedness Coordinator 300 South Preston st. Ranson, WV	QUOTE PROVIDED BY: COMMONWEALTH SAFETY SYSTEMS CONTACT: TOM CUSHING PHONE: 814-255-7796
Attn: Lawrence "JEF" Jefferies, RN	
Phone: 304 728 Email: ljefferies@wvuhealthcare.com	

Qty	Part #	Description	Price each		Extended Price
1	7900	AIR-SHELTER Model 311	\$21,169.51	20%	\$16,935.61
2	7837	Connector Door with 2 Roll-Up Man-Doors	\$667.93	20%	\$1,068.68
2	7830	Laundry Port & External Cover (24" Dia.)	\$115.67	20%	\$185.07
1	7923	Curtain Set for 311-L3-E Shelter (for use with inflatable pool)	\$2,494.80	20%	\$1,995.84
6	7916	Privacy Curtain for single or three lane shower (Model 311)	\$99.79	20%	\$479.00
3	5715	Hose Retainer System for Pre-Plumb Kit	\$173.50	20%	\$416.40
1	5748	Pre-Plumb Package for Model 311-3-Lane	\$478.55	20%	\$382.84
2	NPN08	Built-In Surround Shower Hoop **L/R lanes only**	\$771.93	20%	\$1,235.09
4	5746	Quick Connect Hand Shower (Yellow Hose)	\$171.23	20%	\$547.95
3	5747	Quick Connect Hand Shower (Blue Hose)	\$171.23	20%	\$410.96
3	5765	Rapid-Roll Grid 16' x 36" for 311-L3	\$612.36	20%	\$1,469.66
1	7917	Inflatable Pool option on Floor for Model 311	\$2,085.43	20%	\$1,668.34
2	9920	Sump Pump Kit (110 Volt) with Case	\$573.80	20%	\$918.09
1	9932	Hose 15' with Quick Connects	\$62.37	20%	\$49.90
1	9933	Hose 30' with Quick Connects	\$79.38	20%	\$63.50
1	9942	Portable Diesel Water Heater (148K btu-6GPM)	\$4,444.15	20%	\$3,555.32
2	9940	Adjustable Soap Injector with Case	\$551.12	20%	\$881.80
2	9926	Grey Water Bladder (500 Gl.)	\$969.57	20%	\$1,551.31
1	9934	Hydrant Manifold Kit with Adaptors	\$508.03	20%	\$408.43
1	5231	LED Light System BASIC (on/off only) for Mdl's 150/216/284/311	\$3,666.60	20%	\$2,933.28
1	9935	Tri-Fuel Tent Heater System (110 K btu), includes duct, adaptor a	\$3,881.52	20%	\$3,105.22
1	9909	Stake Package	\$99.79	20%	\$79.83
1	5762	Anchor Bladder Set - 21' - (2 @ 120 Gallon each)	\$625.97	20%	\$500.77
1	5769	Non-Ambulatory Roller System on Storage Cart - 20'	\$7,670.38	20%	\$6,136.30
1	3614	CART Model 92-D with shelves and deployment door	\$4,836.51	20%	\$3,869.21

Terms: Net 30 Days

Freight: Freight prepaid and added.

Delivery: Please allow 12 to 14 weeks A.R.O. for delivery.

Warranty: Shelters 5 years, Accessories 1 year from date of shipment.

Sub Total:	\$50,846.40
Estimated Freight:	\$1,650.00
Sale Price:	\$52,496.40

Thank you for your interest in ZUMRO Air-Shelters & Decon Equipment. We appreciate this opportunity to quote.

Please note, if you wish to change any of the listed options or accessories we will be happy to re-quote to your desired specifications.

Sincerely,

TOM CUSHING

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	ITEMIZATION OF FUNDS BY CATEGORY PAGE 3-3 (TRAINING ONLY)
---	--

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
-----------------	----------------	-------------------	----------------------------

<u>Training: (Itemized List)</u>			
Total			

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	ITEMIZATION OF FUNDS BY CATEGORY PAGE 3-5
---	---

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<hr style="border: 0.5px solid black; margin-bottom: 10px;"/>			

TOTAL MATCHING FUNDS (if Applicable):			
--	--	--	--

TOTAL FEDERAL HSP FUNDS:		\$53,000	
---------------------------------	--	-----------------	--

TOTAL APPROVED PROJECT:			
--------------------------------	--	--	--

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	BUDGET SUMMARY PAGE 4
---	--

Applicant: Jefferson County Commission	Federal Employer Identification Number (FEIN): 55-6000333
---	---

Category	HSP Funds (A) *	Matching Funds (B) **	Total Funds (A + B)
Planning			
Equipment	\$ \$53,000		\$ \$53,000
Training			
Exercises			
Total Budget	\$ \$53,000		\$ \$53,000

FUNDING STRATEGY

Funding Source(s)	Amount
Sub-Grant Funds:	\$ \$53,000
Matching Funds (If Applicable):	\$
Other Funding (If Applicable):	\$
Total:	\$ \$53,000

* Total of column A shall be placed in the space on page 1 – item number 5, for Funds Requested.

** Total of column B shall be placed in the space on page 1 – item number 5, for Project Matching Funds.

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

<p style="text-align: center;">WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM</p>	<p style="text-align: center;">BUDGET NARRATIVE PAGE 5</p>
--	--

Provide here a justification and explanation of the budget items shown on pages 3 and 4 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 (i.e. Planning, Equipment, Training, Exercises).

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

PLANNING:

EQUIPMENT:

Jefferson Medical Center received a TVI decon tent from the state of WV over ten years ago with the use of federal grant money. This tent has been used multiple times each year for decon training of our hospital staff should an actual event occur in our community. The tent has basically served its purpose and is now in need of major repairs. The last time we used the tent, pieces of the want adapters were handed to me as we were folding the tent back up to store it. The technology of similar tents has improved considerably over the past ten years. The newer tents weigh much less and therefore do not require the same amount of manpower to erect them. Actually, one person can set one of these tents up without any difficulty. They now come fully plumbed and have lighting that has been sewn into the seams. I have been asked by the staff I work with how they would be able to manage setting up the TVI tent up in the middle of the night being minimally staff.

Jefferson Medical Center is a Critical Access Hospital and is located in the Eastern Panhandle of the state of West Virginia. We are a member of the West Virginia University Healthcare System. Our location is very close to the National Capitol Area which places us in a very strategic area.Lawrence "Jeff" Jefferies, WVU Healthcare, Jefferson Medical Center.

TRAINING:

EXERCISES:

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	PROJECT DESCRIPTION INSTRUCTIONS PAGE 6
---	--

On page 7 of this Application, please explain the project utilizing the following outline. State clearly and in concise detail the goals, objectives and intentions of the project; precisely what will be done; who will be involved; and the anticipated result. Add pages as necessary.

PROBLEM STATEMENT

- A. **Problem(s):** Identify the specific problem(s) to be addressed by the project.
- B. **Justification:** Identify why the project is being proposed.

GOAL(S)

A prioritized list of all substantial and concrete goals this project will attempt to achieve and the reasons why each of these goals can be met by the potential sub-grantee. These goals may be both short and long range. **Carefully communicate and relate the goal(s) back to the goals on the State Homeland Security Strategy. In other words, which Strategy Goals are being addressed with this project? A listing of the State Strategy Goals are provided. Print them out and circle the Strategy Goals that are to be addressed by this project.**

OBJECTIVE(S)

Specific statements of desired achievement, which reflect project emphasis. Objectives should be clearly qualified, time-framed and measurable terms of planned levels of project performance to be achieved. The results of objectives must be specific, not general, and must be recognizable and understandable. **Carefully communicate and relate the objectives(s) back to the objectives on the State Homeland Security Strategy. In other words, which Strategy objectives are being addressed with this project? A listing of the State Strategy objectives are provided. Print them out and circle the Strategy objectives that are to be addressed by this project.**

IMPLEMENTATION (Key Activities/Milestones)

Describe the major activities necessary to implement the project including an operational schedule for the project. This should incorporate specific activities, services, and procedures to be followed, and how achievement will be documented. For extremely comprehensive projects, a milestone (ghant) chart is recommended which provides a clear time-line estimating the time necessary for each phase of this project. This is a very important tool used to organize data into categories for follow-up purposes. The "What", "Where", "Who", "When" and "How" of the project. The information placed in this chart can be used as a management tool to monitor progress.

PROJECT ASSESSMENT / EVALUATION

Specify the indicators and measures to be used to assess the results of this project. This might include conducting a drill or exercise to validate the capability improvement.

<p>WEST VIRGINIA Homeland Security State Administrative Agency (SAA)</p> <p>HOMELAND SECURITY GRANT PROGRAM</p>	<p>PROJECT DESCRIPTION</p> <p>PAGE 7</p>
--	--

Jefferson Medical Center received a TVI decon tent from the state of WV over ten years ago with the use of federal grant money. This tent has been used multiple times each year for decon training of our hospital staff should an actual event occur in our community. The tent has basically served its purpose and is now in need of major repairs. The last time we used the tent, pieces of the want adapters were handed to me as we were folding the tent back up to store it. The technology of similar tents has improved considerably over the past ten years. The newer tents weigh much less and therefore do not require the same amount of manpower to erect them. Actually, one person can set one of these tents up without any difficulty. They now come fully plumbed and have lighting that has been sewn into the seams. I have been asked by the staff I work with how they would be able to manage setting up the TVI tent up in the middle of the night being minimally staff.

Jefferson Medical Center is a Critical Access Hospital and is located in the Eastern Panhandle of the state of West Virginia. We are a member of the West Virginia University Healthcare System. Our location is very close to the National Capitol Area which places us in a very strategic area.

** Use additional blank pages as necessary. **

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 8

This program is conditioned upon and subject to compliance with the following Special Conditions and Assurances. By attaching a signature to page one (1), item ten (10), of this grant application, the applicant certifies and assures that it will comply with the following Special Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of the SAA, as further clarified in the Administrative Manual for this program; U.S. Department of Homeland Security; and all other relevant Federal/State Regulations, Policies and Guidelines. These Special Conditions and Assurances apply to all HSP federal and matching funds expended for purposes associated with this project.

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

WV Dept. of Military Affairs & Public Safety
Homeland Security State Administrative Agency
1900 Kanawha Blvd., East, Capitol Complex
Building 1, Room W-400
Charleston, WV 25305

1. LAWS OF WEST VIRGINIA:

This application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the SAA.

2. LEGAL AUTHORITY:

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

3. RELATIONSHIP:

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

4. OPERATIONAL WITHIN 90 DAYS:

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

5. WRITTEN APPROVAL OF CHANGES:

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

6. CIVIL RIGHTS COMPLIANCE:

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

7. PRESS RELEASE:

Release of information pertaining to this sub-grant must include the following information:

1. grant amount;
2. State involvement (WV Homeland Security State Administrative Agency, SAA); and,
3. Federal involvement (U.S. Dept. of Homeland Security).

8. Compliance With Federal Rules and Regulations:

Sub-Grantee will comply with all applicable OMB Circulars (A-21, A-87, A-102, A-110, A-122, A-133) as well as 44 CFR Part 13, 2 CFR Part 215, and Federal Acquisition Regulations Part 31.2

9. ACCESS TO RECORDS, EQUIPMENT, Training & Exercises:

SAA, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, equipment, training and/or exercises related to the sub-grant and to relevant books and records of contractors.

10. CONFLICT OF INTEREST:

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

11. POLITICAL ACTIVITY:

The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.

12. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to the SAA. These records and other documents submitted to the SAA and its grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5. U.S.C. §552.

The SAA recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the Federal Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.

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

13. NATIONAL AND STATE EVALUATION EFFORTS:

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

14. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from the SAA, be obligated prior to the effective start date or subsequent to the termination date of the project period.

15. USE OF FUNDS:

Funds awarded through the SAA may be expended ONLY for the purposes and activities specifically covered by the sub-grantee's approved project description and budget.

16. Elements of a Viable Continuity Capability:

The Continuity Plan is the roadmap for the implementation and management of the Continuity Program. The National Continuity Policy: National Security Presidential Directive-51/Homeland Security Presidential Directive-20 outlines the following ten (10) overarching continuity requirements: Essential Functions, Orders of Succession, Delegations of Authority, Continuity Facilities, Continuity Communications, Vital Records Management, Human Capital, Tests-Training-Exercises, Devolution of Control & Direction, and Reconstitution. If utilizing subgrant funding for the development of a Continuity Plan, the Plan must address each of these ten (10) elements in order to be eligible to be reimbursed for approved/allowable costs.

In order to be eligible for funding to support an existing / in development Continuity Plan, the plan must contain the elements specified by the SAA in the Grant Eligibility Criteria.

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with the general principles and standards for selected cost items set forth in the pertinent Program Guidance or the Office of Grant Operations Financial Guide and OMB Circular A-87.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES
PAGE 11

18. NON-SUPPLANTING:

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds. Approved full-time positions must hire an additional individual to "backfill" the position.

19. MATCHING CONTRIBUTION:

If matching funds are allocated, the applicant assures that those funds shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Cash matching contributions are subject to the same expenditure guidelines established by the SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

20. PROJECT INCOME:

All income earned by the sub-grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by the SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

21. CONSULTANT FEES:

Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the SAA.

22. SUSPENSION OF FUNDING:

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

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

23. SANCTIONS FOR NONCOMPLIANCE:

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

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

24. SUBMISSION/RELEASE OF PROPOSED PUBLICATIONS:

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

"This document [product] was prepared under a grant from the United States Department of Homeland Security and the WV Homeland Security State Administrative Agency. Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security, nor the WV State Homeland Security State Administrative Agency."

25. PROPERTY ACCOUNTABILITY:

The sub-grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a sub-grant by the SAA. This obligation continues as long as the property is retained by the sub-grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from the SAA. Sub-Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the SAA. The SAA reserves the right to inspect and review any equipment purchased with this sub-grant.

26. REPORTS:

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

27. PURCHASING:

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

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

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

Sub-Grantee agrees to consult with the SAA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES
PAGE 13

29. Environmental & Historic Preservation (EHP)

Subgrantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.

30. COMMUNICATIONS EQUIPMENT

With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 2-11 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator. www.slrn.wv.gov

31. TIME EXTENSIONS:

Time extensions are allowable; however, the SAA will review and approve extension requests on a case by case basis only if the extension is warranted. Lack of planning by the subgrantee is not a justified reason for an extension.

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

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

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 14

33. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

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

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

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

As if 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1998 (31 USC 7501-7507) and revised OMB Circular A-133.

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

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

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

34. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

- I.) Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by SAA are appropriated by the WV Legislature; therefore all funds disbursed are considered state funds. The SAA will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.

As of 9/13/05, the requirements set forth by §12-4-14 are as follows: Any corporation, partnership, association, individual or other legal entity (not to include a state spending unit or a local government as defined in § 6-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with the SAA a Report of the disbursement of these state funds. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the Report. The Report shall be filed within two years of the end of the fiscal year in which the grant or subgrant closes. The Report shall be made by an independent certified public accountant and the scope of the Report is limited to showing how the state grant or subgrant funds were spent. The Report does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required Report is barred from subsequently receiving state grant or subgrant funds until the Report is filed and is otherwise in compliance with the provisions of West Virginia Code. If a Report is not required under this section of the WV Code then the grantee or sub-grantee shall file with SAA a sworn statement of expenditures made under the grant or sub-grant.

The Sub-Grantee assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES
PAGE 15

35. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Each sub-grantee certifies that it has executed and has on file, an Equal Employment Opportunity Plan.

36. VETERANS PREFERENCE:

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

37. IMMIGRATION AND NATURALIZATION VERIFICATION:

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

38. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act that, as well as the desire of SAA, to the greatest extent practicable, all equipment and products purchased with Federal funds made available under this grant should be American-made.

39. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, the SAA reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant funded equipment must be provided, if applicable.

40. ACCOUNTING REQUIREMENTS:

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

41. FINANCIAL GUIDE:

Sub-Grantee agrees to comply with all requirements as set forth in the Financial Guide which governs this program.

42. EQUIPMENT:

Sub-Grantees purchasing equipment with grant funds are required to adhere to the established bidding procedures for their respective units of government and or agencies. All equipment must have a primary function of being used for homeland security purposes.

43. MARKING OF EQUIPMENT AND PUBLICATIONS:

Sub-Grantee will ensure that, when practicable, any equipment purchased and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and the WV Homeland Security State Administrative Agency."

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). **NOTE: Do not send your completed form to this address.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities" attached

(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEE OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the term of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring on the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

Check if there are workplaces on file that are not identified here.

Sections 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

Signature of Authorized Official: _____

Date:

STATE OF WEST VIRGINIA

**Dept. of Military Affairs & Public Safety
Homeland Security State Administrative Agency
SUB-GRANT AWARD**

CFDA Number: 97.067	Commitment Number:
Fiscal Year: 2014	Program Name: 2011 Homeland Security Grant Program

Sub-Grantee Name & Address:
FEIN:55-6000333
DUNS: 077414548
Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

Zip Code: 25414 - 0250

Sub-Grant Period: From: 3/15/14 To: 6/30/14
Project Name: SHS – Major Incident Response
Federal Grant Number: EMW-2011-SS-00029
Sub-Grant Number: 11-SHS-

Project Notes

Implement the project described in the attached application.

The attached application has been reviewed, and the proposed project and expenditures as described in the application fall within all guidelines which govern the Homeland Security Grant Program and sufficient funds do exist to make this award.

Homeland Security Grant Manager _____

I have reviewed this sub-grant award and the goals and objectives do fall within West Virginia's HS Strategy Goals and Objectives and the expenditures fall within the grant guidelines.

Director, Homeland Security SAA _____
SAA Point of Contact

By signing and accepting this award the sub-grantee agrees to comply with all special conditions & assurances included in the application.

TOTAL AMOUNT OF: \$ 53,000

Sub-grantee Authorized Official:

WV Homeland Security Advisor:

Date: _____

Date: _____

Homeland Security Grant Eligibility Criteria and Certification

To be eligible to apply for State Homeland Security Program grant funding, an agency or organization must comply with specific criteria as set forth below. This will help to ensure the state remains compliant with federal requirements and assist the agency in being an integrated part of the state's homeland security system. Evidence of compliance must be submitted to the Homeland Security State Administrative Agency (HS SAA) prior to or along with grant applications. Regional Area Liaisons may provide direct assistance to help applicants to come into compliance, or provide referral to the appropriate resource. The HS SAA will determine and provide notification of eligibility, which may include provisional acceptance requiring further action.

1. National Incident Management System (NIMS) Implementation

The U.S. Department of Homeland Security requires that States and Local Governments utilize the National Incident Management System (NIMS) to be eligible to receive federal grants. The State of West Virginia has interpreted this to include associations, utilities, non-governmental organizations, and private sector organizations among those who must meet NIMS objectives to be eligible for grant funding.

The applicant must complete the following:

- a. Formally adopt NIMS as the approach to be utilized for all incident management. This is evidenced by Proclamation, Resolution, Executive Order, or other document indicating adoption by the applicant's governing body. A copy of the adoption may be requested by the Homeland Security State Administrative Agency (HS SAA).
- b. Utilize all NIMS concepts, as appropriate, including the Incident Command System (ICS).
- c. Ensure an up to date inventory of response/recovery assets is maintained and provided to the applicant's local and/or county emergency management agency(s) as necessary.
- d. Maintain a list of all Memoranda/Statements of Understanding and Mutual Aid Agreements to which the applicant is a party. Copies may be requested by the Area Liaison or the HS SAA.
- e. Ensure all personnel are completing appropriate training, including IS 100, IS 200 and/or IS 700 courses, commensurate with each individual's emergency responsibilities.
- f. Complete the NIMS Self-Assessment and submit to the state NIMS Coordinator via email at charles.w.bennett@wv.gov

Assistance with this requirement can be obtained from Chuck Bennett, State NIMS Coordinator at (304) 558-2930.

2. Continuity of Operations Plan

The applicant must tender a written Continuity of Operations (COOP) plan. The plan must contain at a minimum the following elements:

- List of Essential Functions
- Orders of Succession for essential personnel
- List of Delegations of Authority
- Identification of a continuity facility
- Identification of Vital Records
- Communications
- Employee notification procedures for COOP activation
- Reconstitution
- Training plan/schedule for COOP

A continuity plan that contains these elements is not considered a complete plan; rather it demonstrates that significant planning has been undertaken and completed to ensure the organization can fulfill its responsibilities and commitments. Written feedback on the plan may be provided by the state COOP Coordinator to the organization which must be incorporated in the plan.

Assistance with this requirement can be obtained from David Skeen, State COOP Coordinator at (304) 558-5380.

3. Training Database Registration

The applicant organization's training coordinator or another designee must register on the WV DMAPS online training database. To access the database and register, go to <http://onlinelearning.wv.gov/dmapscm6> and click the "Create New User" button. Registration will help ensure agencies are aware of available training.

Assistance with this requirement can be obtained from Christian Fernley, HS Training Coordinator at (304) 558-5380.

4. Exercise List and AARs/CAPs

Applicants must submit information related to recent exercises in which they have participated including a copy of the After Action Report/Improvement Plan or a list of principle findings of the exercise relative to the organization. If an organization has not participated in any exercise, they should indicate such is the case. Participation in no exercise will not disqualify an entity from receiving grant funds.

Assistance with this requirement can be obtained from Chuck Bennett, State HS Exercise Coordinator at (304) 558-2930.

Homeland Security Grant Eligibility Certification

Recipient Agency/Organization: _____

Recipient Point of Contact: _____

Email: _____ Phone: _____

I have reviewed the foregoing and certify that to the best of my information and belief, the agency/organization has met or exceeded the eligibility requirements prerequisite to applying for Homeland Security Grant funding.

Recipient Agency/Organization Authorized Official:

Type or Print Name of Agency/Organization Authorized Official

Title: _____

Signature of Agency/Organization Authorized Official

Date: _____

I have reviewed all the foregoing and certify to the best of my information and belief, the agency/organization has complied with the Homeland Security Grant Eligibility Criteria.

HS SAA Director

Date: _____

State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Section 1 > Introduction

Purpose

The West Virginia Homeland Security Strategy serves to articulate the mission and enhance the operational effectiveness of homeland security programs and activities particularly in delivering services in support of statewide initiatives. This strategy identifies the goals and objectives by which grant funding is solicited and allocated, and by which performance is measured.

In this spirit, it is important to acknowledge that the West Virginia Homeland Security Strategy is a living document that will be revised as needed to guide statewide efforts. It provides a common framework by which West Virginia should focus its efforts on the following five goals:

1. Strengthen Policy and Unify Management
2. Enhance Preparedness for All-Hazard Incidents
3. Protect Critical Infrastructure and Key Resources
4. Facilitate Interoperability
5. Prepare West Virginia for a Mass Evacuation

Vision

A secure West Virginia which is strong and resilient.

Focus

To obtain these goals and realize this vision, all West Virginians must work collaboratively to:

- ¿ Prevent terrorist attacks and mitigate against man-made and natural hazards
- ¿ Protect the people of West Virginia, critical infrastructure and key resources
- ¿ Prepare to respond to and recover from both man-made and natural disasters



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Coordination

A sound homeland security strategy requires the involvement of all levels of government, interaction with the private sector, and the support of the public. The West Virginia Homeland Security Strategy will be implemented and maintained through a coalition of stakeholders. Through education and outreach, homeland security expertise and capabilities can be built across all disciplines to serve as an indispensable resource for West Virginia. A successful strategy will provide citizens the tools needed to protect and support themselves and their neighbors during and after any type of incident. Throughout the development of this homeland security strategy, the concept that homeland security is a shared responsibility has remained paramount. This strategy is built on the interaction of government, the private and non-profit sectors, communities, and individual citizens who all play a role in protecting and defending West Virginia.

Effort

A sound homeland security strategy requires the involvement of all levels of government, interaction with the private sector, and the support of the public. The West Virginia Homeland Security Strategy will be implemented and maintained through a coalition of stakeholders. Through education and outreach, homeland security expertise and capabilities can be built across all disciplines to serve as an indispensable resource for West Virginia. A successful strategy will provide citizens the tools needed to protect and support themselves and their neighbors during and after any type of incident. Throughout the development of this homeland security strategy, the concept that homeland security is a shared responsibility has remained paramount. This strategy is built on the interaction of government, the private and non-profit sectors, communities, and individual citizens who all play a role in protecting and defending West Virginia.

Homeland security is a complex enterprise and the availability of resources is constrained. The West Virginia Homeland Security Strategy relies on the use of qualitative and quantitative risk assessments to guide resource decisions. These resources will be targeted at the most significant threats, vulnerabilities, and potential consequences.

Local jurisdictions and state agencies should each maintain a Hazard and Vulnerability Assessment. It is understood that homeland security threats will vary across the state and across different disciplines. All parties involved in prevention, protection, response and recovery activities will maintain a current understanding of threats and vulnerabilities.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Description of Jurisdictions

The State of West Virginia consists of approximately 233 cities and towns and is divided into 55 counties. West Virginia is approximately 24,231 square miles in size and has a population of 1.8 million. The state is very hilly and rugged, with the highest mean altitude (1,500 ft) of any state east of the Mississippi. West Virginia is the only state in the nation located entirely within the Appalachian Mountain range.

The eastern portion of West Virginia is a ridge and valley system which is characterized by long, even ridges, with long, continuous valleys in between. The western portion of the state is located within the Allegheny Plateau known for its many ridges, hollows, and lowland valleys. Though the term "plateau" is popularly associated with level land, here it refers to a level land that has been weathered into many ridges and valleys. Much of the plateau is drained by the Ohio River and several of its major tributaries, including the Kanawha, and Monongahela rivers.

West Virginia is subdivided numerous ways for public safety purposes. Each subdivision has been established by respective agencies based primarily on geography and specific mission. For purposes of homeland security programs with the regional breakdown follows the West Virginia State Police.

Description of Regions

The state is divided into six (6) Homeland Security Regions that were used as the jurisdictions for this strategy . Each region is comprised of a grouping of several counties. The regions include 100 percent of the population and land area of the state.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Section 2 > Goals, Objectives, and Implementation Steps

Goal: Strengthen Policy and Unify Management

Objective: Improve Governance and Performance

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

- Step: 1.1.1 Maintain a concerted statewide scope of effort through technology, education and collaboration.
- Step: 1.1.2 Ensure organizational vision, mission, and structure are aligned with the West Virginia Homeland Security Strategy.
- Step: 1.1.3 Enhance leadership development at all levels of government through training on grant writing and management, administrative oversight, and other skills.
- Step: 1.1.4 Provide support to and through Homeland Security Regional Coordinators to implement homeland security directives and initiatives.
- Step: 1.1.5 Participate in and promote mutual aid agreements.
- Step: 1.1.6 Work with governmental agencies, non-governmental organizations, and the private sector to ensure continuity planning.
- Step: 1.1.7 Work with the legislature to obtain adequate funding for all programs.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step: 1.1.8 Revise legislative rule on hazardous materials response, including required training and exercises.
- Step: 1.1.9 Maintain a unified homeland security outreach program including an annual homeland security workshop, periodic local forums, legislative education, and stakeholder meetings.
- Step: 1.1.10 Develop Executive Order to support and enhance the capabilities of the WV Intelligence Fusion Center.
- Step: 1.1.11 Develop Executive Order to establish statewide standards for Continuity of Operations (COOP) planning.

Objective Ensure Compliance with NIMS

National Priority: Implement the NIMS and NRP

- Step: 1.2.1 Establish and maintain state standards for National Incident Management System (NIMS) objectives.
- Step: 1.2.2 Conduct training and education on the implementation and utilization of NIMS.
- Step: 1.2.3 Utilize NIMS Compliance Assistance Support Tool (NIMSCAST) to track compliance.
- Step: 1.2.4 Provide NIMSCAST training for all levels of government.
- Step: 1.2.5 Ensure compliance with annual NIMS requirements by offering state-specific guidance, technical assistance and by promoting the use of NIMSCAST reporting software.
- Step: 1.2.6 Conduct training needs assessment to identify and fill training gaps.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step: 1.2.7 Implement Incident Command System (ICS) during response to all incidents.
- Step: 1.2.8 Develop regional incident management teams (IMT).
- Step: 1.2.9 Develop a field operations guide detailing procedures to support IMTs.
- Step: 1.2.10 Conduct Homeland Security Exercise Evaluation Program (HSEEP) compliant exercises that involve first-responders and trained volunteers from multiple disciplines.
- Step: 1.2.11 Implement resource typing for all jurisdictions and disciplines.
- Step: 1.2.12 Utilize a central repository to maintain inventory of resources throughout the state.
- Step: 1.2.13 Update emergency management plans to incorporate NIMS, reflect the National Response Framework (NRF) and the associated Emergency Support Functions (ESF).
- Step: 1.2.14 Conduct a post incident review for each incident including the development of After Action Reports (AARs) and Corrective Action/Improvement Plans to determine strengths and deficiencies in policy, planning, training and equipment.
- Step: 1.2.15 Ensure that AARs are used in the development of education and training programs.
- Step: 1.2.16 Develop a credentialing program for all levels of government and all disciplines.
- Step: 1.2.17 Strengthen public information/risk communication capabilities including identifying personnel and developing notification protocols.
- Step: 1.2.18 Conduct education and outreach related to the Target Capabilities List.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Objective Advance Intelligence and Information Sharing

National Priority: Strengthen Information Sharing and Collaboration Capabilities

- Step:** 1.3.1 Receive, process, and disseminate homeland security information to stakeholders in a timely manner.
- Step:** 1.3.2 Develop a standardized methodology for assessing threats, vulnerabilities, and risk.
- Step:** 1.3.3 Continue to enhance the intelligence gathering and information sharing capabilities of the WV Intelligence Fusion Center.
- Step:** 1.3.4 Enhance the analytical capabilities of the WV Intelligence Fusion Center.
- Step:** 1.3.5 Expand outreach and information sharing efforts beyond the law enforcement community to include agriculture, fire, public health, EMS, emergency management, transportation, the private sector, and other stakeholders.
- Step:** 1.3.6 Enhance statewide, regional, and local planning efforts to ensure ongoing information sharing.
- Step:** 1.3.7 Conduct training and HSEEP-compliant exercises to build and test information sharing and to identify information sharing gaps through needs assessments.
- Step:** 1.3.8 Improve law enforcement coordination across all levels of government and with the private sector.
- Step:** 1.3.9 Develop appropriate training programs for intelligence methodology, technological tools, and threat and vulnerability analysis and response protocols.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step: 1.3.10 Identify and utilize systems, tools, and processes to create a common operating picture.
- Step: 1.3.11 Increase public awareness and suspicious activity reporting (SAR) through ongoing outreach and education on security issues, to include community organizations, private security partners, and the general public.
- Step: 1.3.12 Develop, implement, and maintain an interagency or multi-jurisdictional training plan that ensures commonality in terrorism investigation subject matter being presented to law enforcement and non-law enforcement personnel.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Goal: Enhance Preparedness for All-Hazard Incidents

Objective: Strengthen Citizen Preparedness and Participation

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

- Step: 2.1.1 Provide information resources and training/education to citizens on individual and community preparedness including safety, self-protection, emergency supplies, and participation in response/recovery activities.
- Step: 2.1.2 Identify, recruit, and train disaster response volunteers by partnering with the private sector, non-governmental, community-based and faith-based organizations.
- Step: 2.1.3 Enhance medical and community preparedness against public health threats.
- Step: 2.1.4 Increase disaster training and volunteer opportunities for public and private sector employees.
- Step: 2.1.5 Conduct outreach to educational institutions (all levels of schools) to enhance preparedness.
- Step: 2.1.6 Utilize schools, colleges, and universities to reach their specific communities and citizens across the state to enhance the effectiveness of preparedness activities.
- Step: 2.1.7 Enhance mass care capabilities by identifying shelter locations, obtaining mass care supplies, and developing staff to support general population, functional/medical needs, and pet shelters.
- Step: 2.1.8 Develop and maintain capacity to provide for animal care during and after incidents consistent with the



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

provisions of the PETS Act.

- Step: 2.1.9 Develop and maintain capacity to provide necessary and appropriate services for special needs populations.
- Step: 2.1.10 Conduct HSEEP-compliant exercises to test plans related to citizen preparedness and identify opportunities for improvement.
- Step: 2.1.11 Build and maintain human services capabilities including sheltering, feeding, and case management.
- Step: 2.1.12 Enhance donation management systems and capabilities.

Objective Strengthen CBRNE Capabilities

National Priority: Strengthen CBRNE Detection, Response, & Decontamination Capabilities

- Step: 2.2.1 Prepare emergency personnel to respond to man-made and accidental incidents.
- Step: 2.2.2 Ensure ability of responders to conduct initial assessments and response actions.
- Step: 2.2.3 Ensure responders have the appropriate knowledge, skills, ability, and equipment to recognize a weapon of mass destruction (WMD) situation.
- Step: 2.2.4 Ensure appropriate equipment is available and assigned for an effective chemical, biological, radiological, nuclear, or explosive (CBRNE) response.
- Step: 2.2.5 Ensure responders have appropriate Personal Protective Equipment (PPE) for safety within a CBRNE environment.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step: 2.2.6 Ensure that CBRNE plans, including county hazardous materials plans, are updated on a regular basis and reflect current operating procedures.
- Step: 2.2.7 Enhance capacity for decontamination both on-scene and at secondary locations, such as hospitals.
- Step: 2.2.8 Coordinate CBRNE response planning to address events that overwhelm jurisdictional capabilities and call for higher-level state or federal resources.
- Step: 2.2.9 Identify and purchase CBRNE equipment to close identified gaps.
- Step: 2.2.10 Identify CBRNE training shortfalls and conduct training to close identified gaps.
- Step: 2.2.11 Conduct multi-disciplinary, multi-jurisdictional HSEEP-compliant exercises to test CBRNE plans, protocols, and response procedures.
- Step: 2.2.12 Enhance bomb squad readiness, including Improvised Explosive Device (IED) awareness, through targeted planning, training, exercise, and equipment acquisition activities.
- Step: 2.2.13 Develop a statewide capability to monitor and assess environmental health impacts of a CBRNE event.
- Step: 2.2.14 Enhance laboratory capability and capacity for the detection of CBRNE threat agents.

Objective Strengthen Public Health Capabilities

National Priority: Strengthen Medical Surge and Mass Prophylaxis Capabilities



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step: 2.3.1 Enhance medical and community preparedness to address public health threats.
- Step: 2.3.2 Ensure reliable public health information, sufficient medical surge capabilities, and isolation and quarantine procedures.
- Step: 2.3.3 Identify and when necessary procure, maintain, and distribute a broad spectrum of vaccines and antidotes for mass prophylaxis.
- Step: 2.3.4 Enhance community, regional and national cross-disciplinary planning efforts to prepare for and respond to a health emergency.
- Step: 2.3.5 Support health emergency preparedness training and exercises to align community, regional, state and national preparedness and response activities.
- Step: 2.3.6 Enhance epidemiological surveillance and investigation capabilities; ensuring the abilities to collect, transport, identify and analyze information or substances that will indicate a public health crisis.
- Step: 2.3.7 Enhance medical emergency response capabilities, including medical triage, decontamination, pre-hospital treatment, medical surge and mass casualty management.
- Step: 2.3.8 Ensure medical facility resilience and continuity of operations; including COOP planning, surge capacity, credentialing, and physical security.
- Step: 2.3.9 Develop plans to identify staff, equipment, and resources to operate alternate care facilities if existing capabilities are overwhelmed due to a disaster.
- Step: 2.3.10 Develop plans related to the distribution of prophylaxis for animal health.
- Step: 2.3.11 Develop and maintain an accurate and current database of contact information and capability for all laboratories, e.g., environmental, agriculture, veterinary, and university, as well as the National Guard Civil



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Support Team (CST) and other first responders.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Goal: Protect Critical Infrastructure and Key Resources

Objective Enhance Resilience

National Priority: Implement the NIPP

- Step:** 3.1.1 Identify and maintain information related to Critical Infrastructure/Key Resources (CI/KR) using technological solutions, such as the Automated Critical Asset Management System (ACAMS).
- Step:** 3.1.2 Develop and support regional solutions to conduct CI/KR site security visits by leveraging federal, state and local trained personnel.
- Step:** 3.1.3 Work with local, state and federal agencies and private entities to identify and assess vulnerable assets and develop plans to protect and mitigate loss by encouraging investment in infrastructure resiliency and by including the private-sector in emergency planning and operation activities.
- Step:** 3.1.4 Ensure personnel have necessary certifications (such as PCII, CVI, and CFATS).
- Step:** 3.1.5 Inform first responders of identity and location of critical area assets prior to an incident.
- Step:** 3.1.6 Establish sector coordinating council (SCC) as part of CI/KR program implementation including two state identified sectors (schools and COOP facilities).
- Step:** 3.1.7 Establish governance structures to guide public and private efforts to protect critical infrastructure and soft targets in West Virginia.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step: 3.1.8 Develop an information/intelligence fusion process for critical infrastructure protection.
- Step: 3.1.9 Establish or enhance CI/KR information sharing mechanisms.
- Step: 3.1.10 Conduct training and HSEEP-compliant exercises to support and test infrastructure protection efforts.
- Step: 3.1.11 Support target hardening through physical security measures, the creation of buffer zones, investment in cyber security, and the deployment of personnel at CI/KR sites.
- Step: 3.1.12 Develop and support the activities of the Critical Infrastructure Protection Task Force (CIPTF).

Objective Ensure Continuity of Operations

National Priority: Implement the NIPP

- Step: 3.2.1 Develop statewide standards for COOP and Business Continuity Planning.
- Step: 3.2.2 Conduct training and education on statewide COOP standards.
- Step: 3.2.3 Require all governmental agencies to develop COOP plans in accordance with established standards.
- Step: 3.2.4 Establish a process for reviewing and approving governmental COOP plans.
- Step: 3.2.5 Create a central repository of best practices related to the development and implementation of COOP plans.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step: 3.2.6 Support private sector entities to develop Business Continuity plans.
- Step: 3.2.7 Support intergovernmental coordination to minimize redundancies in homeland security actions and ensure integration of efforts.
- Step: 3.2.8 Coordinate COOP planning with federal agencies.
- Step: 3.2.9 Promote Continuity of Operations (COOP) and Continuity of Government (COG) planning for CI/KR through education and outreach.

Objective Enhance Cyber Security

National Priority: Implement the NIPP

- Step: 3.3.1 Enhance cybersecurity awareness for government, business and home computer users through education and outreach activities.
- Step: 3.3.2 Establish a cybersecurity working group.
- Step: 3.3.3 Provide training and education programs on cybersecurity issues.
- Step: 3.3.4 Encourage governmental agencies and the private sector to develop and implement appropriate security measures and procedures.
- Step: 3.3.5 Conduct threat and vulnerability assessments related to cybersecurity.
- Step: 3.3.6 Develop a strategic analysis and warning capability for identifying potential cyber attacks.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step: 3.3.7 Facilitate recovery and redundancy planning associated with data, systems, and connectivity.
- Step: 3.3.8 Ensure situational awareness among government and private sector security partners through information sharing programs.
- Step: 3.3.9 Develop and implement a comprehensive Supervisory Control and Data Acquisition (SCADA) cyber security awareness, education, and training program for the owners/operators of SCADA-controlled CI/KR within West Virginia.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Goal: Facilitate Interoperability

Objective Ensure Interoperability for Communications

National Priority: Strengthen Communications Capabilities

- Step:** 4.1.1 Develop governance structures for interoperability that are consistent with the Statewide Communications Interoperability Plan (SCIP).
- Step:** 4.1.2 Develop communications Standard Operating Procedures (SOPs).
- Step:** 4.1.3 Ensure the availability of communications equipment and systems for incident management.
- Step:** 4.1.4 Conduct regional and statewide communications education, training, and exercises.
- Step:** 4.1.5 Develop long-term funding and maintenance plan for Interoperable Radio Project (IRP) system.
- Step:** 4.1.6 Conduct an annual statewide interoperability and other communications initiatives conference.
- Step:** 4.1.7 Strengthen alert and warning capabilities through participation in Amber Alert and other emergency notification systems.
- Step:** 4.1.8 Continue to implement E-911 technology.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step:** 4.1.9 Conduct communications asset surveys and needs assessments to improve interoperable communications planning and implement identified solutions.
- Step:** 4.1.10 Acquire and deploy P-25 compliant technology that enable seamless communications across all public safety frequency bands, while ensuring that existing legacy systems remain viable and operable.
- Step:** 4.1.11 Ensure that first responders can quickly establish communications during a disaster through the use of mobile command systems and equipment caches.
- Step:** 4.1.12 Conduct multi-jurisdictional, multi-disciplinary HSEEP-compliant exercises to test the vitality of communications plans, SOPs, and systems in West Virginia.

Objective Enhance Regional Capabilities

National Priority: Expand Regional Collaboration

- Step:** 4.2.1 Promote a regional approach to homeland security across West Virginia to enhance prevention, protection, response and recovery capabilities.
- Step:** 4.2.2 Obtain local and regional input for state homeland security program and planning initiatives by establishing or collaborating with regional advisory teams or working groups.
- Step:** 4.2.3 Develop formal regional and county mutual aid agreements for emergency response.
- Step:** 4.2.4 Establish a statewide mutual aid agreement to enhance preparedness and facilitate the sharing of resources across the West Virginia during major disasters.
- Step:** 4.2.5 Conduct regional multi-jurisdictional, multi-agency HSEEP-compliant exercises.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step: 4.2.6 Support regional equipment caches to expedite the deployment of critical resources within each West Virginia Homeland Security Region.
- Step: 4.2.7 Enhance regional catastrophic preparedness and mass evacuation planning based on specific hazards.
- Step: 4.2.8 Provide opportunities for responders to participate in cross-training among all disciplines.

Objective Develop Credentialing Program

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

- Step: 4.3.1 Develop credentialing standards and program requirements.
- Step: 4.3.2 Provide a common format for agencies to utilize for responder credential identification cards.
- Step: 4.3.3 Develop standards for entry of qualification data. This validation would automatically be repeated periodically to maintain the current licensure data within the credentialing system.
- Step: 4.3.4 Provide information to state and local governments, community organizations, and the private sector on accessing information on identification cards.
- Step: 4.3.5 Ensure that credentialing is in line with HSPD-12 and established Federal standards.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Goal: Prepare West Virginia for a Mass Evacuation

Objective Conduct Threat and Capability Assessment

National Priority: Expand Regional Collaboration

Step: 5.1.1 Develop actionable risk management strategy with short, medium, and long-term objectives.

Step: 5.1.2 Develop risk analysis and risk management plans, procedures, and standards to guide risk assessment activities

Step: 5.1.3 Develop and implement risk analysis training programs for state, local, and private entities related to modeling and the use of analytical risk assessment tools.

Step: 5.1.4 Conduct risk management training for security, response, and recovery managers.

Step: 5.1.5 Develop and implement programs to assess changes in risk and effectiveness of risk management.

Step: 5.1.6 Complete a risk assessment associated with the impact of an evacuation of the National Capital Region, the failure of the Bluestone Dam, a major chemical incident in the Kanawha Valley, or other incidents occurring in another state on West Virginia.

Step: 5.1.7 Continue participation in FEMA Gap Analysis Program (GAP) and develop strategies to address identified gaps.

Step: 5.1.8 Conduct assessments related to food and agriculture, mass care, health, special needs, volunteer



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

management, and supply management related to mass evacuation planning and response.

- Step:** 5.1.9 Revise behavior analysis information to better understand and anticipate public conduct during an emergency.
- Step:** 5.1.10 Continue to support modeling and simulation activities.
- Step:** 5.1.11 Evaluate evacuation routes and identify transportation infrastructure gaps and vulnerabilities.

Objective Develop Mass Evacuation Plans and Procedures

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

- Step:** 5.2.1 Develop written operational procedures for the Regional Response Team (RRT) to support evacuation planning and response capabilities.
- Step:** 5.2.2 Continue to provide standardized training for all functions of the RRT
- Step:** 5.2.3 Ensure county threat assessments and emergency operations plans include incidents outside the jurisdiction which could have internal impacts.
- Step:** 5.2.4 Develop and maintain external partnerships with other states and the private sector.
- Step:** 5.2.5 Enhance state and local annexes and standard operating procedures to facilitate response and recovery across all disciplines.
- Step:** 5.2.6 Establish a training and capabilities baseline across all disciplines.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step:** 5.2.7 Ensure effective skills training is provided in the use of response equipment.
- Step:** 5.2.8 Ensure first responders, key personnel and decision makers are provided education related to strategy, functions, and roles and responsibilities.
- Step:** 5.2.9 Enhance exercise programs through the use of realistic exercises that test the abilities of first responders through the top levels of government/decision makers.
- Step:** 5.2.10 Develop and maintain comprehensive fatality management mission critical plans and resource lists (i.e., facilities, personnel and agencies).
- Step:** 5.2.11 Develop plans, procedures, protocols, and systems for fatality management.

Objective Enhance Mass Evacuation Recovery Capabilities

National Priority: Expand Regional Collaboration

- Step:** 5.3.1 Establish training and capabilities baseline across all disciplines related to recovery.
- Step:** 5.3.2 Develop and maintain damage assessment procedures.
- Step:** 5.3.3 Conduct training on damage assessment procedures.
- Step:** 5.3.4 Develop debris management plans and procedures.
- Step:** 5.3.5 Identify mitigation measures and emergency restoration procedures.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step: 5.3.6 Develop qualification and certification standards for paid and volunteer staff.
- Step: 5.3.7 Develop standards and procedures to identify qualified contractors offering recovery/restoration services.
- Step: 5.3.8 Integrate appropriate private-sector entities into incident response activities.
- Step: 5.3.9 Coordinate with state and local emergency management officials to credential restoration personnel who will need to enter potentially restricted areas to fulfill their responsibilities.
- Step: 5.3.10 Incorporate corrective actions and lessons learned into restoration plans.
- Step: 5.3.11 Provide training regarding the restoration of lifelines processes.
- Step: 5.3.12 Provide economic stabilization, community recovery, and mitigation support and/or financial restitution to key service sectors (e.g., medical, financial, public health and safety).

Objective Provide Necessary Equipment to Prepare Agencies

National Priority: Expand Regional Collaboration

- Step: 5.4.1 Develop a standardized inventory (using standard typing definitions) needed to support response and recovery operations.
- Step: 5.4.2 Prioritize response equipment in concert with federal guidelines and state goals for each discipline.
- Step: 5.4.3 Acquire equipment in sufficient quantities to effectively respond to and recover from mass evacuation



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

events.

- Step: 5.4.4 Ensure appropriate equipment is available for effective training and exercises.
- Step: 5.4.5 Identify equipment resources necessary to respond to a CBRNE/WMD event.
- Step: 5.4.6 Facilitate the purchase of equipment for response teams identified in the completed needs assessment, encouraging purchase of interoperable equipment.
- Step: 5.4.7 Support equipment upgrades to satisfy changing requirements.
- Step: 5.4.8 Procure information technology hardware to support command and control communications.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Section 3 > Evaluation Plan

Evaluation Plan

Measuring progress is a key component of homeland security. The effective and efficient use of public dollars is a critical part of the West Virginia Homeland Security Strategy and requires the use of metrics to measure progress towards increasing preparedness capabilities and achieving goals. To report on how the state is meeting its homeland security goals, West Virginia will utilize the federally mandated State Preparedness Report. This strategy provides an assessment of the progress in meeting the Homeland Security National Priorities. Other federal preparedness measures are likely to emerge and West Virginia is prepared to help test and implement these programs when they become available.

In addition to the federal performance measures, the West Virginia Homeland Security State Administrative Agency will also work with state and local partners to ensure West Virginia is meeting the specific objectives outlined in the State Strategy. The West Virginia Homeland Security Strategy will also be tested through exercises and actual events, as they too represent opportunities to identify gaps and shape priorities moving forward.

The West Virginia Homeland Security Strategy must remain current and updated. The West Virginia Homeland Security State Administrative Agency will coordinate the process of updating the Strategy annually to include any changes to National Priorities, federal homeland security guidance and legislative mandates. State and local stakeholders will be asked to provide feedback and insight related to the West Virginia Homeland Security Strategy.





Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Roger Goodwin/Michelle Mason

Department or Entity: Engineering Department

Estimation of amount of time needed for appointment: 10

Date Requested – 1st Choice: 20 March 2014

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: Requested date for presentation of the Office of Impact Fees - 2013 Annual Report.

Subject: Presentation of Calendar Year 2013 Annual Report for the Office of Impact Fees

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

Pursuant to the Jefferson County Impact Fees Procedures Ordinance, Section 6.A(1), "at least once every year not later than January 31st of each year, beginning in the year 2005, and prior to County Commission's adoption of the Annual Budget and Capital Improvements Program, the Impact Fee Coordinator or a designee chosen by the Impact Fee Coordinator shall coordinate the preparation and submission of an Annual Report to the County Executive and County Commission on the subject of impact fees."

The Impact Fees Procedures Ordinance, Section 6.A(3), goes on to state "the Impact Fee Coordinator or the Impact Fee Coordinator's designee shall submit the Annual Report to the County Commission, who shall receive the Annual Report and which may take such actions as they deem appropriate, including, but not limited to, requesting additional data or analyses and holding public workshops and/or public hearings."

The impact fees annual report for calendar year 2013 is attached. Note that under section 2.4.1, "Inflation Adjustments," the annual inflation adjustment shown in the report will be automatically applied on April 1, 2014. The inflationary adjustment is to automatically occur by dictate of the Impact Fees Procedure Ordinance 2003-1, Section 6.B, unless the County Commission acts to stay the adjustment to the impact fees.

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

Motion to approve the 2013 Annual Report for the Office of Impact Fees, as presented.

Motion to (approve or stay) the annual inflationary adjustments to the impact fees.

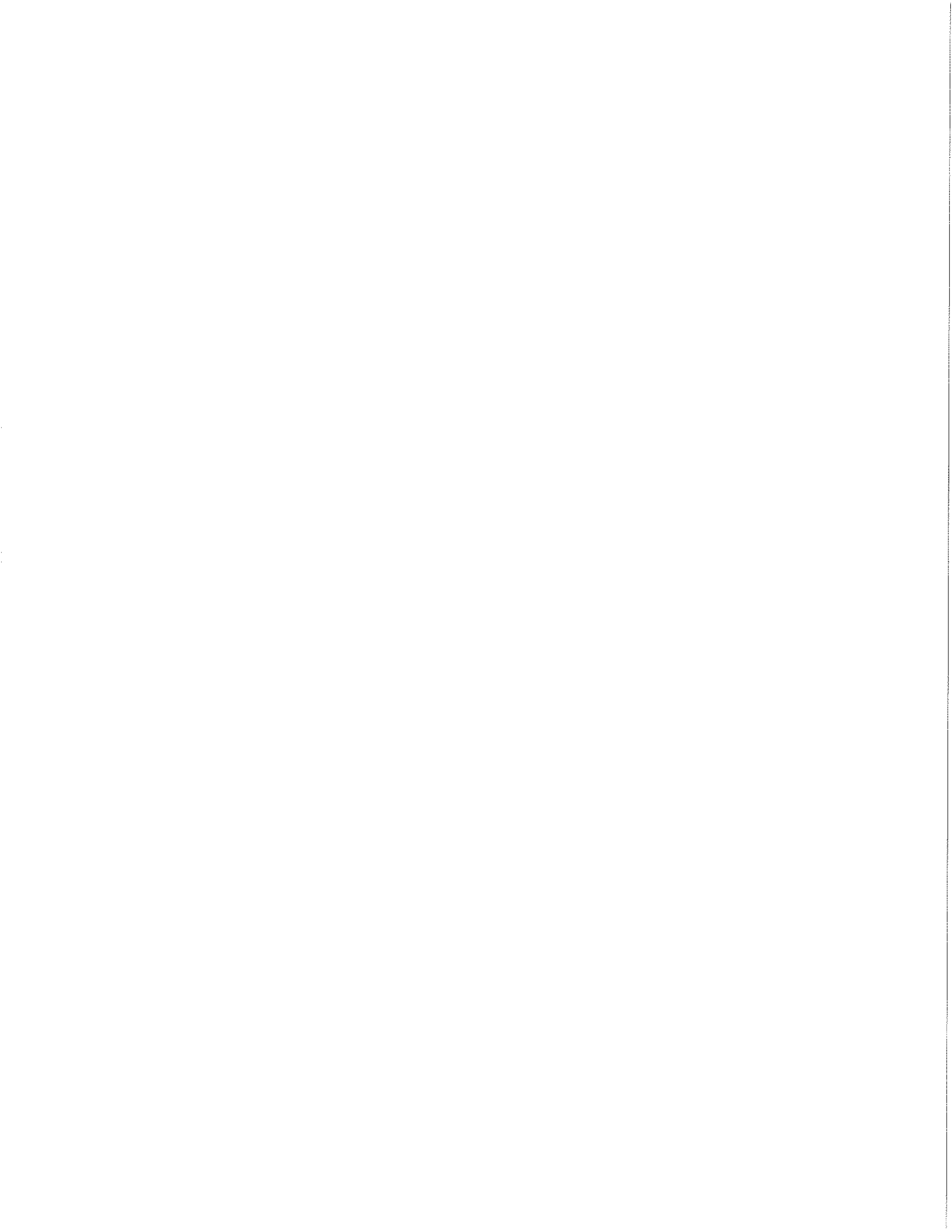
Attachments: Impact Fees - 2013 Annual Report for the Office of Impact Fees

Annual Report on Impact Fees
January 2013 – December 2013

Engineering Department
Office of Impact Fees

Jefferson County Government

27 February 2014



Contents

Tables and Figures	3
Appendices.....	3
1.1. Trends in Fee Collection.....	4
1.2. Fees Collected.....	5
1.3. Financial Data	8
1.4. Fees Disbursed	10
1.4.1. Refunds	10
1.4.2. Requisitions.....	10
2. Annual Review.....	12
2.1. Recommended Changes to Ordinances or Procedures	12
2.1.1. Ordinance Changes During 2013.....	12
2.2. Identification of FY 2014 Impact Fee-Fundable Capital Projects.....	12
2.2.1. Schools.....	13
2.2.2. Law Enforcement.....	13
2.2.3. Parks & Recreation	13
2.2.4. Fire & EMS.....	14
2.3. Proposed Fee Boundary Districts.....	14
2.4. Proposed Fee Schedule Changes	14
2.4.1. Inflation Adjustments.....	15
2.5. Proposed Changes to Level of Service Standards.....	15
2.5.1. Overview	15
2.6. Proposed Changes to Base Data for Fee Calculation.....	15
3. 2011 Inflation Adjustments.....	15
3.1. Source Data	15
3.2. Inflation Adjustment – Schools	16
3.3. Inflation Adjustment – Law Enforcement	17
3.4. Inflation Adjustment – Parks & Recreation.....	17
3.5. Inflation Adjustment – Fire & EMS	18
3.6. Residential Fee Totals – Inflation Adjusted.....	19

Tables and Figures

Table 1A. Total County Residential Building Permits (CY 2004-2013)	4
Table 1B. Total County Non-Residential Building Permits (CY 2004-2013)	4
Table 2. Fees Collected – Calendar Year 2013	5
Table 3. Fees Collected by County Tax District – Calendar Year 2013	6
Table 4. Fees Collected by Municipal Tax District – Calendar Year 2013	7
Table 5. Office of Impact Fees General Account (3111776)	8
Table 6. Impact Fee Holding Accounts	9
Table 7. FY 2014 Approved Fee Fundable Projects	10
Table 8. Impact Fee Holding Account Withdraws	11
Table 9. BOE Fee Fundable Projects	13
Table 10. Law Enforcement Fee Fundable Projects	13
Table 11. Park & Recreation Fee Fundable Projects	13
Table 12. Jefferson County Fire and EMS Projects	14
Table 13. Price Indices and Cost of Living Adjustment	16
Table 14. Inflation Adjustment – Schools	16
Table 15. Inflation Adjustment - Law Enforcement	17
Table 16. Inflation Adjustment - Parks & Recreation	17
Table 17. Inflation Adjustment - Fire & EMS	18
Table 18. Inflation Adjusted Maximum Fee Schedule - 01 April 2014	19

Appendices

Appendix A. Reduction of Commercial Impact Fee Ordinance	A
Appendix B. Affordable Housing Discount Fee Schedule	B

Executive Summary

1.1. Trends in Fee Collection

Permitting for new residential construction in Jefferson County in Calendar Year (CY) 2013 increased relative to CY 2012 while commercial decreased, as indicated in Tables 1A and 1B. This resulted in slightly higher impact fee revenue relative to last year. In CY 2013 there were 249 impact fee applications processed. Of that total, 4 applications were for replacement of existing dwelling units, which do not represent new growth and were exempt from impact fees.

Table 1A. Total County Residential Building Permits (CY 2004-2013)

Year	Single Family			Town Home/Duplex			Grand Total
	Exempt	Fees	Total	Exempt	Fees	Total	
2004	49	269	318		5	5	323
2005	39	324	363		22	22	385
2006	42	256	298		57	57	355
2007	38	213	251		66	66	317
2008	22	108	130		39	39	169
2009	25	75	100		50	50	150
2010	32	91	123		39	39	162
2011	21	73	94	1	40	41	135
2012	13	118	131	0	24	24	155
2013	4	207	211	0	38	38	249
Total	285	1734	2019	1	380	381	2400

Table 1B. Total County Non-Residential Building Permits (CY 2004-2013)

Year	Exempt	Fees	Total
2004	0	4	4
2005	0	5	5
2006	0	0	0
2007	10	12	22
2008	4	9	13
2009	3	2	5
2010	10	8	18
2011	1	11	12
2012	3	13	16
2013	1	3	4
Grand Total	32	67	99

1.2. Fees Collected

Jefferson County uses a fiscal year which starts in July and runs through June of the next year. The accounting of fees collected to date is based on a calendar year since this report is due to the Commission in January of each year. Thus, these values reported below span Fiscal Years 2013 and 2014 and run from 1 January 2013 through 31 December 2013. Table 2 presents the total fee collection data, while Tables 3 and 4 present the financial data categorized into county and municipal tax districts.

The financial transaction information for the Office of Impact Fees general account (which serves as the initial account of fee deposit) is presented in Table 5. Table 6 presents the financial data for each of the four long term impact fee holding accounts (Schools, Law Enforcement, Parks & Recreation, and Fire & EMS).

Table 2. Fees Collected – Calendar Year 2013

Land Use	Type	Schools	Law	Parks & Rec	Fire/EMS	Grand Total
Residential	Single Family	\$2,028,817	\$20,657	\$133,517	\$124,188	\$2,307,179
	Town Home/Duplex	\$325,280	\$1,200	\$21,850	\$20,254	\$368,584
Residential Total		\$2,354,097	\$21,857	\$155,367	\$144,442	\$2,675,763
Commercial	Comm25Less		\$339		\$27,940	\$28,279
Commercial Total			\$339		\$27,940	\$28,279
Grand Total		\$2,354,097	\$22,196	\$155,367	\$172,382	\$2,704,042

Table 3. Fees Collected by County Tax District – Calendar Year 2013

Tax District	Land Use	Type	Schools	Law	Parks & Rec	Fire & EMS	Grand Total
02 Charles Town	Residential	Single Family	\$156,171	\$3,604	\$10,328	\$9,609	\$179,712
	Residential Total		\$156,171	\$3,604	\$10,328	\$9,609	\$179,712
	Commercial	Comm 25 Less		\$339		\$6,283	\$6,622
	Commercial Total			\$339		\$6,283	\$6,622
02 Charles Town Total			\$156,171	\$3,943	\$10,328	\$15,892	\$186,334
04 Harpers Ferry	Residential	Single Family	\$212,832	\$5,142	\$13,806	\$13,050	\$244,830
	Residential Total		\$212,832	\$5,142	\$13,806	\$13,050	\$244,830
04 Harpers Ferry Total			\$212,832	\$5,142	\$13,806	\$13,050	\$244,830
06 Kabletown	Residential	Single Family	\$103,096	\$2,379	\$6,825	\$6,336	\$118,636
	Residential Total		\$103,096	\$2,379	\$6,825	\$6,336	\$118,636
06 Kabletown Total			\$103,096	\$2,379	\$6,825	\$6,336	\$118,636
07 Middleway	Residential	Single Family	\$44,410	\$1,025	\$2,940	\$2,729	\$51,104
	Residential Total		\$44,410	\$1,025	\$2,940	\$2,729	\$51,104
07 Middleway Total			\$44,410	\$1,025	\$2,940	\$2,729	\$51,104
09 Shepherdstown	Residential	Single Family	\$371,170	\$8,507	\$24,064	\$22,336	\$426,077
		Town Home/Duplex	\$51,360	\$1,200	\$3,450	\$3,198	\$59,208
	Residential Total		\$422,530	\$9,707	\$27,514	\$25,534	\$485,285
09 Shepherdstown Total			\$422,530	\$9,707	\$27,514	\$25,534	\$485,285
		Grand Total	\$939,039	\$22,196	\$61,413	\$63,541	\$1,086,189

Table 4. Fees Collected by Municipal Tax District – Calendar Year 2013

Tax District	Land Use	Type	Schools	Parks & Rec	Fire & EMS	Grand Total
03 Charles Town Corp	Residential	Single Family	\$795,060	\$52,640	\$48,860	\$896,560
	Residential Total		\$795,060	\$52,640	\$48,860	\$896,560
	Commercial	Comm25Less			\$21,657	\$21,657
	Commercial Total				\$21,657	\$21,657
03 Charles Town Corp Total			\$795,060	\$52,640	\$70,517	\$918,217
08 Ranson Corp	Residential	Single Family	\$346,078	\$22,914	\$21,268	\$390,260
		Town Home/Duplex	\$273,920	\$18,400	\$17,056	\$309,376
	Residential Total		\$619,998	\$41,314	\$38,324	\$699,636
08 Ranson Corp Total			\$619,998	\$41,314	\$38,324	\$699,636
		Grand Total	\$1,415,058	\$93,954	\$108,841	\$1,617,853

1.3. Financial Data

Table 5. Office of Impact Fees General Account (3111776)

Month	Starting Balance	Total Deposits	Total Checks	Interest	Ending Balance
January	\$77,391.99	\$120,691.00	\$77,391.99	\$33.13	\$120,724.13
February	\$120,724.13	\$128,342.00	\$120,724.13	\$37.02	\$128,379.02
March	\$128,379.02	\$301,181.00	\$141,449.02	\$72.55	\$288,183.55
April	\$288,183.55	\$468,256.00	\$288,183.55	\$151.57	\$468,407.57
May	\$468,407.57	\$343,020.00	\$468,407.57	\$179.41	\$343,199.41
June	\$343,199.41	\$362,261.00	\$343,199.41	\$127.15	\$362,388.15
July	\$362,388.15	\$171,090.00	\$375,465.15	\$69.77	\$158,082.77
August	\$158,082.77	\$219,048.00	\$158,082.77	\$60.10	\$219,108.10
September	\$219,108.10	\$127,561.00	\$219,108.10	\$51.29	\$127,612.29
October	\$127,612.29	\$107,404.00	\$127,612.29	\$36.98	\$107,440.98
November	\$107,440.98	\$172,183.00	\$107,440.98	\$43.67	\$172,226.67
December	\$172,226.67	\$265,942.00	\$172,226.67	\$83.41	\$266,025.41
Totals		\$2,786,979.00	\$2,599,291.63	\$946.05	
			December 2013 Outstanding Credits		0.00
			January 2014 Transfers		(266,025.41)
			01 January 2014 Deposits		0.00
			01 January 2014 Balance		0.00

Table 6. Impact Fee Holding Accounts

Category	Schools	Law	Parks	Fire & EMS
Account Number	3107582	3120120	3122808	3122816
Balance on 01 January 2013	\$828,270.18	\$19,393.74	\$310,579.65	\$166,392.63
Total Deposits	\$2,246,423.84	\$20,538.94	\$153,055.39	\$162,156.85
Withdraws /1	(\$2,000,000.00)	(\$21,590.00)	(\$34,312.55)	(\$123,826.00)
Interest Accrued - CY 2013	\$3,519.16	\$98.69	\$1,336.15	\$713.30
Balance on 31 December 2013	\$1,078,213.18	\$18,441.37	\$430,658.64	\$205,436.78
January Transfers /2	\$233,327.40	\$2,758.83	\$15,531.00	\$14,408.18
<i>Of Which</i>				
<i>Transferred Fees</i>	\$233,254.00	\$2,758.00	\$15,526.00	\$14,404.00
<i>Transferred Interest</i>	\$73.40	\$0.83	\$5.00	\$4.18
Final Balance 08 January 2014	\$1,311,540.58	\$21,200.20	\$446,189.64	\$219,844.96

Notes

/1 See Table 7 for details.

/2 From fees collected in December 2013 and transferred in January 2014.

1.4. Fees Disbursed

Fees are disbursed from the long term accounts for only two reasons: refund and requisition. The transactional details for all fee disbursements are presented in Table 8.

1.4.1. Refunds

Refunds are only processed when a building permit is revoked and upon written request of the building permit applicant.

1.4.2. Requisitions

The fee fundable projects approved by the Impact Fee Program Specialist for FY 2014 along with the approved funding amounts are listed in Table 7. The impact fee payments for projects listed on the FY 2014 Capital Improvement Plans are listed in Table 8. Projects eligible for funding by impact fees must be approved by the County Commission. The impact fee fundable projects for FY 2015 remain to be presented to the County Commission for approval.

Table 7. FY 2014 Approved Fee Fundable Projects

Category	Capital Improvement Project	Approved Impact Fee Funding
Schools	Harpers Ferry Middle School Addition	\$2,000,000
	New Bus and Food Service Facility	\$2,000,000
	County-Wide Expansion of School Facilities	\$1,000,000
Law Enforcement	Purchase of Police Cruisers	\$150,000
	Weapons Training Qualifications Range	\$20,000
	Mobile Data Terminal System	\$32,500
Parks and Recreation	System Wide Needs Assessment Survey	\$48,000
	Leetown Park Improvements	\$6,120
	Sam Michaels Park Improvements	\$56,100
	Hite Road Park Improvements	\$630,482
	Mowing Equipment	\$15,600
Fire & EMS	Blue Ridge Life Pack 15 (3)	\$105,000
	Blue Ridge Generator	\$65,000
	Blue Ridge Sub Station Generator	\$40,000
	Citizens Transport Unit (Ambulance, ALS Capable)	\$200,000
	Friendship Generator	\$75,000
	Friendship Life Pack 15 (2)	\$30,000
	Friendship Autopulse	\$16,000
	Independent Building Project	\$50,000
	Independent Equipment Utility Pickup Truck	\$30,000
	Independent Purchase (2) Ambulances	\$100,000
Middleway Generator	\$68,420	

Table 8. Impact Fee Holding Account Withdraws

Account	Check Date	Statement Date	Debit	Notes
School	15-Jul-13	15-Jul-13	\$2,000,000.00	Requisition 13R0087 - Harpers Ferry Middle School Addition
		Total	\$2,000,000.00	
Law	15-Nov-13	15-Nov-13	\$21,590.00	Requisition 13R0096 - Cruiser
		Total	\$21,590.00	
Parks	15-Jul-13	15-Jul-13	\$9,428.00	Requisition 13R0086 - Utility Vehicle
	26-Jul-13	26-Jul-13	\$1,315.00	Requisition 13R0088 - Mowing Equipment and 13R0089 - Equipment
	23-Sep-13	25-Oct-13	\$23,569.55	Requisition 13R0095 - Sam Michael's Park JCCC Addition
		Total	\$34,312.55	
Fire & EMS	14-Apr-13	24-May-13	\$15,865.00	Requisition 13R0084 - Blue Ridge Mountain Sub Station Generator
	14-Apr-13	24-May-13	\$22,913.00	Requisition 13R0085 - Blue Ridge Mountain Main Station Generator
	30-Jul-13	30-Jul-13	\$15,865.00	Requisition 13R0090 - Blue Ridge Mountain Sub Station Generator
	15-Aug-13	15-Aug-13	\$22,913.00	Requisition 13R0091 - Blue Ridge Mountain Main Station Generator
	10-Sep-13	27-Sep-13	\$11,457.00	Requisition 13R0092 - Blue Ridge Mountain Main Station Generator
	6-Sep-13	27-Sep-13	\$7,931.00	Requisition 13R0093 - Blue Ridge Mountain Sub Station Generator
	12-Sep-13	9/27/2013	\$26,882.00	Requisition 13R0094 - Friendship Fire Company Generator
		Total	\$123,826.00	
		Grand Total	\$2,179,728.55	

2. Annual Review

2.1. Recommended Changes to Ordinances or Procedures

There are no new recalculations at this time and no proposed changes to any of the Impact Fee Ordinances.

2.1.1. Ordinance Changes During 2013

West Virginia Code §7-20-7A “Impact Fees for Affordable Housing”, was enacted during the CY 2011 Legislative Session. This new code section requires the County to consider Affordable Housing as it relates to Impact Fees enacted effective 1 July 2012.

The Impact Fee Procedures Ordinance was amended on 15 November 2012 to include the necessary Affordable Housing Discount (see Impact Fee Procedures Ordinance Section 2(F)) effective 1 December 2012. The Affordable Housing Discount fee schedule is indexed to the State of West Virginia’s Average Housing Cost Index, which is calculated on an annual basis by the State Tax Commissioner, under State Code §11-1-2b “Housing Index Requirements”. The current Affordable Housing Discount Fee Schedule for CY 2013 is included in Appendix B. The fee schedule is updated each year upon receipt of the new average housing cost index data from the State Tax Commissioner.

Effective 1 December 2012, the commercial impact fee was amended and reduced to 99.5% of the actual impact fee calculation for new commercial development per Ordinance 2013-1 (see Appendix A).

While these Ordinance changes did not occur in 2013, I believe them to be note worthy of mentioning.

2.2. Identification of FY 2014 Impact Fee-Fundable Capital Projects

The following projects appear on the FY 2015 Jefferson County Capital Improvement Plan and are listed because they have been identified by the Impact Fee Program Specialist as being eligible for funding by impact fees, either in whole or in part. Projects so identified represent expansion of the current level of service. Exclusion of other projects, listed in the FY 2015 CIP but not included here, only indicates that they are not eligible for funding by impact fees and should not be taken as an indication of their overall merit.

Note that in all service categories, there are insufficient funds to approve all listed projects. Tables 9-12 list all potentially fundable projects with the knowledge that not all listed projects will be funded via impact fees.

2.2.1. Schools

Table 9. BOE Fee Fundable Projects

Project	Current Request	Funding Potential	Category
Harpers Ferry Middle School Addition /1	\$2,000,000	\$1,500,000	Middle
Jefferson County Bus Garage /1	\$2,000,000	\$1,500,000	Support/Administration
Classroom and Gym Renovation at Ranson	\$500,000	\$500,000	Support/Administration
County-Wide Expansion of School Facilities	\$1,000,000	\$1,000,000	(Varies by Project)
Totals	\$5,500,000	\$4,500,000	

Note: /1 Request exceeds funds anticipated by beginning of FY 2015.

2.2.2. Law Enforcement

Table 10. Law Enforcement Fee Fundable Projects

Project	Current Request	Funding Potential	Category
Purchase of Police Cruisers x (18) /1	\$150,000	\$26,000	Vehicles
Weapons training qualifications range	\$20,000	\$10,000	Facilities
Mobile Data Terminal System /1	\$214,500	\$20,000	Vehicles
Totals	\$384,500	\$56,000	

Note: /1 Request exceeds funds anticipated by beginning of FY 2015.

2.2.3. Parks & Recreation

Table 11. Park & Recreation Fee Fundable Projects

Project	Current Request	Funding Potential	Category
Hite Road Park Improvements /1	\$393,000	\$185,000	Facilities and Improvements
Mount Mission Park Improvement	\$45,000	\$45,000	Facilities and Improvements
Park System Master Plan	\$85,000	\$85,000	Facilities and Improvements
Sam Michaels Park Improvements	\$40,000	\$40,000	Facilities and Improvements
Totals	\$563,000	\$355,000	

Note: /1 Request exceeds funds anticipated by beginning of FY 2015.

2.2.4. Fire & EMS

Table 12. Jefferson County Fire and EMS Projects

Company	Project	Current Request	Funding Potential	Category
Bakerton	Generator	\$56,700	\$56,700	Equipment
Blue Ridge	Sub Station Addition	\$75,000	\$75,000	Construction
Blue Ridge	Main Station Addition	\$50,000	\$50,000	Construction
Citizens	Carboxyhemoglobin (SPCO) Monitors	\$10,710	\$10,710	Equipment
Citizens	Personal Protective Equipment (PPE)	\$10,000	\$10,000	Equipment
Citizens	Self Contained Breathing Apparatus	\$12,000	\$12,000	Equipment
Independent	Building Modifications	\$100,000	\$100,000	Renovation
Independent	Utility Pick-up Truck	\$50,000	\$50,000	Equipment
Independent	Purchase ALS Response Vehicle	\$50,000	\$50,000	Equipment
JCESA	Communications Equipment for Mobile Units	\$117,000	\$117,000	Equipment
Totals		\$531,410	\$531,410	

2.3. Proposed Fee Boundary Districts

Presently, the only fee category which utilizes fee districts is Law Enforcement. The boundaries of these districts are coincident with the current municipal boundaries. The Law Enforcement Impact Fee Ordinance defines the fee collection district as that portion of the county which is unincorporated. As various municipalities continue to annex portions of the county, this boundary automatically adjusts. Thus there are no specific recommendations to change fee boundaries.

2.4. Proposed Fee Schedule Changes

Under past Office of Impact Fee procedures, impact fee studies have been updated on a three year cycle. In December of 2011, all four impact fee categories underwent a recalculation of which the County Commission elected to retain the current Impact Fee Schedule upon the 2012 Annual Report presentation. The 2011 TischlerBise report indicates that on average, the County updates its impact fee methodologies and components every five years. Therefore the Schools, Law Enforcement, Parks and Recreation, and Fire & EMS impact fee categories are due for recalculation in CY 2015 for presentation in the CY 2015 Annual Report. However, the County Commission directed staff to have the fees recalculated and presented in 2014. The consultant, TischlerBise, Inc., is currently working on the impact fee recalculation. The consultant's fee was \$52,720. We anticipate the final report will be presented to the County Commission in April or May 2014.

2.4.1. Inflation Adjustments

It is generally recommended that all ordinance schedules not recalculated in any given calendar year be adjusted for inflation. By dictate of the Impact Fee Procedures Ordinance [2003-1], the Impact Fee Program Specialist must use the Price Indexes for Gross Government Fixed Investment by Type which is published by the United States Bureau of Economic Analysis¹. Table 13 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B – Price Indexes for Gross Government Fixed Investment by Type), for year 2011 and 2012. These represent the most recent price indices and were released on 7 August, 2013. These data constitute the source for the annual inflation adjustments for the four impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1, Section 6(B), the annual inflation adjustment will be applied on 1 April 2014 unless the County Commission acts to stay these adjustments.

2.5. Proposed Changes to Level of Service Standards

2.5.1. Overview

West Virginia Code §7-20 requires that the County maintain, as part of its capital improvement program, level of service standards (LOS) for impact fee-applicable categories. The County maintains its LOS as the base data used to conduct impact fee calculations and these standards are documented in the various impact fee studies. Thus, the Level of Service Standards for the categories of Schools, Law Enforcement, Parks & Recreation, and Fire & EMS services were updated in December of 2011.

Regardless of whether the County Commission adopts any or all of the recalculated fee schedules, the recalculation exercise in effect recalibrates the Level of Service Standards for Jefferson County. The next scheduled update to the Level of Service Standards will occur in 2014, under the recalculation currently being performed by TischlerBise, Inc..

2.6. Proposed Changes to Base Data for Fee Calculation

There are no changes at this time.

3. 2011 Inflation Adjustments

3.1. Source Data

The following Table 13 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B - Price Indexes for Gross Government Fixed Investment by Type), for years 2011 and 2012². These represent the most recent price indices and were released on 7 August, 2013. These data constitute the source for the annual inflation adjustments for the 4 impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1, Section 6(B), the annual inflation adjustment will be applied on 1 April 2014 unless the County

¹ Source is Table 5.9.5B, lines 35, 36 and 43.

² Source: Source: <http://www.bea.gov/iTable/iTable.cfm?ReqID=9&step=1> (Choose Table 5.9.5B).

Commission acts to stay these adjustments. The inflationary adjustments result in a higher impact fee for all fee categories.

The values in the columns titled 2013 Impact Fee (tables 14-17) are the fees in effect as of January 2013. No changes were made to the impact fee amounts in 2012; therefore, the impact fee amounts for 2013 are the same as those in effect in 2012.

Table 13. Price Indices and Cost of Living Adjustment

BEA Table Line	Fee Category	Structure Class	Price Index CY 2011	Price Index CY 2012	Differential (Inflation Adjustment)
35	School	State and Local – Educational	102.377	105.826	1.0337
36	Law	State and Local – Public Safety	96.649	97.953	1.0135
37	Parks	Amusement & Recreation	96.606	97.944	1.0139
36	Fire	State and Local – Public Safety	96.649	97.953	1.0135

Source: Bureau of Economic Analysis, US Department of Commerce.

3.2. Inflation Adjustment – Schools

Table 14. Inflation Adjustment – Schools

Residential Development	2013 Impact Fee	2013 Adjusted	Differential
Single Family	\$11,358	\$11,741	\$383
Town home/Duplex	\$8,560	\$8,848	\$288
Multi-family	\$6,306	\$6,518	\$212

3.3. Inflation Adjustment – Law Enforcement

Table 15. Inflation Adjustment - Law Enforcement

Residential Development	2013 Impact Fee	2013 Adjusted	Differential
Single Family	\$262	\$265	\$3
Town home/Duplex	\$200	\$203	\$3
Multi-family	\$197	\$199	\$2
Non Residential Development (fees per 1,000 sq ft gross usable floor area)	2013 Impact Fee	2013 Adjusted	Differential
Commercial/Shopping Center 25,000 SF or less	\$0.63	\$0.64	\$0.01
Commercial/Shopping Center 25,001 – 50,000 SF	\$0.59	\$0.59	\$0
Commercial/Shopping Center 50,001 – 100,000 SF	\$0.51	\$0.51	\$0
Commercial/Shopping Center 100,001 – 200,000 SF	\$0.44	\$0.44	\$0
Commercial/Shopping Center over 200,000 SF	\$0.38	\$0.38	\$0
Office/Institutional 10,000 SF or less	\$0.29	\$0.29	\$0
Office/Institutional 10,001 – 25,000 SF	\$0.24	\$0.24	\$0
Office/Institutional 25,001 – 50,000 SF	\$0.20	\$0.20	\$0
Office/Institutional 50,001 – 100,000 SF	\$0.17	\$0.17	\$0
Office/Institutional over 100,000 SF	\$0.15	\$0.15	\$0
Business Park	\$0.17	\$0.17	\$0
Light Industrial	\$0.09	\$0.09	\$0
Warehousing	\$0.07	\$0.07	\$0
Manufacturing	\$0.05	\$0.05	\$0

3.4. Inflation Adjustment – Parks & Recreation

Table 16. Inflation Adjustment - Parks & Recreation

Residential Development	2013 Impact Fee	2013 Adjusted	Differential
Single Family	\$752	\$762	\$10
Town home/Duplex	\$575	\$583	\$8
Multi-family	\$566	\$573	\$8

3.5. Inflation Adjustment – Fire & EMS

Table 17. Inflation Adjustment - Fire & EMS

Residential Development	2013 Impact Fee	2013 Adjusted	Differential
Single Family	\$698	\$707	\$9
Town home/Duplex	\$533	\$540	\$7
Multi-family	\$525	\$532	\$7
Non Residential Development (fees per 1,000 sq ft gross usable floor area)	2013 Impact Fee	2013 Adjusted	Differential
Commercial/Shopping Center 25,000 SF or less	\$11.77	\$11.92	\$0.16
Commercial/Shopping Center 25,001 – 50,000 SF	\$10.91	\$11.06	\$0.15
Commercial/Shopping Center 50,001 – 100,000 SF	\$9.55	\$9.67	\$0.13
Commercial/Shopping Center 100,001 – 200,000 SF	\$8.27	\$8.38	\$0.11
Commercial/Shopping Center over 200,000 SF	\$7.09	\$7.19	\$0.10
Office/Institutional 10,000 SF or less	\$5.49	\$5.56	\$0.07
Office/Institutional 10,001 – 25,000 SF	\$4.45	\$4.50	\$0.06
Office/Institutional 25,001 – 50,000 SF	\$3.79	\$3.84	\$0.05
Office/Institutional 50,001 – 100,000 SF	\$2.76	\$2.79	\$0.04
Office/Institutional over 100,000 SF	\$2.74	\$2.78	\$0.04
Business Park	\$3.09	\$3.13	\$0.04
Light Industrial	\$1.69	\$1.71	\$0.02
Warehousing	\$1.20	\$1.22	\$0.02
Manufacturing	\$0.93	\$0.94	\$0.01

3.6. Residential Fee Totals – Inflation Adjusted

The Impact Fee Procedure Ordinance (2003-1) indicates that unless the Commission acts to prevent these adjustments from taking effect, they automatically apply on the first day of April (c.f. §6(B) *et seq.*). If the County Commission does not act to prevent the inflation adjustments listed in Table 18 from going into effect, the fee schedule listed in table 18 below will apply on 1 April 2014. Commercial fee schedules are always determined by the Impact Fee Program Specialist on a case by case basis and thus may not easily be condensed into a summary table. This fee schedule does not include any schedule resulting from the fee recalculations of December 2011, as those fees adjustments were not adopted.

Table 18. Inflation Adjusted Maximum Fee Schedule - 01 April 2014

Residential Development	Impact Fee Category	Current Impact Fee per Dwelling Unit	01 April 2014 Impact Fee per Dwelling Unit
Single Family	Schools	\$11,358	\$11,741
	Law Enforcement	\$262	\$266
	Parks & Recreation	\$752	\$762
	Fire & EMS	\$698	\$707
	TOTAL	\$13,070	\$13,476
Town Home/Duplex	Schools	\$8,560	\$8,848
	Law Enforcement	\$200	\$203
	Parks & Recreation	\$575	\$583
	Fire & EMS	\$533	\$540
	TOTAL	\$9,868	\$10,174
Multi-Family	Schools	\$6,306	\$6,518
	Law Enforcement	\$197	\$203
	Parks & Recreation	\$566	\$573
	Fire & EMS	\$525	\$532
	TOTAL	\$7,594	\$7,826

ORDINANCE NO. 2013-1

AN ORDINANCE OF JEFFERSON COUNTY, WEST VIRGINIA, AMENDING CERTAIN PARTS OF PRIOR COUNTY IMPACT FEE ORDINANCES 2005-1 AND 2005-3; REGARDING AMENDING AND/OR REDUCING CERTAIN IMPACT FEE RATES APPLYING TO NON-RESIDENTIAL UNITS FOR A SPECIFIED PERIOD OF TIME; REQUIRING A REVIEW OF COMMERCIAL AND ECONOMIC DEVELOPMENT AT THE END OF ONE YEAR .

WHEREAS, the County Commission of Jefferson County, West Virginia adopted Ordinance 2005-1 and 2005-3 on January 20, 2005, which Ordinances provide for Law Enforcement and Fire and EMS fees to be paid on new construction;

WHEREAS, the Jefferson County Commission recognizes that the adverse effects of the national recession and the financial and credit crises are still impacting the state and local economy;

WHEREAS, said impacts have resulted in a significant reduction in new non-residential commercial development and construction activity in Jefferson County;

WHEREAS, Non-residential Commercial development provides local jobs and economic opportunity to the citizens of Jefferson County;

WHEREAS, a decrease in Non-residential Commercial development has a negative impact upon the citizens of Jefferson County;

WHEREAS, the Jefferson County Commission hereby finds that it is in the best interest of the citizens of Jefferson County to encourage economic development by temporarily reducing the impact fees assessed on new Non-residential Commercial Development;

WHEREAS, the Commission has determined that a reduction on the rate of collection of the Law Enforcement and the Fire and EMS impact fees will further the desired purpose of stimulating economic development and non-residential commercial construction activity in Jefferson County;

WHEREAS, the County Commission desires an update from the Jefferson County Development Authority on the development and permitting activity of non-residential construction after the initial twenty-four (24) months of the reduction to determine the effectiveness of the reduction in stimulating economic and commercial growth;

NOW, THEREFORE BE IT ORDAINED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA:

SECTION 1. AMENDING THE NON-RESIDENTIAL IMPACT FEES SET FORTH IN ORDINANCES 2005-1 AND 2005-3.

- (1) The impact fee rates charged to Non-residential Development in Ordinance No. 2005-1 (Law Enforcement Impact Fees) and Ordinance No. 2005-3 (Fire and EMS Impact Fees) shall be reduced to by ninety-nine percent (99%) commencing on July 1, 2013 for a period of twenty-

four (24) months through the County Commission's review at the end of the twenty-four (24) month period.

- (2) At the end of the initial twenty-four (24) month period, the County Commission, using the report received from the Jefferson County Development Authority, shall review the effectiveness of the reduction in encouraging commercial development and stimulating the local economy. After completion of such review, the Commission shall either: 1) maintain the reduction implemented by the Ordinance; 2) return the non-residential development impact fees to the fee schedule provided in Ordinance Nos. 2005-1 and 2005-3; or 3) implement a new non-residential development impact fee schedule.
- (3) The reduction in the non-residential fees as provided for in this Ordinance may extend beyond the initial twenty-four (24) month period and shall remain in effect until the County Commission completes its review of the reduction's impact on commercial and economic development.

SECTION 2. EFFECTIVE DATE.

This Ordinance shall take effect upon an affirmative, majority vote of the County Commission. Except as specifically provided otherwise herein, this Ordinance shall supersede all other Ordinance(s) of Jefferson County, West Virginia to the extent such other Ordinance(s) are in conflict herewith. However, the amended impact fees associated with non-residential development as set forth in this Ordinance shall not become effective until July 1, 2013.

SECTION 3. Severability.

- (1) If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion of this Ordinance shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this Ordinance nor impair or nullify the remainder of this Ordinance which shall continue in full force and effect.
- (2) If the application of any provision of this Ordinance to any new development is declared to be invalid by a decision of any court of competent jurisdiction, the intent of the County Commissioners is that such decision shall be limited only to the specific new development expressly involved in the controversy, action or proceeding in which such decision of invalidity was rendered. Such decision shall not affect, impair, or nullify this Ordinance as a whole or the application of any provision of this Ordinance to any other new development.

SECTION 4. DEFINITIONS.

Terms used in this Ordinance shall have the meaning provided in the applicable "Definition" Section(s) of the Jefferson County Impact Fee Procedures Ordinance unless modified or otherwise stated herein.

SECTION 5. INCLUSION IN THE CODE.

It is the intention of the County Commission of Jefferson County, West Virginia, and it is hereby provided, that the provisions of this Ordinance shall be made part of the Jefferson County Impact Fee Ordinances. To this end, any section or subsection of this Ordinance may be re-numbered or re-lettered to accomplish such intention, and the word "Ordinance" may be changed to "Section", "Article", or any other appropriate designation.

SECTION 6. FULL FORCE AND EFFECT OF REMAINDER.

All section, subsections, clauses, sentences, phrases, and provisions of Ordinance Nos. 2005-1 and 2005-3 not changed or amended herein shall stay the same and remain in full force and effect until amended, repealed or otherwise acted upon by the County Commission of Jefferson County.

The undersigned hereby certifies that this Ordinance was approved and adopted by the Jefferson County Commission on the ____ day of June, 2013.

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

Phone: (304) 728-3331

Fax: (304) 728-3953

Michelle Mason
Impact Fee Program Specialist

mmason@jeffersoncountywv.org

Affordable Housing Discounted Impact Fee Per Dwelling Unit Type

**Current Housing Index Average Market Value
for Jefferson County, WV: \$211,844**

		<i>Single Family</i>	<i>Town Home Duplex</i>	<i>Multi-Family</i>
Current Impact Fee		\$13,070	\$9,868	\$7,594
Affordable Housing				
Percentage	Market Value	Discounted Impact Fee Per Dwelling Unit Type		
60%	\$127,106	\$7,842	\$5,921	\$4,556
59%	\$124,988	\$7,711	\$5,822	\$4,480
58%	\$122,870	\$7,581	\$5,723	\$4,405
57%	\$120,751	\$7,450	\$5,625	\$4,329
56%	\$118,633	\$7,319	\$5,526	\$4,253
55%	\$116,514	\$7,188	\$5,427	\$4,177
54%	\$114,396	\$7,058	\$5,329	\$4,101
53%	\$112,277	\$6,927	\$5,230	\$4,025
52%	\$110,159	\$6,796	\$5,131	\$3,949
51%	\$108,040	\$6,666	\$5,033	\$3,873
50%	\$105,922	\$6,535	\$4,934	\$3,797
49%	\$103,804	\$6,404	\$4,835	\$3,721
48%	\$101,685	\$6,274	\$4,737	\$3,645
47%	\$99,567	\$6,143	\$4,638	\$3,569
46%	\$97,448	\$6,012	\$4,539	\$3,493
45%	\$95,330	\$5,882	\$4,441	\$3,417
44%	\$93,211	\$5,751	\$4,342	\$3,341
43%	\$91,093	\$5,620	\$4,243	\$3,265
42%	\$88,974	\$5,489	\$4,145	\$3,189
41%	\$86,856	\$5,359	\$4,046	\$3,114
40%	\$84,738	\$5,228	\$3,947	\$3,038
39%	\$82,619	\$5,097	\$3,849	\$2,962
38%	\$80,501	\$4,967	\$3,750	\$2,886
37%	\$78,382	\$4,836	\$3,651	\$2,810
36%	\$76,264	\$4,705	\$3,552	\$2,734
35%	\$74,145	\$4,575	\$3,454	\$2,658
34%	\$72,027	\$4,444	\$3,355	\$2,582
33%	\$69,909	\$4,313	\$3,256	\$2,506
32%	\$67,790	\$4,182	\$3,158	\$2,430
31%	\$65,672	\$4,052	\$3,059	\$2,354
30%	\$63,553	\$3,921	\$2,960	\$2,278
29%	\$61,435	\$3,790	\$2,862	\$2,202
28%	\$59,316	\$3,660	\$2,763	\$2,126
27%	\$57,198	\$3,529	\$2,664	\$2,050
26%	\$55,079	\$3,398	\$2,566	\$1,974
25%	\$52,961	\$3,268	\$2,467	\$1,899

Disclaimer: Figures updated and effective 1 March through 31 December 2014 per the WV Tax Commissioner.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Roger Goodwin/Michelle Mason

Department or Entity: Engineering Department

Estimation of amount of time needed for appointment: 10

Date Requested – 1st Choice: 20 March 2014

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: Requested date for presentation of FY 2015 Office of Impact Fees - Capital Improvement Plan for review prior to finalization of Jefferson County budget.

Subject: Presentation of FY 2015 Capital Improvement Plan for Office of Impact Fees

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

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

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

Presentation of the Capital Improvement Plan traditionally follows that of the Annual Report for the Office of Impact Fees. The majority of all governments present their upcoming CIP prior to the budget process due to the possible impact of capital projects on the County General Fund; however, the impact fee projects submitted for FY 2015 do not require funding from the County’s General or Capital Outlay Funds.

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

Motion to approve the FY 2015 Capital Improvement Plan for the Office of Impact Fees as presented.

Attachments: FY 2015 CIP for Office of Impact Fees

FY 2015 Capital Improvement Plan

Schools

Law Enforcement

Parks & Recreation

Fire/EMS

Jefferson County Commission

Engineering Department/Office of Impact Fees

26 February 2013

FY 2015 Impact Fee Program Capital Improvement Plan

Contents

Overview	2
Overview of Funding Options	3
Direct County Support	3
General Obligation/Construction Bonds.....	3
State Support.....	4
Federal Support.....	4
Summary of Impact Fee Fundable Projects	4
Impact Fee Program Specialist's Notes	14
Overview.....	14
Authority.....	14
Cash Flow Analyses.....	15

Tables

Table 1. FY 2015 Priority 1 Projects - All Funding Sources.....	5
Table 2. FY 2015 Priority 1 Projects - Impact Fee Fundable	7
Table 3. FY 2015 Impact Fee Fundable Projects - All Priorities.....	10
Table 4. School Cash Flow Analysis	15
Table 5. Law Enforcement Cash Flow Analysis	15
Table 6. Parks & Recreation Cash Flow Analysis.....	16
Table 7. Fire & EMS Cash Flow Analysis	17

FY 2015 Capital Improvement Plan Submissions

	Divider
Board of Education	1
Sheriff of Jefferson County.....	2
Jefferson County Parks & Recreation Commission.....	3
Bakerton Fire Company	4
Blue Ridge Fire Company	4
Citizens Fire Company	4
Independent Fire Company.....	4
Jefferson County Emergency Services Agency.....	4

Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2015. It consists of two categories, those eligible for Impact Fee funding for capital improvements and those ineligible. For the entities eligible for Impact Fee funding, their names and their associated impact fee category are indicated below (impact fee categories noted in square brackets):

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

The total funding request for all projects over the upcoming fiscal year as well as the next five outlying years is \$102,613,610 (up from \$93,899,264 in FY 2014). Of this amount \$7,293,910, represents the funding requests for FY 2015 (in FY 2014 the amount was \$6,744,202).

The divided sections which follow include the submitted *CIP Form 1* (Agency/Department/Office Summary) for each entity as well as the individual *CIP Form 2* documents (Annual and Five Year Project Request and Justification) which detail each project listed on an entity's *CIP Form 1*. Any supplementary documentation is included with the appropriate *CIP Form 2*. Proposed projects that directly impact the County Budget also require *Form 2B – Budget Impact Analysis*; however, the projects submitted for FY 2015 do not require funding from the County's General or Capital Outlay Funds.

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

Overview of Funding Options

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

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

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

Direct County Support

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

General Obligation/Construction Bonds

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

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

Jefferson County has an appointed Building Commission. The County Commission, through its Building Commission, may borrow money from any type of lending financial institution or issue general obligation bonds. If the loan is to acquire land or construct a building, the deed to the property is transferred from the County Commission (or other entity) to the Building Commission. Generally, the County Commission funds the Building Commission to provide revenue to satisfy the terms of the loan. Building Commissions were specifically granted this authority in order to prevent County Commissions of obligating future Commissions via the issuance of bonds or by securing mortgages or loans¹. As an example, through the authority of the Building Commission, secure funding for the New Bus Facility for the Board of Education requested for FY 2015 may be obtained.

State Support

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

Federal Support

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

Summary of Impact Fee Fundable Projects

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

Table 3 identifies *only* those projects that are **impact fee-fundable**, which are eligible for funding by available impact fees, either in whole or in part. Emphasis on approving impact fee expenditure on projects requested is suggested to be for *priority 1* projects first. The Impact Fee Program Specialist has determined which of the projects that are impact fee fundable for FY 2015 based on the current availability of impact fee funds for each of the impact fee categories and their associated bank accounts, prior and current allocation sources, along with the impact fee collection projections for CY 2014.

¹ See WV Code §8-30 *et seq.*

Table 1. FY 2015 Priority 1 Projects - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2016	Yr 2 FY 2017	Yr 3 FY 2018	Yr 4 FY 2019	Yr 5 FY 2020
Jefferson County Board of Education											
1	1	Harpers Ferry Middle School	\$16,000,000	\$6,000,000	\$7,000,000	\$2,000,000	\$1,000,000	\$0	\$0	\$0	\$0
2	1	Jefferson County Bus Garage	\$6,000,000	\$0	\$2,000,000	\$2,000,000	\$1,000,000	\$1,000,000	\$0	\$0	\$0
3	1	Classroom & Gym Renov. at Ranson	\$2,500,000	\$0	\$500,000	\$500,000	\$500,000	\$1,000,000	\$0	\$0	\$0
7	1	County Wide Improvement	\$6,000,000	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
TOTALS			\$30,500,000	\$6,000,000	\$9,500,000	\$5,500,000	\$3,500,000	\$3,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$940,000	\$0	\$0	\$150,000	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000
TOTALS			\$940,000	\$0	\$0	\$150,000	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000
Bakerion Fire Company											
1	1	Generator	\$56,700	\$0	\$0	\$56,700	\$0	\$0	\$0	\$0	\$0
TOTALS			\$56,700	\$0	\$0	\$56,700	\$0	\$0	\$0	\$0	\$0
Blue Ridge Fire Company											
1	1	Sub Station Addition	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0
2	1	Main Station Addition	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$125,000	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0
Citizen's Fire Company											
1	1	(2) Carboxyhemoglobin (SPCO) Monitors	\$10,710	\$0	\$0	\$10,710	\$0	\$0	\$0	\$0	\$0
2	1	Personal Protective Equipment (PPE)	\$10,000	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
3	1	Self Contained Breathing Apparatus	\$12,000	\$0	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$32,710	\$0	\$0	\$32,710	\$0	\$0	\$0	\$0	\$0
Independent Fire Company											
1	1	Building Modifications	\$2,200,000	\$75,000	\$1,100,000	\$100,000	\$50,000	\$50,000	\$50,000	\$0	\$0
2	1	Purchase ALS Response Vehicle	\$66,000	\$0	\$16,000	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$2,266,000	\$75,000	\$1,116,000	\$150,000	\$50,000	\$50,000	\$50,000	\$0	\$0

Table 1. FY 2015 Priority 1 Projects - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2016	Yr 2 FY 2017	Yr 3 FY 2018	Yr 4 FY 2019	Yr 5 FY 2020
Jefferson County Emergency Services Agency											
1	1	Communications Equip. for Mobile Units	\$117,000	\$0	\$0	\$117,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$117,000	\$0	\$0	\$117,000	\$0	\$0	\$0	\$0	\$0
Jefferson County Parks & Recreation Commission											
3	1	Hite Road Park Improvements	\$6,359,000	\$0	\$0	\$393,000	\$1,841,400	\$2,000,100	\$2,124,500	\$0	\$0
7	1	Mount Mission Park Improvements	\$45,000	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0
9	1	Park System Master Plan	\$85,000	\$0	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0
10	1	Sam Michaels Park Improvements	\$178,600	\$0	\$40,000	\$40,000	\$0	\$54,400	\$44,200	\$0	\$0
TOTALS			\$944,500	\$0	\$40,000	\$563,000	\$1,841,400	\$2,054,500	\$2,168,700	\$0	\$0

Tabla 2. FY 2015 Projects - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2016	Yr 2 FY 2017	Yr 3 FY 2018	Yr 4 FY 2019	Yr 5 FY 2020
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$940,000	\$0	\$0	\$150,000	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000
2	2	Weapons Training Qualifications Range	\$50,000	\$0	\$0	\$20,000	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000
3	3	Route 230Uvilla Sub-station	\$700,000	\$0	\$0	\$0	\$300,000	\$400,000	\$0	\$0	\$0
4	2	Mobile Data Terminal System for Police Vehicle	\$370,500	\$0	\$0	\$214,500	\$26,000	\$32,500	\$32,500	\$32,500	\$32,500
5	2	Construction of New Jefferson Co. Sheriff's Office	\$6,000,000	\$0	\$0	\$0	\$100,000	\$500,000	\$1,500,000	\$1,900,000	\$2,000,000
TOTALS			\$8,060,500	\$0	\$0	\$384,500	\$596,000	\$1,097,500	\$1,697,500	\$2,097,500	\$2,197,500
Bakerton Fire Company											
1	1	Generator	\$56,700	\$0	\$0	\$56,700	\$0	\$0	\$0	\$0	\$0
TOTALS			\$56,700	\$0	\$0	\$56,700	\$0	\$0	\$0	\$0	\$0
Blue Ridge Fire Company											
1	1	Sub Station Addition	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0
2	1	Main Station Addition	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$125,000	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0
Citizen's Fire Company											
1	1	(2) Carboxyhemoglobin (SPCO) Monitors	\$10,710	\$0	\$0	\$10,710	\$0	\$0	\$0	\$0	\$0
2	1	Personal Protective Equipment (PPE)	\$10,000	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
3	1	Self Contained Breathing Apparatus	\$12,000	\$0	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0
4	2	Brush Skit Unit	\$15,000	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$47,710	\$0	\$0	\$47,710	\$0	\$0	\$0	\$0	\$0

Table 2. FY 2015 Projects - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2016	Yr 2 FY 2017	Yr 3 FY 2018	Yr 4 FY 2019	Yr 5 FY 2020
Independent Fire Company											
1	1	Building Modifications	\$2,200,000	\$75,000	\$1,100,000	\$100,000	\$50,000	\$50,000	\$50,000	\$0	\$0
2	1	Purchase ALS Response Vehicle	\$66,000	\$0	\$16,000	\$50,000	\$0	\$0	\$0	\$0	\$0
3	2	Utility Pick-up Truck	\$65,000	\$0	\$15,000	\$50,000	\$0	\$0	\$0	\$0	\$0
4	2	Purchase Engine	\$600,000	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$2,931,000	\$75,000	\$1,431,000	\$500,000	\$50,000	\$4,987,000	\$50,000	\$0	\$0
Jefferson County Emergency Services Agency											
1	1	Communications Equipment for Mobile Units	\$117,000	\$0	\$0	\$117,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$117,000	\$0	\$0	\$117,000	\$0	\$0	\$0	\$0	\$0
Jefferson County Parks & Recreation Commission											
1	2	Community Center Phase II	\$3,087,000	\$0	\$0	\$0	\$0	\$0	\$3,087,000	\$0	\$0
2	2	Maintenance Vehicle	\$112,400	\$0	\$0	\$0	\$36,100	\$37,100	\$0	\$39,200	\$0
3	1	Hite Road Park Improvements	\$6,359,000	\$0	\$0	\$393,000	\$1,841,400	\$2,000,100	\$2,124,500	\$0	\$0
4	2	Land Acquisition for Parks	\$816,000	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$616,000
5	2	Leetown Park Improvements	\$124,700	\$0	\$0	\$0	\$0	\$16,700	\$0	\$0	\$108,000
6	2	Indoor Swimming Pool	\$7,018,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,010,500
7	1	Mount Mission Park Improvements	\$45,000	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0
8	2	Mowing Equipment	\$52,400	\$0	\$0	\$0	\$25,500	\$0	\$0	\$26,900	\$0
9	1	Park System Master Plan	\$85,000	\$0	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0
10	1	Sam Michaels Park Improvements	\$178,600	\$0	\$40,000	\$40,000	\$0	\$54,400	\$44,200	\$0	\$0
11	2	South Jefferson Park Improvements	\$272,100	\$0	\$0	\$0	\$12,100	\$101,200	\$60,000	\$98,800	\$0
12	2	Generator	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0
13	2	Department Vehicle	\$25,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
TOTALS			\$18,275,700	\$0	\$40,000	\$563,000	\$2,349,100	\$2,209,500	\$5,315,700	\$164,900	\$7,742,500

Table 2. FY 2015 Projects - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2016	Yr 2 FY 2017	Yr 3 FY 2018	Yr 4 FY 2019	Yr 5 FY 2020
Jefferson County Board of Education											
1	1	Harpers Ferry Middle School	\$16,000,000	\$6,000,000	\$7,000,000	\$2,000,000	\$1,000,000	\$0	\$0	\$0	\$0
2	1	Jefferson County Bus Garage	\$6,000,000	\$0	\$2,000,000	\$2,000,000	\$1,000,000	\$1,000,000	\$0	\$0	\$0
3	1	Classroom and Gym Renovation at Ranson	\$2,500,000	\$0	\$500,000	\$500,000	\$500,000	\$1,000,000	\$0	\$0	\$0
4	2	Classroom and Gym Renovation at Shepherdstown	\$2,500,000	\$0	\$500,000	\$0	\$500,000	\$500,000	\$1,000,000	\$0	\$0
5	2	Middleway Elementary	\$18,000,000	\$0	\$8,000,000	\$0	\$0	\$5,000,000	\$5,000,000	\$0	\$0
6	2	Middleway Middle School	\$22,000,000	\$0	\$10,000,000	\$0	\$0	\$0	\$5,000,000	\$7,000,000	\$0
7	1	County-Wide Improvement	\$6,000,000	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
TOTALS			\$73,000,000	\$6,000,000	\$28,000,000	\$5,500,000	\$4,000,000	\$8,500,000	\$12,000,000	\$8,000,000	\$1,000,000

Table 3. FY 2015 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2016	Yr 2 FY 2017	Yr 3 FY 2018	Yr 4 FY 2019	Yr 5 FY 2020
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$940,000	\$0	\$0	\$150,000	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000
2	3	Weapons training ranga	\$50,000	\$0	\$0	\$20,000	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000
4	2	Mobile Data Terminal System	\$370,500	\$0	\$0	\$214,500	\$26,000	\$32,500	\$32,500	\$32,500	\$32,500
TOTALS			\$1,380,500	\$0	\$0	\$384,500	\$196,000	\$197,500	\$197,500	\$197,500	\$197,500

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

Bakerton Fire Company											
1	1	Generator	\$56,700	\$0	\$0	\$56,700	\$0	\$0	\$0	\$0	\$0
TOTALS			\$56,700	\$0	\$0	\$56,700	\$0	\$0	\$0	\$0	\$0

Impact Fee Specialist Recommendations – Bakerton Fire Company				
#	Pri	Project	Fee Funding Potential	Comments
1	1	Generator	Full	This represents an expansion of County growth and the need for within County facilities.

Blue Ridge Fire Company											
1	1	Sub Station Addition	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0
2	1	Main Station Addition	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$125,000	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0

Table 3. FY 2015 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2016	Yr 2 FY 2017	Yr 3 FY 2018	Yr 4 FY 2019	Yr 5 FY 2020
Impact Fee Specialist Recommendations – Blue Ridge Fire Company											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	Sub Station Addition	Full	This represents an expansion of County growth and the need for within County facilities.							
2	1	Main Station Addition	Full	This represents an expansion of County growth and the need for within County facilities.							
Citizens Fire Company											
1	1	(2) Carboxyhemoglobin (SPCO) Monitors	\$10,710	\$0	\$0	\$10,710	\$0	\$0	\$0	\$0	\$0
2	1	Personal Protective Equipment (PPE)	\$10,000	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
3	1	Self Contained Breathing Apparatus	\$12,000	\$0	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$32,710	\$0	\$0	\$32,710	\$0	\$0	\$0	\$0	\$0
Impact Fee Specialist Recommendations – Friendship Fire Company											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	(2) Carboxyhemoglobin (SPCO) Monitors	Full	This project represents the expansion of existing inventory and are justifiable to the increase in Fire calls.							
2	1	Personal Protective Equipment (PPE)	Full	This project represents the expansion of existing inventory and are justifiable to the increase in Fire calls.							
3	1	Self Contained Breathing Apparatus	Full	This project represents the expansion of existing inventory and are justifiable to the increase in Fire calls.							
Independent Fire Company											
1	1	Building Modifications	\$2,200,000	\$75,000	\$1,100,000	\$100,000	\$50,000	\$50,000	\$50,000	\$0	\$0
2	1	Purchase ALS Response Vehicle	\$66,000	\$0	\$16,000	\$50,000	\$0	\$0	\$0	\$0	\$0
3	2	Utility Pickup Truck	\$85,000	\$0	\$15,000	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$2,331,000	\$75,000	\$1,131,000	\$200,000	\$50,000	\$50,000	\$50,000	\$0	\$0

Table 3. FY 2015 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2016	Yr 2 FY 2017	Yr 3 FY 2018	Yr 4 FY 2019	Yr 5 FY 2020
---	-----	---------	-----------------	------------------	--------------------	-----------------	--------------	--------------	--------------	--------------	--------------

Impact Fee Specialist Recommendations – Independent Fire Company											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	Building Modifications	Full	This represents an expansion of County growth and the need for within County facilities.							
2	2	Purchase ALS Response Vehicle	Full	This project represents the expansion of the EMS vehicle inventory across the county and may be fee fundable.							
3	2	Utility Pickup Truck	Full	This project represents the expansion of the EMS vehicle inventory across the county and may be fee fundable.							

Jefferson County Emergency Services Agency											
Communications Equipment for											
1	1	Mobile Units	\$117,000	\$0	\$0	\$117,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$117,000	\$0	\$0	\$117,080	\$0	\$0	\$0	\$0	\$0

Impact Fee Specialist Recommendations – Jefferson County Fire and Rescue Association											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	Communications Equip. for Mobile Units	Full	This project represents a need and increase in County inventory for Fire/EMS and is fee fundable.							

Jefferson County Parks & Recreation Commission											
1	1	Hite Road Park Improvements	\$6,359,000	\$0	\$0	\$393,000	\$1,841,400	\$2,000,100	\$2,124,500	\$0	\$0
3	1	Mount Mission Park Improvement	\$45,000	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0
7	1	Park System Master Plan	\$85,000	\$0	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0
10	1	Sam Michaels Park Improvements	\$178,600	\$0	\$40,000	\$40,000	\$0	\$54,400	\$44,200	\$0	\$0
TOTALS			\$6,667,600	\$0.00	\$40,000	\$563,000	\$1,841,400	\$2,054,500	\$2,168,700	\$0	\$0

Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission											
#	Pri	Project	Fee Funding Potential	Comments							
3	1	Hite Road Park Improvements	Full	Full amount requested for FY 2015 is approved due to availability of impact fee funds. As funds come available throughout the upcoming fiscal years, more funds will be available to fund this project.							
7	1	Mount Mission Park Improvement	Full	This project represents expansion of existing facilities and is fee fundable by impact fees.							
9	1	Park System Master Plan	Full	This project represents expansion of existing facilities and is fee fundable by impact fees.							
10	1	Sam Michaels Park Improvements	Full	This represents an expansion of County inventory due to growth and the need for within County parks.							

Table 3. FY 2015 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2016	Yr 2 FY 2017	Yr 3 FY 2018	Yr 4 FY 2019	Yr 5 FY 2020
Jefferson County Board of Education											
1	1	Harpers Ferry Middle School	\$14,000,000	\$6,000,000	\$7,000,000	\$2,000,000	\$1,000,000	\$0	\$0	\$0	\$0
2	1	Jefferson County Bus Garage Classroom and Gym Renovation	\$6,000,000	\$0	\$2,000,000	\$2,000,000	\$1,000,000	\$1,000,000	\$0	\$0	\$0
3	1	at Ranson	\$2,500,000	\$0	\$500,000	\$500,000	\$500,000	\$1,000,000	\$0	\$0	\$0
7	1	County Wide Improvement	\$6,000,000	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
TOTALS			\$28,700,000	\$3,000,000	\$12,000,000	\$5,000,000	\$3,000,000	\$2,000,000	\$1,700,000	\$1,000,000	\$1,000,000

Impact Fee Specialist Recommendations -- Jefferson County Board of Education				
#	Pri	Project	Fee Funding Potential	Comments
1	1	Harpers Ferry Middle School	Full	Expansion of existing facility and growth needs.
2	1	Jefferson County Bus Garage Classroom and Gym Renovation at Ranson	Full	Expansion of existing facility and inventory.
3	1		Full	Expansion of existing facility and growth needs.
7	1	County Wide Improvement	Full	Expansion of existing facility and growth needs.

Impact Fee Program Specialist's Notes

Overview

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

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

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

Authority

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

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

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

Cash Flow Analyses

The following 4 tables constitute the official cash flow analyses for each of the four impact fee categories. The financial data are cumulative from the beginning of the respective fee collection start date through February 1, 2014 (58% of FY 2013). The projected balance runs through the end of FY 2014. For the purposes of projecting the cash flow analysis from 1 February 2014 through 30 June 2014 (the beginning of FY 2015), it was assumed that the County growth rate for the period of 1 February 2014 through 30 June 2014, will be constant and equal to the same time period last year. During this period, there were 106 new single family detached structures (of which 5 qualified for the Affordable Housing Discount) and 18 new townhouse/duplex structures. The amount of commercial development impact fees collected during the same cash flow projection time period last year is \$23,321, which is relatively negligible comparable to residential impact fees collected; therefore, commercial impact fees will be ignored for simplicity of the cash flow projection. Higher or lower growth rates will affect the projected data accordingly.

Table 4. School Cash Flow Analysis

Schools

Balance as of 31 January, 2014

Capital Category	Allocation	Total Collected	Total Expended	Available
Buildings - Elementary School	30%	\$5,743,106	\$6,186,810	-\$443,704
Buildings - Middle/High School	63%	\$12,060,522	\$12,900,000	-\$839,478
Buildings Admin/Support	7%	\$1,340,058		\$1,340,058
Total for Schools	100%	\$19,143,686	\$19,086,810	\$56,876

Balance Projected through 30 June, 2014

Capital Category	Allocation	Total Collected	Total Expended	Available
Buildings - Elementary School	30%	\$6,133,477	\$6,186,810	-\$53,333
Buildings - Middle/High School	63%	\$12,880,302	\$12,900,000	-\$19,698
Buildings Admin/Support	7%	\$1,431,145	\$0	\$1,431,145
Total for Schools	100%	\$20,444,94	\$19,086,810	\$1,358,114

Table 5. Law Enforcement Cash Flow Analysis

Law

Balance as of 31 January, 2014

Capital Category	Allocation	Total Collected	Total Expended	Available
Vehicles	28%	\$362,893	\$254,665	\$108,228
Buildings	72%	\$933,152	\$0	\$933,152
Total for Law Enforcement	100%	\$1,296,045	\$254,665	\$1,041,380

Balance Projected through 30 June, 2014

Capital Category	Allocation	Total Collected	Total Expended	Available
Vehicles	28%	\$366,283	\$254,665	\$111,618
Buildings	72%	\$941,870	\$0	\$941,870
Total for Law Enforcement	100%	\$1,308,153	\$254,665	\$1,053,488

Table 6. Parks & Recreation Cash Flow Analysis

Parks & Recreation

Balance as of 31 January, 2014

Capital Category	Allocation	Total Collected	Total Expended	Available
Land	40%	\$790,210	\$300,000	\$490,210
Improvements	56%	\$1,106,294	\$313,371	\$792,923
Vehicles & Equipment	4%	\$79,021	\$62,815	\$16,206
Total for Parks & Recreation		\$1,975,524	\$676,186	\$1,299,339

Balance Projected through 30 June, 2014

Capital Category	Allocation	Total Collected	Total Expended	Available
Land	40%	\$824,730	\$300,000	\$524,730
Improvements	56%	\$1,154,623	\$313,371	\$841,252
Vehicles & Equipment	4%	\$82,473	\$62,815	\$19,658
Total for Parks & Recreation	100%	\$2,061,826	\$676,186	\$1,385,640

Table 7. Fire & EMS Cash Flow Analysis

Fire & EMS

Balance as of 31 January, 2014

Capital Category	Allocation	Total Collected	Total Expended	Available
Buildings and Land	32%	\$699,042	\$100,000	\$599,042
Vehicles and Equipment	68%	\$1,485,464	\$1,047,019	\$438,444
Total for Fire and EMS	100%	\$2,184,505	\$1,147,019	\$1,037,486

Balance projected to 30 June, 2014

Capital Category	Allocation	Total Collected	Total Expended	Available
Vehicles and Equipment	32%	\$724,671	\$100,000	\$624,671
	68%	\$1,539,926	\$1,047,019	\$492,907
Total for Fire and EMS	100%	\$2,264,597	\$1,147,019	\$1,117,578

Divider 1

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Board of Education

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2015	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Harpers Ferry Middle School	14000000	6000000	2000000	7000000	1000000	0	0	0	0
	Jefferson County Bus Garage	6000000	0	2000000	2000000	1000000	1000000	0	0	0
	Classroom and Gym Renovation at Ranson	2500000	0	500000	500000	500000	1000000	0	0	0
	Classroom and Gym Renovation at Shepherdstown	2500000	0	0	500000	500000	500000	1000000	0	0
	Middleway Elementary	18000000	0	0	8000000	0	5000000	5000000	0	0
	Middleway Middle School	22000000	0	0	10000000	0	0	5000000	7000000	0
	County Wide Improvement	1000000	0	1000000	0	1000000	1000000	1000000	1000000	1000000

Divider 2

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Sheriff of Jefferson County

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2015	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
1	Purchase of Police Cruisers x (18)	940000	0	150000	0	160000	160000	160000	160000	160000
2	Weapons Training Qualifications Range	50000	0	20000	0	10000	5000	5000	5000	5000
3	Route 230 Uvilla Sub-Station	700000	0	0	0	300000	400000	0	0	0
2	Mobile Data Terminal System for Police Vehicle	370500	0	214500	0	26000	32500	32500	32500	32500
2	Construction of new Jefferson County Sheriff's Office	6000000	0	0	0	100000	500000	1500000	1900000	2000000

CIP FORM 2

Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Prepared By: Lieutenant T. H. Hansen Date this form prepared: 12/13/2013

Project Title: Weapons training qualifications range

Project Type: Construction

Project Location: Jefferson County - TBD

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

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

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

Estimated Total Cost of Project (\$) \$50,000.00

Funding Request Breakdown by Year (\$): \$20,000.00 (FY 2015) Current Request

(FY 2016) All Other Sources

\$10,000.00 (FY 2016) Out Year 2

\$5,000.00 (FY 2017) Out Year 3

\$5,000.00 (FY 2018) Out Year 4

\$5,000.00 (FY 2019) Out Year 5

\$5,000.00 (FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Lieutenant T. H. Hansen Date this form prepared: 12/13/2013

Project Title: Route 230 Uvilla Sub-station

Project Type: Land Acquisition

Project Location: Jefferson County Sheriffs Office

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

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

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

Estimated Total Cost of Project (\$) \$700,000.00

Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2015) Current Request
		(FY 2016) All Other Sources
	<u>\$300,000.00</u>	(FY 2016) Out Year 2
	<u>\$400,000.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

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

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Lieutenant T. H. Hansen Date this form prepared: 12/13/2013

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

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriffs Office

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

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

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

Estimated Total Cost of Project (\$)	\$370,500.00	
Funding Request Breakdown by Year (\$):	\$214,500.00	(FY 2015) Current Request
	\$26,000.00	(FY 2016) All Other Sources
	\$32,500.00	(FY 2016) Out Year 2
	\$32,500.00	(FY 2017) Out Year 3
	\$32,500.00	(FY 2018) Out Year 4
	\$32,500.00	(FY 2019) Out Year 5
	\$32,500.00	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

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

Additional pages attached.

Divider 3

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

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

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2015	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
1	Community Center Phase II	3087000	0	0	0	0	0	3087000	0	0
2	Maintenance Vehicle	112400	0	0	0	36100	37100	0	39200	0
2	Hite Road Improvements	6359000	0	393000	0	1841400	2000100	2124500	0	0
2	Land Acquisition for Parks	816000	0	0	0	200000	0	0	0	616000
2	Leetown Park Improvements	124700	0	0	0	0	16700	0	0	108000
2	Indoor Swimming Pool	7018500	0	0	0	0	0	0	0	7018500
2	Mount Mission Park Improvements	45000	0	45000	0	0	0	0	0	0
2	Mowing Equipment	52400	0	0	0	25500	0	0	26900	0
2	Park Master Plan	85000	0	85000	0	0	0	0	0	0

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

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

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2015	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
2	Sam Michael's Parks Improvements	178600	0	40000	40000	0	54400	44200	0	0
2	South Jefferson Park Improvements	272100	0	0	0	12100	101200	60000	98800	0
2	Generator	100000	0	0	0	100000	0	0	0	0
2	Department Vehicle	25000	0	0	0	25000	0	0	0	0

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2013

Project Title: Community Center Phase II

Project Type: Construction

Project Location: Sam Michael's Park

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

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

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

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

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

Estimated Total Cost of Project (\$)	<u>\$3,087,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2015) Current Request
	<u> </u>	(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$3,087,000.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

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

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2013

Project Title: Maintenance Vehicle

Project Type: Acquisition of Major Equipment

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

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

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

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

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

The JCPRC has several vehicles that are over 5 years of age, with high mileage that will need to be replaced over the next several years. The JCPRC currently owns the following:

- 1999 Dodge Dump Truck- Mileage 88,735
- 2001 GMC Truck- Mileage 100,285
- 2004 GMC Truck- Mileage 98,398
- 2010 GMC Truck - Mileage 32,872

In addition JCPRC acquired new parks within the past three years and will need additional vehicles to help maintain these parks.

Estimated Total Cost of Project (\$)	<u>\$112,400.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2015) Current Request
	<u> </u>	(FY 2016) All Other Sources
	<u>\$36,100.00</u>	(FY 2016) Out Year 2
	<u>\$37,100.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$39,200.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

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

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/14/2013

Project Title: Hite Road Park Improvements

Project Type: Construction

Project Location: Hite Road Park

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

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

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

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

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

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

Estimated Total Cost of Project (\$)	<u>\$6,359,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$393,000.00</u>	(FY 2015) Current Request
	<u>\$1,841,400.00</u>	(FY 2016) All Other Sources
	<u>\$2,000,100.00</u>	(FY 2016) Out Year 2
	<u>\$2,124,500.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

**CIP
FORM 2**

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

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

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2013

Project Title: Land Acquisition for Parks

Project Type: Land Acquisition

Project Location: TBD

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

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

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

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

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

Estimated Total Cost of Project (\$)	<u>\$816,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2015) Current Request
	<u> </u>	(FY 2016) All Other Sources
	<u>\$200,000.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$616,000.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on current land prices obtained from local realtors and the cost of Hite Road Park, which was purchased in 2009.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2013

Project Title: Leetown Park Improvements

Project Type: Renovation

Project Location: Leetown Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

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

Phase I completed 2013.

Renovate Concession-Restroom Facility Phase II: (Total Cost \$16,700.00) This project addresses the need to continue renovations on the concession stand-restroom facility to include renovations to the roof, sidewalk, drainage and floors)

Replace ball field lighting on the fast-pitch and slow-pitch softball fields. The ball field lighting was installed in the 1970's and is not adequate for the fields. Each year, money is spent to fix the cross arms and bulbs.

Estimated Total Cost of Project (\$)	<u>\$124,700.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2015) Current Request
	<u> </u>	(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$16,700.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$108,000.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

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

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2013

Project Title: Indoor Swimming Pool

Project Type: Construction

Project Location: Sam Michael's Park

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

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

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

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

In 2006 the Jefferson County Commission funded a professional recreation assessment survey. The citizens of Jefferson County ranked an indoor swimming pool as a priority recreational need for the county.

Estimated Total Cost of Project (\$)	<u>\$7,018,500.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2015) Current Request
	<u> </u>	(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$7,018,500.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and estimates from other Parks & Recreation Departments and from estimates from the County's Capital Project Coordinator. (Kirk Davis)

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2013

Project Title: Mount Mission Park Improvements

Project Type: Construction

Project Location: Mount Mission Park

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

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

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

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

This project addresses the need to make Mount Mission Park more ADA accessible and install a playground system. Currently, there is no play system at Mount Mission Park and no playground in the Shannondale area for children to enjoy. This project would build a play system that would include swings, slides, climbing apparatus, spring riders, and ADA equipment. The project also includes mulch barriers for safety. The JCPRC has applied for a LWCF grant to match the expenditure.

Estimated Total Cost of Project (\$)	<u>\$45,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$45,000.00</u>	(FY 2015) Current Request
		(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

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

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2013

Project Title: Mowing Equipment

Project Type: Acquisition of Major Equipment

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

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

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

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

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

Due to increased park usage and development, the JCPRC is mowing more acreage and more often therefore, necessitates the need for additional mowing equipment and replacement of old mowers. The JCPRC estimates that we are currently mowing 205 acres of grass; which includes playing fields, playgrounds, pavilions, and open green space. In addition, the JCPRC is mowing 5 acres in Bardane at the Jefferson County Public Services Center. In 2014, the JCPRC is planning to expand its mowing to include soccer fields at Hite Road Park, which will be used by youth organizations such as soccer and football for practice space.

Estimated Total Cost of Project (\$)	<u>\$52,400.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2015) Current Request
	<u> </u>	(FY 2016) All Other Sources
	<u>\$25,500.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$26,900.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See instructions)

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

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/14/2013

Project Title: Park System Master Plan

Project Type: Services

Project Location: _____

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

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

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

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

This would be Jefferson County's first Parks & Recreation Master Plan and it is intended to guide the JCPRC over the next 10 years. This policy document will guide the County's parks and recreation planning, development, programs and services through 2025. The Parks and Recreation Master Plan should address all aspects of the department including: recreation and human services; children's programs; adult & senior programs, community centers; park development; partnerships; maintenance and tree planting; park operations and maintenance; marketing and special events; and department-wide administrative services. The Parks & Recreation Commission would initiate the Master Plan by appointing a committee to work with staff, the Commission, other city parks & recreation departments, and a consultant to ensure a complete process. The update will involve significant public participation. Recommendations will be scheduled into the parks & recreation commission's capital improvement planning process. The JCPRC staff has started the master planning process by conducting a needs assessment survey in 2013.

Estimated Total Cost of Project (\$)	<u>\$85,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$85,000.00</u>	(FY 2015) Current Request
	<u> </u>	(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures from other parks & recreation departments and from quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2013

Project Title: Sam Michael's Park Improvements

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

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

Construct Pavilion by Playground at the JCCC (TOTAL COST: \$ 40,000.00): This project involves building a picnic pavilion adjacent to the JCCC Playground. The pavilion would include a restroom facility for patrons to use and could be used by individuals or groups for birthday parties, reunions, and special events. This project has a matching grant from LWCF.

Extend Walking Trail by ½ mile (TOTAL COST: \$54,400.00): This project involves extending the current half mile walking trail that surrounds the JCCC to one mile. The trail will be paved so it may be utilized by all.

Complete Installation of Perimeter Fencing (TOTAL COST: \$44,200.00): This project encompasses completion of a three-board fence around the perimeter of the park property to help protect park property from vehicular traffic.

Estimated Total Cost of Project (\$) \$178,600.00.

Funding Request Breakdown by Year (\$):	<u>\$40,000.00</u>	(FY 2015) Current Request
		(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$54,400.00</u>	(FY 2017) Out Year 3
	<u>\$44,200.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

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

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2013

Project Title: South Jefferson Park Improvements

Project Type: Construction

Project Location: South Jefferson Park

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

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

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

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

Install Handicap Parking & Addition of ADA Equipment (TOTAL COST: \$ \$12,100.00): This project includes adding a handicap parking area and a piece of ADA equipment to the current play system as none currently exist.

Pave Access Road and Parking Areas (TOTAL COST: \$ 101,200.00): This project includes paving the access road and parking areas.

Install New Play System (TOTAL COST: \$ 60,000.00): The current play system at South Jefferson Park was installed in 1996. The structure should be updated to meet ADA accessibility standards and provide more recreational opportunities for patrons of the park.

Construct Walking Trail (TOTAL COST: \$98,800.00): This Project includes fees associated with the design and construction of a walking trail at South Jefferson Park.

Estimated Total Cost of Project (\$)	<u>\$272,100.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2015) Current Request
		(FY 2016) All Other Sources
	<u>\$12,100.00</u>	(FY 2016) Out Year 2
	<u>\$101,200.00</u>	(FY 2017) Out Year 3
	<u>\$60,000.00</u>	(FY 2018) Out Year 4
	<u>\$98,800.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

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

**CIP
FORM 2**

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2013

Project Title: Generator

Project Type: Acquisition of Major Equipment

Project Location: Sam Michael's Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

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

The JCCC is used as an emergency shelter and has been used as a cooling location as well as used by the American Red Cross for emergencies. The generator would allow the JCCC to be used more frequently and would make the center a reliable location to be used for emergencies by JC Homeland Security and the American Red Cross.

Estimated Total Cost of Project (\$)	<u>\$100,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2015) Current Request
		(FY 2016) All Other Sources
	<u>\$100,000.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and estimates from other Parks & Recreation Departments and from estimates from the County's Capital Project Coordinator. (Kirk Davis)

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2013

Project Title: Department Vehicle

Project Type: Acquisition of Major Equipment

Project Location: Stored at the JCCC to be used throughout the county.

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

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

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

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

Aside from maintenance vehicles, the JCPRC does not have or have access to a department vehicle. With JCPRC offices being located at Sam Michael's Park and with parks throughout Jefferson County, the staff needs a vehicle that can be used to visit parks and programs, pick up and deliver supplies, conduct office business such as banking, delivery of mail, and meetings.

Estimated Total Cost of Project (\$)	<u>\$25,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2015) Current Request
	<u> </u>	(FY 2016) All Other Sources
	<u>\$25,000.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

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

Additional pages attached.

Divider 4

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Bakerton Fire Company

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2015	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
1	Generator	56700	0	56700	0	0	0	0	0	0

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Josh Smith Date this form prepared: 12/3/2013

Project Title: Genator

Project Type: Acquisition of Major Equipment

Project Location: 891 Carter Ave., Harpers Ferry, WV

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

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

Installation of our emergency generator to power station in times of power outages. During the storms in June 2012, we were out of power for a week. We used a small gas generator to power our well pump in order to supply water to area homes. Also we were not able to get our doors up to respond on calls. Had to leave trucks out daily to ensure we could respond to calls. This generator will also allow Bakerton area to have a "in place shelter" with power.

Estimated Total Cost of Project (\$)	<u>\$56,700.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$56,700.00</u>	(FY 2015) Current Request
	<u> </u>	(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

Estimated cost received from Todd Electric.

Additional pages attached.

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Blue Ridge Fire Company

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2015	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
1	Blue Ridge Mountain Vol. Fire Co. Sub Station Addition	75000	0	75000	0	0	0	0	0	0
1	Blue Ridge Mountain Vol. Fire Co. Main Station Addition	50000	0	50000	0	0	0	0	0	0

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Earl Cogle Date this form prepared: 12/13/2013

Project Title: Blue Ridge Mountain Vol. Fire Co. Sub Station Addition

Project Type: Renovation

Project Location: 100 Mission Road

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

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

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

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

Addition is to better serve the community and fire and EMS works that are stationed at our company. This is to better serve as we add living quarter such as bunk rooms, showers, and operational kitchen that we do not have currently at this location. We are trying to serve our community with pride and respect. Also by doing this we will also be able to add another piece of equipment to this station to better serve the community with response time etc. Also this facility will be used as a public safety center for our community and surrounding areas. After receiving our generators from the County I want to be able to give to our community if needed.

Estimated Total Cost of Project (\$)	<u>\$75,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$75,000.00</u>	(FY 2015) Current Request
	<u> </u>	(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Earl Cogle Date this form prepared: 12/13/2013

Project Title: Blue Ridge Station Addition - Main Station

Project Type: Renovation

Project Location: 181 Keys Gap Road

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

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

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

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

This addition is to better serve our community as providing a new set of sleeping quarters and adding to our kitchen for up grades to serve as a safety center if needed. After receiving our generators from the County our station is in need to this upgrade to better serve and protect our citizens in the community not only our community, but the surrounding area. We serve over 8,642 people in our first due area and we want them to have the best service required.

Estimated Total Cost of Project (\$)	<u>\$50,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$50,000.00</u>	(FY 2015) Current Request
		(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

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

Additional pages attached.

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Citizens Fire Company

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2015	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
1	2 Carboxyhemoglobin (SPCO) Monitor	10710	0	10710	0	0	0	0	0	0
1	Personal Protective Equipment	10000	0	10000	0	0	0	0	0	0
1	Self Contained Breathing Apparatus Bottles (SCBA)	12000	0	12000	0	0	0	0	0	0
2	Brush Skid Unit	15000	0	15000	0	0	0	0	0	0

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Benjamin Money Date this form prepared: 12/10/2013

Project Title: 2 Carboxyhemoglobin (SPCO) Monitor

Project Type: Acquisition of Major Equipment

Project Location: Citizens Fire Company

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

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

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

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

A carboxy hemoglobin (SpCO) monitor is essential to protect the community of Jefferson County and our first responders. We currently use Pulse Oximetry monitors, which are not able to tell the difference between oxygen and Carbon Monoxide (CO) attached to hemoglobin molecules in blood. CO is something that firefighters are exposed to everyday and we currently have no means of measuring degree of exposure for our personnel or the people who we serve.

In emergency medical services, SpCO is helping protect both victims and first responders from the dangers of CO poisoning. CO poisoning is the most common cause of poisoning in industrialized countries. SpCO helps clinicians assess CO levels in the blood, facilitating earlier detection and treatment of CO poisoning.

CO toxicity is a significant health problem. The use of non-invasive pulse CO-oximetry screening in the pre-hospital setting has demonstrated that the rapid screening of numerous individuals for CO toxicity is simple and capable of identifying occult cases of CO toxicity.

SpCO helps paramedics and emergency medical technicians to detect CO poisoning-enabling prompt treatment and removal of the exposed t deadly CO in homes, hotels, and places of work. SpCO is also helping firefighters reduce the risk of CO poisoning that they face every day. Just one severe CO poisoning nearly doubles the risk of premature death, and consistent CO exposure may cause long-term heart and brain damage. When even mild levels of CO are circulating in the blood, the heart and brain are robbed of critical oxygen. This can cause mental confusion that leads to poor decision making and also increases the risk of heart disease ort stroke- two conditions already accounting for nearly 50%of on-duty firefighter deaths.

These factors are why industry-leading organizations have lined up to support CO education, and the National Fire Protection Association(NFPA) introduced a new fire rehabilitation standard-NFPA 1584-theat supports on-scene CO assessment of firefighters.

Estimated Total Cost of Project (\$)	<u>\$10,710.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$10,710.00</u>	(FY 2015) Current Request
		(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3

**CIP
FORM 2**

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

<u> </u>	\$0.00	(FY 2018) Out Year 4
<u> </u>	\$0.00	(FY 2019) Out Year 5
<u> </u>	\$0.00	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

Price quotation received from Masimo.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Benjamin Money Date this form prepared: 12/10/2013

Project Title: Personal Protective Equipment

Project Type: Acquisition of Major Equipment

Project Location: Citizens Fire Company

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

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

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

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

The Citizens Fire Company in need of updating its inventory of Personal Protective Equipment(PPE), the gear worn by the firefighters and medical personnel on emergency calls, to provide better protection for members. The new gear would bring the departments gear up to current safety standards and allow the firefighters to perform their job more efficiently and effectively, by allowing them to remain safe while operating in an unsafe area, allowing the personnel to better serve the community and provide new PPE for personnel responding to medical and technical rescue type incidents. This gear has advanced safety features built in to protect the firefighters and will be compliant with all current standards of safety. Personal protective equipment has become a major issue for fire departments with the changes to the National Fire Protection Agency consensus standard 1851, stating replacement of personal protective equipment over ten (10) years old regardless of condition, requiring replacement of more equipment in good condition.

Estimated Total Cost of Project (\$)	<u>\$10,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$10,000.00</u>	(FY 2015) Current Request
	<u> </u>	(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

Price by estimate through The Fire Store and MES.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Benjamin Money Date this form prepared: 12/10/2013

Project Title: Self Contained Breathing Apparatus Bottles

Project Type: Acquisition of Major Equipment

Project Location: Citizens Fire Company

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

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

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

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

Current Self Contained Breathing Apparatus (SCBA) bottles currently have a given life span based on the type of construction, the type that we currently utilize. Many of our current bottles are due to be removed out of service over the next year. The currently available model of SCBA bottles has a longer life span, which may be extended based on manufacturer testing. The bottles are the main part of our breathing apparatus that we rely on for our safety on emergency responses to fires, hazardous materials incidents, and unknown type odors. It is imperative to maintain an adequate number of servicable bottles on our apparatus to meet state requirements. This funding will help to relieve some of the financial burden on the department and maintain a state of readiness.

Estimated Total Cost of Project (\$)	<u>\$12,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$12,000.00</u>	(FY 2015) Current Request
		(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

Cost based on Price Quote from MES, our local SCBA supplier.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Benjamin Money Date this form prepared: 12/10/2013

Project Title: Brush Skid Unit

Project Type: Acquisition of Major Equipment

Project Location: Citizens Fire Company

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

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

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

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

Our current Brush vehicle is a 1994 with the original pump that we purchased used. We have managed to maintain the pump through regular inspection and testing of the pump. This skid unit has lasted longer than expected and is beginning to fail. Because of the nature of the responses that this apparatus responds to fire personnel are in direct fire contact on brush and wildland urban interface situations, along with medical responses in areas that are not normally accessible. We are requesting funding to meet the needs of county residents with the purchase of a wildland/urban interface skid unit with capabilities of transporting medical patients from hard to access areas to awaiting medical transport vehicles.

Estimated Total Cost of Project (\$)	<u>\$15,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$15,000.00</u>	(FY 2015) Current Request
		(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

Price estimate by Kimtek Corporation for the total unit.

Additional pages attached.

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Independent Fire Company

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2015	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
1	Building Modifications	2200000	75000	100000	1100000	50000	50000	50000	0	0
1	Purchase ALS Response Vehicle	66000	0	50000	16000	0	0	0	0	0
2	Utility Pick-up Truck	65000	0	50000	15000	0	0	0	0	0
3	Purchase Engine	600000	0	300000	300000	0	0	0	0	0

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Ed Smith Date this form prepared: 12/12/2013

Project Title: Building Modifications

Project Type: Renovation

Project Location: 200 W. 2nd Avenue, Ranson, WV

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

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

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

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

This project is to modify the existing structure to allow for 24 hour career staffing and to increase the fire equipment area to allow for todays larger equipment. This modification will add sleeping quarters, a lounge, an office for the career officer and enlarged bays. Included will be a SCBA maintenance room and a compressor room with a unit to fill our air packs. These accomodation changes will be utilized by both the Volunteers and Jefferson County Fire and EMS personnel.

Estimated Total Cost of Project (\$)	<u>\$2,200,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$100,000.00</u>	(FY 2015) Current Request
		(FY 2016) All Other Sources
	<u>\$50,000.00</u>	(FY 2016) Out Year 2
	<u>\$50,000.00</u>	(FY 2017) Out Year 3
	<u>\$50,000.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

This estimate is based on an engineering estimate.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Ed Smith Date this form prepared: 12/12/2013

Project Title: Purchase ALS Response Vehicle

Project Type: Acquisition of Major Equipment

Project Location: 200 W. 2nd Avenue, Ranson, WV

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

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

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

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

This project is to purchase a fully equipped ALS Response Vehicle.

Justification includes the following:

1. Allow rapid response by our Duty Officer for quicker size-up and initial patient care.
2. Provide an extra EMT or Paramedic on the scene reducing the number of requests for manpower.
3. Reduce JCESA unit response keeping them available for other calls
4. We are the busiest Volunteer Company in Jefferson County. Due to our central location, we are 2nd due in many Boxes in Harpers Ferry, Middleway, Shepherdstown, and Citizens areas.
5. Promotes Volunteerism.

Estimated Total Cost of Project (\$)	\$66,000.00	
Funding Request Breakdown by Year (\$):	\$50,000.00	(FY 2015) Current Request
		(FY 2016) All Other Sources
	\$0.00	(FY 2016) Out Year 2
	\$0.00	(FY 2017) Out Year 3
	\$0.00	(FY 2018) Out Year 4
	\$0.00	(FY 2019) Out Year 5
	\$0.00	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

This estimate is based WV State Contract prices for trucks and vendor estimates for lighting and equipment as needed.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Ed Smith Date this form prepared: 12/12/2013

Project Title: Utility Pick-up Truck

Project Type: Acquisition of Major Equipment

Project Location: _____

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

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

This project is for the purchase of a pick-up truck.

Currently we are using our utility which is used for multiple uses including Duty Officer vehicle, manpower request, members going to training and Auxillary functions.

Secondary use of this truck for be to tow our mobile kitchen to locations as part of our ongoing fund raising efforts.

Estimated Total Cost of Project (\$) \$65,000.00

Funding Request Breakdown by Year (\$): \$50,000.00 (FY 2015) Current Request

(FY 2016) All Other Sources

\$0.00 (FY 2016) Out Year 2

\$0.00 (FY 2017) Out Year 3

\$0.00 (FY 2018) Out Year 4

\$0.00 (FY 2019) Out Year 5

\$0.00 (FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

This estimate is based WV State Contract prices for trucks and vendor estimates for lighting as needed.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Ed Smith Date this form prepared: 12/12/2013

Project Title: Purchase Engine

Project Type: Acquisition of Major Equipment

Project Location: 200 W. 2nd Avenue, Ranson, WV

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

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

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

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

This project is to purchase a Fire Engine. Over the next two years we will be evaluating our current equipment needs based on call volume and nature of call. At that time we will need to purchase a unit to replace a 20 year Engine. This need may transform into an aerial unit which would double the estimate as stated below.

Estimated Total Cost of Project (\$)	<u>\$600,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$300,000.00</u>	(FY 2015) Current Request
		(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)

These figures are estimates based on prices of other locally purchased Engines.

Additional pages attached.

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Emergency Services Agency

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2015	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
1	Communications Equipment for Mobile Units	117000	0	117000	0	0	0	0	0	0

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Douglas Pittinger Date this form prepared: 11/21/2013

Project Title: Communication Equipment for Mobile Units (CAD)

Project Type: Acquisition of Major Equipment

Project Location: JCESA and the 7 Volunteer Fire Companies

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

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

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

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

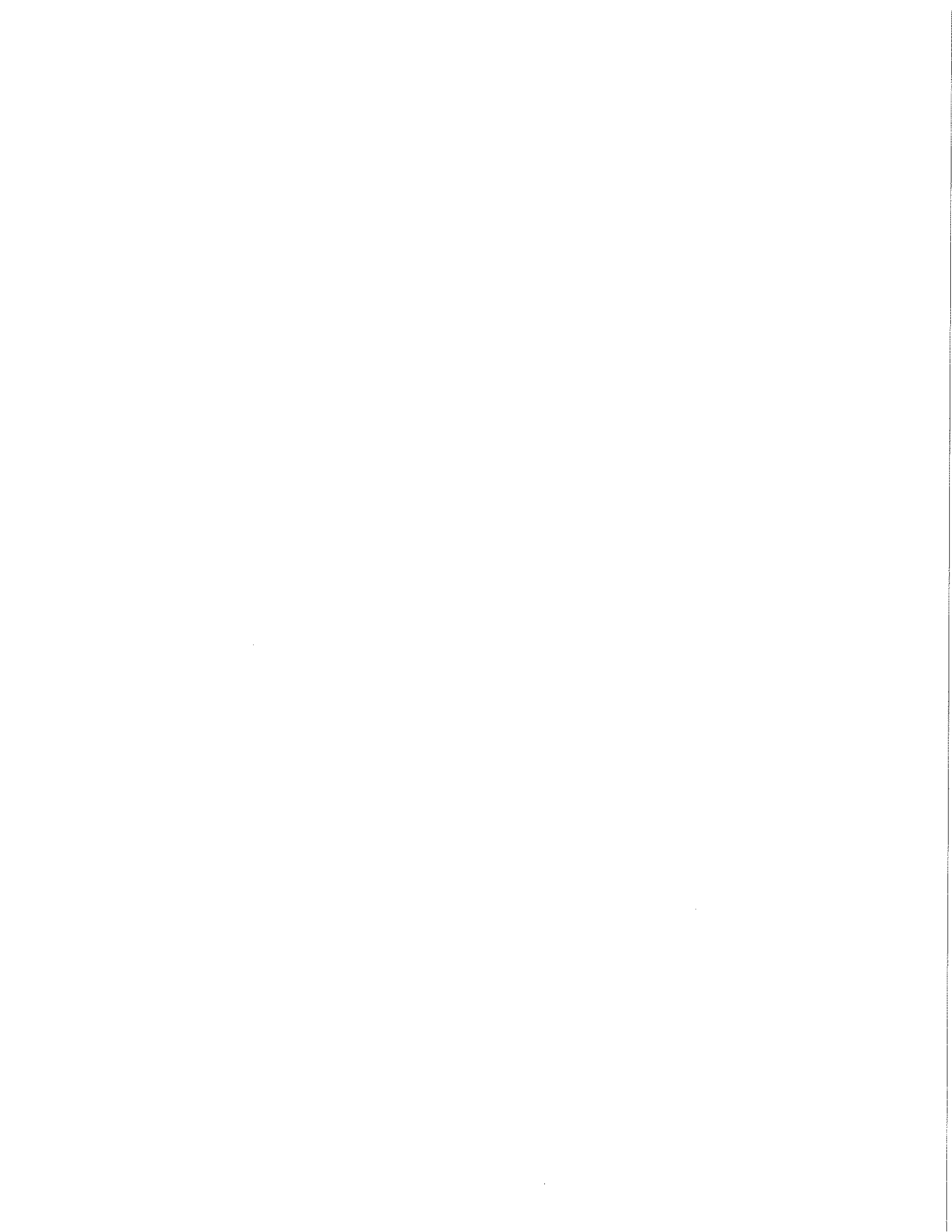
All fire company and JCESA vehicles will need communication capabilities to interface with the new Computer Assisted Dispatch (CAD) System purchased by the 911 Center. Mobile units such as Fire engines, tankers, trucks, squads, duty vehicles, ambulances, command vehicles, chase vehicles, brush units, etc. will need hardware and software installed that will permit the new CAD system to locate, track, communicate with and dispatch all Emergency vehicles County wide. The benefits to this project include expediated dispatch times as well as capability to dispatch the nearest available unit to the scene of an accident or injury. The proposal is to purchase either notebooks, laptops, or Ipads to be installed in each unit that have the required memory and speed required by the CAD system.

Estimated Total Cost of Project (\$)	<u>\$117,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$117,000.00</u>	(FY 2015) Current Request
		(FY 2016) All Other Sources
	<u>\$0.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5
	<u>\$0.00</u>	(FY 2020) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJEC (See Instructions)
 \$1,800 per unit to include the computer, software and mounting brackets times 65 units County wide equals \$117,000.

Additional pages attached.





Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: March 20, 2014

Date Requested – 2nd Choice: _____

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

Subject: Recommendation from the Planning Commission regarding a proposed text amendment (ZTA14-01) to Section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses.

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

In 2013, the Board of Zoning Appeals processed a number of requests related to the amount of landscaping required between similar non-residential uses, particularly in commercial or industrial developments in a business park like setting. Based on discussion with the BZA, the Planning Commission and staff, it was recognized that the amount and type of screening currently required between similar uses may be more than what is reasonably necessary. Therefore, the Planning Commission initiated an amendment to the Zoning Ordinance to reduce the amount of screening required in the 10 foot side and rear yard landscape buffers between light industrial and commercial uses when no outdoor storage is proposed or provided. The proposed amendments are intended to reduce development costs while still helping to soften the hardscape environment, reduce run-off, mitigate noise, and increase the visual appeal of a development.

The proposed amendment specifically applies to Section 4.11A which states, "All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers." On January 14, 2014, the Planning Commission held a public hearing on the proposed amendment and received public input which modified the proposed language. At the February 25, 2014 Planning Commission meeting, the Commission voted to approve the attached amendment including revised language with a vote seven (7) for and one (1) against.

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

I move to schedule a Public Hearing on the proposed text amendment to Section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses on _____, 2014.

Attachments:

- Planning Commission recommended amendment language
- Original Memo to PC date January 14, 2014 re: Proposed Amendment



Section 4.11 Landscaping, Screening and Buffer Yard Requirements

- A. All commercial development adjacent to any Residential district, or any lot with a residence, school, church, or institution of human care shall have a fifty (50) foot or greater unscreened green space buffer or a fifteen (15) foot screened green space buffer along common property lines. The screening may be either vegetative or opaque fencing and may be placed anywhere within the buffer. No structures, materials, or vehicular parking shall be permitted within the side and rear yard buffers. All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers.⁵
- B. All industrial development adjacent to any Residential district, or a residence, school, church, or institution for human care shall have a buffer yard of no less than two hundred (200) feet. No structures, stored materials, or vehicular parking shall be permitted within the buffer yard. All industrial development shall have front yard buffers of no less than one-half (½) the front yard building setback.^{5,7}

Table 4.11 – 1 Setbacks, Buffers and Distance Requirements for Non-Residential Uses²³

ADJACENT USE \ PROPOSED USE		BUILDING SETBACKS		PARKING & ACCESS DRIVE SETBACKS		BUFFERS UNSCREENED/SCREENED				DISTANCE REQUIREMENTS			
		Any Use Except Industrial	Industrial Use	Any Use Except Industrial	Industrial	Residential Zone	Lot with a Residential Use Church/School/Institution for Human Care	Commercial	Industrial	Residential Zone	Lot with a Residential Use Church/School/Institution for Human Care	Commercial	Industrial
FRONT	Comm'l Lot ≤1.5 ac.	25	25	15	15	50/15		N/A	N/A	75		N/A	75
	Comm'l Lot > 1.5 ac.	25	25	15	15	50/15		N/A	N/A	75		N/A	75
	Industrial	50	25	25	25	200		25	N/A	200		N/A	200
	Church	25	25	15	15	50/15		N/A	N/A	N/A		N/A	N/A
	Multi-family	25	25	15	15	N/A	N/A/15	N/A	N/A	N/A		N/A	N/A
SIDE	Comm'l Lot ≤1.5	25	25	4	4	50/15		10	10	75		N/A	75
	Comm'l Lot > 1.5 ac.	50	25	10	10	50/15		10	10	75		N/A	75
	Industrial	50	25	25	20	200		20	20	200		N/A	200
	Church	50	50	10	10	50/15		10	10	N/A		N/A	N/A
	Multi-family	12	12	12	12	N/A	N/A/12	N/A	N/A	N/A		N/A	N/A
REAR	Comm'l Lot ≤1.5	25	25	4	4	50/15		10	10	75		N/A	75
	Comm'l Lot > 1.5 ac.	50	25	10	10	50/15		10	10	75		N/A	75
	Industrial	50	25	25	20	200		20	20	200		N/A	200
	Church	50	50	10	10	50/15		10	10	N/A		N/A	N/A
	Multi-family	30	30	15	15	N/A	N/A/15	N/A	N/A	N/A		N/A	N/A

*Note: When Table 4.11-1 is in conflict with another section of the Zoning & Development Review Ordinance, this table shall prevail. See Article 8 of the Zoning and Land Development Ordinance for building setbacks for certain land uses.*²³

- C. In all buffer yards, the exterior width beyond the vegetative screen shall be planted with grass, seed, sod, or ground cover.
- D. All buffer yards shall include a fence or a dense screen planting of trees, shrubs, or other plant materials or both, to the full length of the lot line to serve as a barrier to visibility, air borne particles, glare or noise. Such screen planting shall meet the following requirements.

- 1. Vegetative screening shall comply with Standard Details M52, M53 or M54, or other applicable Standard Details, depending on the buffer width. At the time of the planting the vegetation shall be at least four (4) feet in height.

However, any development where a 10 foot side and/or rear yard vegetative landscaping buffer is required adjacent to proposed commercial uses and where no outdoor storage is being proposed or provided, the following standards shall be met:

- a) One (1) deciduous or evergreen tree with a height of six (6) feet or more when planted, likely to reach a height of twenty (20) feet or more at maturity, planted every fifty (50) linear feet; at least every other tree shall be an evergreen;
 - b) One (1) ornamental tree with a height of four (4) feet or more when planted, likely to reach a height of six (6) feet or more at maturity, planted every fifty (50) linear feet; and
 - c) Three (3) shrubs per each twenty five (25) feet along the property line, round upward.
 - d) These requirements shall be required on both sides of a property line for adjoining properties.
 - e) A 10 foot landscape area on the property unless shared parking is proposed. In the event shared parking is proposed, the required property line planting would be in addition to other plantings.^{7, 23, 26}
- 2. It will be the responsibility of the landowner to replace any trees that die and shall be so noted on the site plan.
 - 3. Screen planting shall be a minimum of ten (10) feet wide but shall be placed so that it is no closer than four (4) feet at maturity from a property line or from any street.
 - 4. No structure, fence, planting, or other obstruction shall be permitted which would interfere with traffic visibility.
- E. In any Commercial, Industrial, Institutional, or Residential development, all dumpsters shall be screened from any residences or from view of a public highway.²³
 - F. All buffer yards shall be maintained by the property owner.
 - G. All development adjacent to a Sensitive Natural Area shall have a buffer of natural vegetation. Environmental standards contained in Section 8.9(A), 1 through 7, will apply. The buffer shall meet the current Federal standard except as required in Table 4.11 -2 below.²³

Table 4.11 - 2 Wetland Size in Acres^{5, 8, 23}

Greater Than	Less Than	Buffer Width in Feet
0.05	0.10	30
0.10	0.16	35
0.15	0.21	40
0.20	0.26	50
0.25	0.31	55
0.30	0.36	60
0.35	0.41	65
0.40	0.46	70
0.45	0.51	75
0.50	0.66	80
0.65	0.81	85
0.80	0.96	90
0.95	1.21	95
1.20	--	100

H. All required landscape plans shall contain the following elements:⁷

1. Deciduous street trees for shade and aesthetics, planted at the following average spacing:²³
 - a. Site with street frontage of up to 200 feet: 1 tree per 50 feet.
 - b. Site with street frontage exceeding 200 feet: The greater of 4 trees or 1 tree per 100 feet.
2. Evergreen buffer planting, as required, for full screening.
3. Parking lot and internal drive plantings (mix of evergreen and deciduous) for partial screening and limited shade.
4. Structure plants for aesthetics and limited shade.
5. Schedule of plants including common name, scientific name, minimum size (height, caliper, etc.) quantity and specific limitation notes.



**Jefferson County, West Virginia
Departments of Planning & Zoning**

116 East Washington Street
P.O. Box 338
Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

MEMORANDUM

TO: Planning Commission
FROM: Seth Rivard, County Planner
DATE: January 14, 2014
**RE: Proposed Zoning Ordinance Text Amendment (Section 4.11) to
Landscaping between Similar Non-residential Uses (ZTA14-01)**

Currently, Section 4.11 of the Jefferson County Zoning Ordinance details the Landscaping, Screening, and Buffer Yard Requirements for subdivision or site plan development in Jefferson County. This Section includes a chart that provides an option for screened and unscreened buffers based on distance between uses. Within the chart, almost all uses require some type of buffer between adjacent uses.

Section 4.11 requires that commercial development adjacent to any Residential district, or any lot with a residence, school, church, or institution of human care shall have a fifty (50) foot or greater unscreened green space buffer or a fifteen (15) foot screened green space buffer along common property lines with more detail provided. Additionally it states that "All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers." This requirement is the focus of this memo.

The requirement that "all commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers" is the screening requirement between similar uses found in districts that permit industrial and commercial uses. Section 4.11D further clarifies that the required vegetative screening has to comply with the County's standard details (attached) which are detailed below and essentially results in full visual screening between the proposed uses. While screening buffers help to absorb, lessen or neutralize the impacts of one land use from another, reducing the mutual impacts that adjacent land uses and their required parking might cause to an adjacent property by serving as a barrier to visibility, air borne particles, glare or noise, such a total screening between similar uses isn't always necessary, particularly within a master planned business park type setting.

Staff has recognized that the amount and type of screening currently required between similar uses may be more than what is reasonably necessary. As such, staff is proposing the following amendment to reduce the amount of screening required in the ten (10) foot side and rear yard landscape buffers between light industrial and commercial uses when no outdoor storage is proposed or provided. Staff believes the proposed amendments will

reduce development costs while still helping to soften the hardscape environment, reduce run-off, mitigate noise, and increase the visual appeal of a development.

The proposed amendment specifically applies to Section 4.11A which states, "All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers".

Currently Required (adopted around 1990):

Option F:

- One (1) row of evergreen shrubs with a height of two (2) feet or more when planted, likely to reach a height of six (6) feet or more at maturity, when planted every five (5) linear feet;
- One (1) row of medium evergreen trees with a height of six (6) feet or more when planted, likely to reach a height of twenty feet or more at maturity, planted every ten (10) linear feet.

[Note: there is also currently an Option G, less frequently used, which requires the same evergreen tree planting plus a six (6) foot solid board fence, masonry or brick wall)

Net result over a 100 foot linear planting

10 evergreen trees (every 10 feet)
20 evergreen shrubs (every 5 feet)

Proposed Amendment to the Required Buffer Yard Between Commercial/Industrial Uses:

- One (1) deciduous or evergreen tree with a height of six (6) feet or more when planted, likely to reach a height of twenty (20) feet or more at maturity, planted every twenty five (25) linear feet; at least every other tree shall be an evergreen;
- One (1) ornamental tree with a height of four (4) feet or more when planted, likely to reach a height of six (6) feet or more at maturity, planted every twenty five (25) linear feet; and
- Three (3) shrubs per each twenty five (25) feet along the property line, round upward.

Net result over a 100 foot linear planting

4 evergreen/deciduous tree; at least 2 of which shall be evergreen (every 25 feet)
4 ornamental tree (every 25 feet)
12 shrubs

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bill Polk**

Department or Organization: **Maintenance**

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

Date Requested – 1st Choice: **March 20, 2014**

If a specific date is needed, please provide reason for specific date: **Grant deadline is April 1st**

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Approval of FY 2014 Court Security Fund Grant Application**

Please provide the County Commission with a description of your request or presentation, including any background information:
We are applying for the FY 2014 Court Security Fund Grant in order to receive funding to upgrade the security of the County's court facilities.

Is this a funding request? No
If so, how much? \$ n/a

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Motion to approve the application for the FY 2014 Court Security Fund Grant.

Attach supporting documents for request, or request may be denied.
If not attached, explain: Click here to enter text.

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

Contact information:
Email address: bpolk@jeffersoncountywv.org Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

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

**COURT SECURITY FUND
GRANT PROGRAM**

GRANT APPLICATION

PAGE - 1

1. **Applicant:** Jefferson County Commission
Address: P.O. Box 250
Charles Town, WV 25414
Phone/Fax: 304-728-3284/304-725-7916
FEIN# 55-6000333

5. **Grant Funds Requested:** \$: \$65,678

2. **Project Director:** Laura Kuhn
Address: 128 Industrial Blvd
Kearneysville, WV 25430
Phone/Fax: 304-728-3355/304-728-3376
Email: LKuhn@jeffersoncountywv.org

6. **Staff Use Only**
Court Security Plan Approved _____

3. **Fiscal Officer:** Debbie Keyser
Address: P.O. Box 250
Charles Town, WV 25414
Phone/Fax: 304-728-3284/304-725-7916
Email: dkeyser@jeffersoncountywv.org

7. **Project Period:**
Beginning Date: July 1, 2014
Ending Date: June 30, 2015

4. **Geographic Area Served:** Jefferson County
West Virginia
Population: 50,000

8. **Type of Application:**
 Initial **Continuation** **Revision**

9. **Project Title and Description:** Court Security Upgrade Project

This project will allow for the installation of additional security cameras, dividing wall in the hold cell, ballistic materials, handheld metal detectors, alarm control panel, and intercom system.

10. 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 grant assistance is provided.

Authorized Official: Walt Pellish
COUNTY COMMISSION PRESIDENT

Title: President

Signature: _____

Date: _____

COURT SECURITY FUND	ITEMIZATION OF FUNDS BY CATEGORY PAGE 2		
Applicant: Jefferson County Commission	Local Matching Funds (If Applicable)	Grant Funds Requested	Approved (DJCS Use Only)
<u>Personnel/Contractual</u> UNALLOWABLE <u>Travel/Training</u> UNALLOWABLE <u>Equipment</u> (ITEMS COSTING MORE THAN \$5,000) Cameras and mount kits Computer & Monitors for Surveillance Room Dividing Wall for Holding Cell Ballistics Materials Handheld Metal Detectors Intercom System Alarm Control Panel Security System NAS and Raid Units Circuit Court Camera for Secretary Desk View <u>Other</u>	NO MATCH REQUIRED	\$0 \$0 \$20,844 \$2400 \$6,944 \$520 \$246 \$8,000 \$19,832 \$4,892 \$2,000	
Total Local Funds			
Total Grant Funds		\$65,678	
Total Approved Project			

COURT SECURITY FUND		BUDGET SUMMARY	
		PAGE 3	
Applicant: Jefferson County Commission		Federal Employer Identification Number: 55-6000333	
Category	Court Security Funds (A)*	Matching Funds (if applicable) (B)	Total Funds (A + B)
Personnel/ Contractual	-0-		
Travel/Training	-0-		
Equipment	\$65,678		\$65,678
Other			
Total Budget	\$65,678		\$65,678

* Total of column A shall be placed in the space on page one for Grant Funds Requested.

All funds must be rounded to the nearest whole dollar.

**Court Security Fund
Budget Narrative
Page 4**

Jefferson County's court system is located in three buildings, within one city block in the City of Charles Town. These buildings include the historic Jefferson County Courthouse, the Judicial Center, and the Courthouse Annex. The historic Courthouse houses Circuit Court and the County Clerk. The Judicial Center houses Magistrate Court, Circuit Court, Bailiff's office, and the Prosecuting Attorney's office. The Courthouse Annex houses Family Court and the Circuit Clerk's office.

If approved, the County Commission of Jefferson County proposes to use the grant funds from the Court Security Fund to purchase several cameras to provide coverage in areas in and around the County's court facilities that are not currently covered by cameras. In addition, the County proposes to construct a dividing wall in the holding cells located in the Judicial Center. This will create secure area for prisoners that require isolation.

Other items we are requesting funding are for the installation of ballistic materials in the circuit courtroom, two hand held metal detectors, camera for Circuit Court to be viewed the Judge's secretary's desk, and an alarm control panel for the alarms and panic buttons in the surveillance room.

- **Security Cameras - \$20,844**
 - (10) Mobotix Q25M 360 Cameras*
 - (5) Polemount Kits*
 - (5) Ceiling Mount Kits*
 - (5) Panoramic Cameras*
 - (5) Wall Mount kits*
 - Labor estimated at 30 hours*
- **Computer and Quad Monitors for Surveillance Room - \$2400**

Workstation computer and 4 monitors with quad stand for surveillance room.
This will allow for the view of the additional cameras
- **Divider Wall for Holding Cell - \$6,944**

Labor and materials to furnish and install a 3' x7' hollow metal 14 gauge welded frame with sidelight and transom. Door to be glazed with half lite security kit. Glazing on door, transom and side light to be ½" thick Lexan. Opening to have anti ligature hinges and Adam Rite security lock.
- **Alarm Control Panel Security System**
 - (1) V128BPE Panel & Keypad*
 - (1) 4100SM Serial Interface Module*
 - (1) PS1270 12V 7AH Battery*
 - (13) 4208U V-Plex 8 Zone Expanders*
 - (10) En4232MR 32 Zone Wireless Receivers*
 - (4) EN5040T HI-Power Repeaters*
 - (40) EN1235S 1 Button Pendant Transmitters*
 - (2) HP512CX 6 – 24VDC Transformers*
 - (1) KT400 Four Door Controller*
 - (1) ECORUPGV6LIC EnraPass Corp Upgrade License*
 - (1) ECORWEB1 Connection License*
 - (6) KTMODINP16 KT400 Expansion Module*
 - (6) SMP Power Supplies*

**Court Security Fund
Budget Narrative
Page 5**

(6) PIT1640U 16vac 40va Transformers

(7) BD127 12v 7ah Batteries

(1) AC2450VA 24V 50VA Fused UL Adapter

Labor estimated at 80 hours

- **NAS and RAID Units - \$4,892**
- **Ballistic Materials - \$520**
30 sq ft of ballistic materials needed @ \$17.15/square foot.
- **Handheld Metal Detectors - \$246**
2 Garrett Pro=Pointer Pinpointing Metal Detectors @\$127.45
- **Circuit Court Camera for View at Secretary's Desk – \$2000**
- **Intercom System - \$8000**

**Court Security Fund
Grant Application
Page 6**

COURT SECURITY PLAN

1. An assessment of the existing security measures in place and any problems or shortcomings with existing procedures;

Jefferson County's court system is located in three buildings, within one city block in the City of Charles Town. These buildings include the historic Jefferson County Courthouse, the Judicial Center, and the Courthouse Annex. The historic Courthouse houses Circuit Court and the County Clerk. The Judicial Center houses Magistrate Court, Circuit Court, Bailiff's office, and the Prosecuting Attorney's office. The Courthouse Annex houses Family Court and the Circuit Clerk's office.

All of the court buildings have a Court Security Officer (CSO) stationed at bailiff stations at the entrance of each building as well as CSO's that function as bailiffs in the courtrooms. Magnetometers are located at each of these entrances and are monitored by the CSO. There is also a CSO that acts as a rover.

Security Cameras are in place in all court buildings as well as outside the court buildings. With funding from the FY2012 Court Security Fund Grant, the Jefferson County Commission was able to install cameras in much needed locations inside and outside of the County's court facilities. With this funding, we were also able to establish a Central Viewing Station/Surveillance Room located inside the Bailiff's office in the Judicial Building. CSO's are stationed in the Surveillance Room to constantly monitor all of the security cameras. Upon establishing the Surveillance Room, Camera monitors that were on the CSO's desks at the entrances of the court buildings were removed. This not only removed a distraction from the CSO at the front desk but removed these monitors out of the plain sight of the public.

Access to employee and court areas in all buildings are electronically controlled by a card reader. Duress alarms are located in various locations in all court buildings.

There is still a need for more security cameras in and around the Jefferson County Courthouse. There are some areas around the Circuit Courtroom that need camera coverage. There is a hallway off the side entrance of the Courthouse that has no camera coverage. Camera coverage here is necessary because prisoners are taken in and out through this entrance. There are also some outside areas of our court facilities that still need camera coverage.

The holding cell in the Judicial Center needs to have a dividing wall installed in it for safety and security reasons. This will provide a secure area for prisoners that require isolation.

The Circuit Courtroom is in need of ballistic materials to be installed to ensure the safety of the Judge's law clerk. Currently only the Circuit Judge and Court Reporter areas are covered by ballistic material.

**Court Security Fund
Grant Application
Page 7**

The Surveillance Room is in need of an Alarm Control Panel for the panic buttons and alarms. The current panel displays when a panic button is pushed, but does not make an audible sound or provide something that will visually draw the attention of the Court Security Officers on duty. Hand held metal detectors are also very much needed for the Court Security Officers.

Currently, there is no means to send out a communication quickly to the building occupants in the case of an emergency. With an intercom system in our court buildings, we could quickly notify personnel of an emergency status.

2. A description of how the county responds to court security emergencies and whether the response is adequate;

CSO's are in radio contact with the Jefferson County Emergency Communications Center. In the event that a problem arises that the CSO is unable to rectify, additional law enforcement support can be summoned via radio. The only inadequacy could be the response time in the event that additional law enforcement is needed.

3. A description and illustrated layout of the physical locations of court facilities around the county and a discussion of whether changes or consolidation of space could improve court security in the county;

The three buildings that house the Jefferson County's court system are located within one city block of each other in the City of Charles Town. The historic Jefferson County Courthouse is located at 100 East Washington Street. The Judicial Center is located at 110 North George Street. The Courthouse Annex is located at 119 North George Street. Because the Jefferson County Courthouse is a historic building, consolidation of space is probably not an option. Steps have been taken in recent years to deal with space issues within Jefferson County's court system. The Courthouse Annex, which was formerly the Jefferson County Jail, was renovated. When this building was completed, the Circuit Clerk's office and Family Court were able to relocate from the Judicial Center. Most of the Prosecuting Attorney's staff was relocated to another building freeing up more space in the Judicial Center for Circuit and Magistrate Court. Space in the Judicial Center has also been reallocated in order to accommodate an additional Circuit Judge. (Illustrations are attached.)

4. An assessment of the training needs for bailiffs currently employed in the county or for additional bailiffs and the options for securing the necessary training;

All CSO's have attended the bailiff training conducted by the West Virginia Supreme Court of Appeals. New hires are given on-the-job training until the next scheduled bailiff training is held by the West Virginia Supreme Court of Appeals.

**Court Security Fund
Grant Application
Page 8**

5. A response to the court security audit performed by the West Virginia Supreme Court of Appeals or the United States Marshall Service.

The most recent Court Security Audit for Jefferson County was performed in October 2010 by A.G. Angus. The reported noted there was a lack of security camera in and around the Jefferson County Courthouse.

6. Background of applicant including past experiences, capabilities, and why the grant is proposed; and

Jefferson County was established in 1801. The Jefferson County Courthouse is a historic building well known for the 1859 treason trial of John Brown. Although the Courthouse is a historic building, it is still very much a working Courthouse. The Courthouse's historic integrity must be maintained while at the same time providing for the safety and security of the general public, court officials and staff. This grant is proposed to ensure the continued safety and security of all those who visit, work or conduct business in the Jefferson County court system.

7. Justification for why your project should be funded.

Jefferson County is located within commuting distance of the Washington D.C./Baltimore metropolitan area and is subject to the same types of crimes and incidents that can occur in a major metropolitan area. Jefferson County's court system is inundated with a constant flow of court officials, staff, visitors, law enforcement officers, and anyone requiring court services. Therefore, this funding is very much needed so that Jefferson County can continue to provide safety and security for all those who use the court system of Jefferson County.

GOAL(S)

A prioritized list of all substantial and concrete goals this project will attempt to achieve and the reasons why each of these goals can be met by the grantee. These goals may be both short and long range.

Jefferson County's goal is to provide for more effective detection of existing or potential threats to ensure the security and safety of the general public, court officials and staff. With the approval of these grant funds, this goal can be met.

**Court Security Fund
Grant Application
Page 9**

OBJECTIVE(S)

Specific statements of desired achievement which reflect project emphasis. Objectives should be clearly qualified, time-framed and measurable terms of planned levels of project performance to be achieved. The results of objectives must be specific not general, and must be recognizable and understandable. Above all, objectives must be achievable and feasible within specific time frames.

- Installation of security cameras in much needed locations of Jefferson County's court system.
- Installation of a dividing wall in the holding cells of the Judicial Center.
- Installation of ballistic materials in the Circuit Courtroom.
- Purchase of hand held metal detectors.
- Installation of an intercom system.
- Installation of an alarm control panel.

IMPLEMENTATION (Key Activity/Milestones)

Describe the major activities necessary to implement the project including an operational schedule for the project. This should incorporate specific activities, services, and procedures to be followed, and how achievement will be documented. A milestone (ghant) chart is recommended which provides a clear time line estimating the time necessary for each phase of this project.

- Order the equipment and supplies from vendors.
- Take delivery of equipment.
- Schedule the installation of all items.
- Begin installation of security items.
- Payment to vendors.
- Provide any training necessary on new equipment.

PROJECT ASSESSMENT (Evaluation)

Specify the indicators and measures to be used to assess the results of this project as well as the means of collecting data. The methodology for the collection and type of measurements are important and should be clearly defined at the beginning of the project. Be sure to state who will perform the assessment.

When the new security equipment is in place, the results should be immediate. Safety and security will be much improved and the Court Security Officers will have the ability to detect potential threats quicker. Jefferson County's Safety and Security Committee will be able to assess the data and results provided by these increased security measures that this grant will provide.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jessica Carroll**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: **5 minutes**

Date Requested – 1st Choice: **March 20, 2014**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval/Appointment of Ann Paonessa to the Development Authority Board (to fill vacant seat from Mr. Joe Cosentini's resignation) for one unexpired term ending April 5, 2015 or until a new city manager for the City of Charles Town has been hired.**

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

Is this a funding request? Y/N NO

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*): **I move to approve Ann Paonessa to replace Joe Cosentini on the Development Authority Board for one unexpired term ending April 5, 2015 or until a new city manager for the City of Charles Town has been hired.**

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

not applicable



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

February 27, 2014

MAYOR
Peggy A. Smith

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

Re: City of Charles Town Representative on the Jefferson County Development Authority

CITY
COUNCIL

Dear Commissioners:

*Rick
Bringwall*

It is with much regret that I must inform you of my decision to leave my position as City Manager of the City of Charles Town and thus resign my seat on the Jefferson County Development Authority.

*Wayne
Clark*

*Chet
Hines*

*Sandra
Shuster
McDonald*

The Charles Town City Council at its most recent Council meeting voted unanimously to request that the County Commission appoint Councilwoman Ann Paonessa to the vacant seat until a new city manager is hired. Councilwoman Paonessa has previously served on the JCDA and will be an excellent representative for the City and Jefferson County.

*Ann
Paonessa*

*Mark
Reinhart*

If you have any questions, please feel free to contact our City Clerk, Kiya Tabb, at 304-725-2311 or Councilwoman Paonessa at anpww@gmail.com

*Michael
Slaver*

*Jonathan
Westman*

Sincerely,

CITY
MANAGER

*Joe
Cosentini*

Joe Cosentini
City Manager
City of Charles Town

CITY
CLERK

*Kiya
Tabb*

DEVELOPMENT AUTHORITY

Howard Mills
P.O. Box T
Shepherdstown, WV 25443
h: 876-6860
hgmills@citlink.net
3 years 4/5/2014
Represents: SHEPHERDSTOWN

C.C. Hammann
984 Morgan Grove Road
Shepherdstown, WV 25443
h: 876-2386
oldfibre@frontiernet.net
3 years 4/5/2014

Annette Gavin
113 Barrel Horse Drive
Charles Town, WV 25414
c: 304-279-3637
Annette.gavin@pngaming.com
3 years 4/5/2014

Mark Dyck
301 N. Mildred Street, Suite 1
Charles Town, WV 25414
w: 725-8456
mdyck@whga.com
3 years 4/5/2014

James Tolbert
P.O. Box 651
Charles Town, WV 25414
725-7852
jtolber@frontiernet.net
3 years 4/5/2014

Joshua Householder
P. O. Box 1411
Charles Town, WV 25414
office: BCT cell: 304-283-7664
jhouseholder@mybct.com
3 years 4/5/2015

Joe Consentini
P.O. Box 14
Charles Town, WV 25414
304-725-2311
3 years 4/5/2015
Represents: CHARLES TOWN

Eric Lewis
P.O. Box J
Shepherdstown, WV 25443
h: 304-876-2124
w: 304-728-6877
c: 304-279-6574
ejlewis@oll-cpas.com
3 years 4/5/2015

Michael Chapman
P.O. Box 184
Rippon WV 25441
c:304-279-6297
p: 304-728-5804 MCHAPMAN@royalvendors.com
3Years 4/5/2015

Debra Hovatter
309 Morning Calm Lane
Harpers Ferry, WV 25425
H: 304-876-6276
c: 304-216-5835 hovatter5104@comcast.net
3 years 4/5/2015

Charles Ellison
P.O. Box 837
Ranson, WV 25438
p: 304-728-2030
e:Ellison_4@yahoo.com
3 years 4/5/2016 (Espinosa resigned 1/13)

Helen Dettmer
52 Carter Lane
Harpers Ferry, WV 25425
3 years 4/5/2016
Represents: BOLIVAR

P. David Mills
312 S. Mildred Street
Ranson, WV 25438
w: 725-1010
pdmills@aol.com
3 years 4/5/2016
Represents: RANSON

Shelli Dronsfield
PO Box 3084
Shepherdstown, WV 25443
w: 304-876-5107
m: 240-291-8799
michelledronsfield@yahoo.com
3 years 4/5/2016

Harry T. Wilkins
142 Sheriden Drive
Charles Town, WV 25414
w: 304-724-3722
m: 410-746-5375
jwilkins@apus.edu
3 years 4/5/2016

David L. Marshall
535 Burlison Lane
Berryville, VA 22611
w: 304-261-5984
3 years 4/5/2016

Lyle C. Tabb, IV
695 Old Leetown Pike
Kearneysville, WV 25430
c: 304-582-9396
w: 304-725-4068
lyletabb@hotmail.com
3 years 4/5/2016

Karan Townsend
PO Box 1412
Harpers Ferry, WV 25425
3 years 4/5/2016
Represents: HARPERS FERRY

Walt Pellish
COUNTY COMMISSIONER

Scott Sudduth
1052 N. Childs Road
Kearneysville, WV 25430
724-5141
scott.sudduth@ucdc.edu
Jefferson County Board of Education Liaison

Gary Kable
133 Captain Kime Drive
Charles Town, WV 25414
725-5108
kfoto@frontiernet.net
Jefferson County Board of Education Liaison - Alternate

DEVELOPMENT AUTHORITY

John Reisenweber
Executive Director, Development Authority
P.O. Box 237
Charles Town, WV 25414
28-3255 fax# 725-3133

§7-12-3

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: March 20, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approval of Request to use JCC Meeting Room, Thursday, May 1, 2014 – Talitha Davis with Youngevity

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

Is this a funding request? Y/N NO

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

not applicable

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: May 1, 2014
Meeting Time: 6:30p to 9:00p
Organization Name: Youngevity
Purpose of Meeting: Health & Wellness Presentation

Please attach a brief description of your organization. (You may attach other printed materials.)

Please check the boxes on all that apply to your organization:

- Has previously used the library
- Is a not-for-profit organization
- Can provide a certificate of insurance
- Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): Talitha Davis

Signature of Person Making Request: Talitha Davis Date: 3/12/14

Contact Person: _____

Representative's Address: 123 Baltusrol Dr.
(If other than the representative signing above)

Charles Town, WV 25414

Telephone: 443-983-5871 Fax: _____

E-mail:

tcdavis28@comcast.net

COUNTY COMMISSION MEETING ROOM

INDEMNIFICATION FORM

As the individual or the authorized representative of the organization making the reservation, I agree to indemnify and hold harmless the Jefferson County Commission, its agents and representatives, from any and all lawsuits, action, claims or demands of any character or nature arising out of or brought on account of injuries or damages sustained by any person(s) as a consequence or result of using the meeting room, its furnishings or its equipment.

Person Making Request: (printed): Talitha Davis

Signature of Person Making Request: *Talitha Davis* Date: 3/12/14

Contact Person: _____
(If other than the representative signing above)

Representative's Address: 123 Baltusrol Dr.

Charles Town, WV 25414

Telephone: 443-983-5871 Fax: _____

E-mail: tcdavis28@comcast.net

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Debbie Keyser, County Administrator**

Department or Organization: **County Commission**

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

Date Requested – 1st Choice: **March 20, 2014**

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

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Approval of Job Description – Fee Collector**

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 Click here to enter text.

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.

**Jefferson County, West Virginia
Job Description**

Position Title:	Fee Collector	Grade Level:	III
Department	County Commission	Date:	March, 2014
Reports to:	County Administrator	FLSA Status	NE

Statement of Duties: Employee is responsible for assisting with the collection of Ambulance and Fire Fees as directed by the County Commission. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, is not required to supervise any County employees. However, they may be asked to train a seasonal part-time employee to assist with collections during peak periods.

Confidentiality: Employee as a regular part of the job does not have access to public information in accordance with the State Public Records Law.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of an office setting. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Relationships: Relationships are constantly with county employees, co-workers and the public. The employee communicates departmental practices, procedures, regulations or guidelines. Employee may be required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation/payment of fees.

County Commission
Fee Collector
3/14/2014

Jefferson County, West Virginia
Job Description

Accountability: Consequences of errors, missed deadlines or poor judgment include adverse public relations, monetary loss to the County.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Collects fees (check, money orders or cash) in accordance with County Commission established policies/guidelines and state regulations; balances daily collection receipts with office activity report.
2. Answers telephone and responds to inquiries from the public.
3. Documents approved policies and procedures to ensure consistent administration of fees.
4. Prepares listing of issues/exonerations for the consideration of the Commission.
5. Manages mail. Researches return mail. Makes address changes and then re-mails the fee bills.
6. Works in collaboration with different departments to obtain information needed to process fees or deposit funds.
7. Responsible for depositing funds collected.
8. Responsible for providing a monthly report to the Finance Director of fees collected.
9. Utilizes the proper software and procedures to ensure fees are collected and recorded per state code.
10. Contact citizens as needed for past due bills and for processing liens on property.
11. Provide an annual summary of activities; fees collected, collection rate, liens processed, and recommendations to the supervisor for issues/recommendations of change.
12. Prepares and delivers responses to Freedom of Information Act (FOIA) as requested by the public for the Ambulance and Fire Fee system.
13. The initial employee hired for this position will be required to document the entire work flow process and assist the County Administrator with the set-up of the entire fee collection program.
14. This position is the person responsible for maintaining the entire program, and may be supplemented by a seasonable part-time employee.

Recommended Minimum Qualifications

Education and Experience: Position requires a High School Degree or equivalent, and up to (1) year of experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices, and procedures of collection functions; working knowledge of collection and cash receipts. Working knowledge of personal computers and office software in support of department operations and collection of money.

County Commission
Fee Collector
3/14/2014

**Jefferson County, West Virginia
Job Description**

Abilities: Ability to work independently and be self-motivated, interact effectively and appropriately with the public and other personnel, perform multiple tasks, and ability to work with numbers and cash in an accurate manner.

Skills: Proficient computer keyboarding skills, basic mathematical skills, recordkeeping and clerical skills, organization skills; proficient written and oral communication skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, crouching, and standing. The employee is occasionally required to lift objects such as ledger books, photocopy and computer paper.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, keyboarding as well as the filing of papers.

Visual Skills: Employee is required to routinely read and interpret documents for understanding.

AGENDA REQUEST FORM
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 – 1st 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 – 2nd 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.

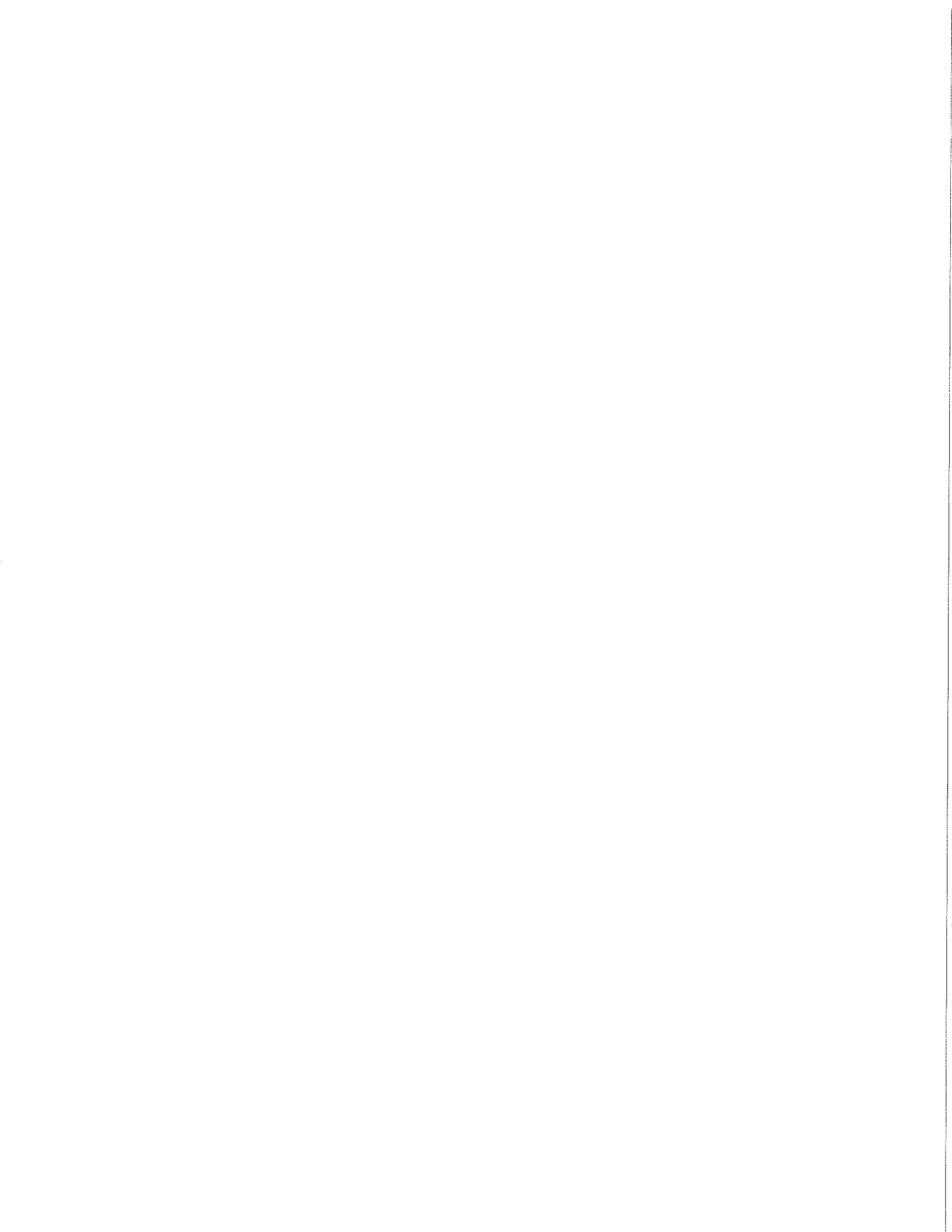
Telephone for conference call Y/N Click here to enter text.

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.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Lucas Elser [Click here to enter text.](#)

Department or Organization: **Northern WV Brownfield Assistance Center, WVU** [Click here to enter text.](#)

Estimation of amount of time needed for appointment: 20 minutes [Click here to enter text.](#)

Date Requested – 1st Choice: **March 6, 2014** [Click here to enter text.](#)

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

Date Requested – 2nd Choice: **March 20, 2014** [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): BAD Buildings Technical Assistance Grant Awarded to Middleway Historic District [Click here to enter text.](#)

Please provide the County Commission with a description of your request or presentation, including any background information: Briefing on the Brownfield, Abandoned and Dilapidated (BAD) Buildings Program and the role the County Commission and County Agencies are expected to play in support of the grant. [Click here to enter text.](#)

Is this a funding request? Y/N No [Click here to enter text.](#)

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*): None. [Click here to enter text.](#) 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 Yes [Click here to enter text.](#) Internet/Wi Fi Y/N No [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information: Lucas Elser, WVU or Peter Fricke, Middleway Conservancy

Email address: Luke.Elser@mail.wvu.edu or peter.fricke@frontiernet.net

[Click here to enter text.](#) Phone Number: 304.293.6990 (Luke) or 304-728-6400 (Peter)

[Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



West Virginia University

NORTHERN WEST VIRGINIA BROWNFIELDS ASSISTANCE CENTER

February 5th, 2014

Peter Fricke
Middleway Conservancy Association, Inc.
154 East Street
Middleway, WV 25430-5690

Dear Peter,

Congratulations! The Middleway Conservancy Association, Inc. has been selected as a recipient of the 2014 BAD Buildings Technical Assistance Program. Your application has been reviewed by a panel of experts and their feedback/project suggestions will be provided in the next few weeks to provide some ideas to consider as the BAD Building Program kicks off in Middleway.

Luke Elser, the BAD Buildings Program Manager, will be your point of contact for grant implementation and technical assistance. Luke will be contacting you directly to schedule initial meetings and plan a BAD Building Kick-off meeting. Please begin reaching out to potential project partners and building local interest in anticipation of BAD Building meetings being set up over the next 3-4 weeks.

In order to highlight your successful award of the BAD Building Grant, we encourage you to showcase your success with a press release. A draft press release will be sent to you shortly for your convenience. We encourage your addition of a local contact, as well as a quote that explains the award's significance to your organization and community. Let us know if you need assistance in press outreach. Please forward copies of any press related to your project to Luke Elser at Luke.Elser@mail.wvu.edu.

Congratulations on taking Middleway's next step toward addressing the issue of abandoned and dilapidated property with your acceptance into the 2014 BAD Buildings Technical Assistance Program. The Northern West Virginia Brownfield Assistance Center applauds all of your hard work on this issue and is excited to work with you moving forward.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Patrick Kirby'.

Patrick Kirby, *NBAC Director*

A handwritten signature in black ink, appearing to read 'Luke Elser'.

Luke Elser, *NBAC Project Manager*

A PROGRAM OF THE WEST VIRGINIA WATER RESEARCH INSTITUTE

PO Box 6064

Morgantown, WV 26505-6064

☐ 304.293.6984 ☐ 304.293.7822

Equal Opportunity/Affirmative Action Institution

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Steve Groh

Department or Organization: **Jefferson County Commission, Assistant Prosecuting Attorney**

Estimation of amount of time needed for appointment: 45 minutes

Date Requested – 1st Choice: **March 20, 2014**

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

Date Requested – 2nd Choice:

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

1. As requested by the Commission – Discussion/Action on the steps that need to be taken to proceed with the following:
 - Reorganization of the JCESA Board
 - JCESA/Ambulance Fee Ordinance – Possible Executive Session: §6-9A-4
 - Fire Fee petition

2. Discussion/Action on the composition of the Jefferson County Public Service District Board - Possible Executive Session: §6-9A-4 (A)

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

Is this a funding request? Y/N NO

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

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: Click here to enter text.

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

Date Requested – 1st Choice: March 20, 2014

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

Date Requested – 2nd Choice: Click here to enter text.

Subject (Wording to be placed on agenda): Consider allocation county funding for Fire Companies through the Jefferson County Fire & Rescue Association.

Please provide the County Commission with a description of your request or presentation, including any background information: Legal Counsel will be needed – possible executive session?

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: Vinemont@frontiernet.net. Phone Number: 304.725.4325

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Patsy Noland, Commissioner**

Department or Organization: **County Commission**

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

Date Requested – 1st Choice: **March 20, 2014**

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

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Additional suggestions for reorganizing JCESA**

Please provide the County Commission with a description of your request or presentation, including any background information:
Continued from March 6, 2014

Is this a funding request? Y/N Click here to enter text.

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.

2/26/2014

Additional Suggestions to for reorganizing JCESA:

1. EMTs and paramedics to be county employees;
2. All EMTs and medics are to be stationed in fire houses;
3. Cost sharing of insurance money with a 60/40 split to pay for the 1 administrative position and organizational staff until fire fee is implemented and collected for one year after which 100% of the collected insurance money can go back to fire departments;
4. Consider selling the ESA building, vehicles and equipment with the exception of one vehicle to be used by the director for the purpose of visiting fire departments on an as needed basis.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Patsy Noland**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice: **March 20, 2014**

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

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Click here to enter text.

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

- Pursuant to the discussions during the 3/6/2014 county commission meeting, I am requesting clarification from legal counsel as to whether the ESA Board can act as both a Fire Board and regarding the role of the ESA Board relating to the county commission imposing a fire fee as opposed to creating a Fire Board.**
- Does the county commission set the fee or can the petition designate the fee that is requested?**

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

If so, how much? **\$0.00**

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: **Supporting documentation attached**

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: **Commissionerpnoland@gmail.com** Phone Number: **304-279-1330**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: March 20, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Jefferson County Public Service District for one (1) unexpired term ending December 1, 2019.

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

Is this a funding request? Y/N NO

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*): I move to appoint _____ to the Public Service District Board for one (1) unexpired term ending December 1, 2019.

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

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on **Thursday, March 20, 2014**, or as soon thereafter as the Commission may decide:

Public Service District - One unexpired term ending December 1, 2019.

Appointee must be a residential, rate paying customer of the Jefferson County Public Service District.

Appointee must also be willing to attend monthly meetings at the Public Service District offices and travel to Charleston or another area in the State normally a few hours from Jefferson County for a two day Board Member Training class.

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:

MARCH 12, 2014

THANKS - JEFFERSON COUNTY COMMISSION

Todd M. Milliron

26 Pelham Lane Charles Town, WV 25414

Ph. 304.725.1748, tmillironwv@gmail.com

March 12, 2014

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

Dear Commissioners,

The recent announcement to appoint a board member to the Jefferson County Public Service District (JCPSD) caught my attention since attending recent meetings and being acquainted with the matters discussed in open session. As a current JCPSD rate-paying customer, I am willing to attend monthly meetings and will be available for a two-day Board Training class, if appointed.

In addition to recent board meeting presence, over the past six years I have attended several sessions to include proposals for the Flowing Springs Waste Water Treatment Plant and the cross-county line extension. I understand initiating projects of this magnitude to be trying, and funding for such projects to be likewise difficult. Although I am without a funding resolution today, my impartiality will facilitate all interests if appointed to the board.

I have enclosed my resume outlining 16 years of federal service as a program analyst and contract – task order administrator for FEMA, and 18 years of construction experience erecting structures throughout the nation. While living in Northern California, I witnessed a 300,000-population growth in Sacramento from 1984 to 1994, and participated in the build-out of several residential subdivisions. When facilitating construction projects, I became accustomed to meeting with planning officials when pulling residential permits requiring all utility easements on submitted plans. After a move east, I worked for several commercial builders erecting structures to include an equipment facility for the Loudoun County, VA Waste Authority, and pumping stations for use along I-81 rest areas located in VA.

Since living in the Breckenridge subdivision, Charles Town, WV, for the past 15 years, I have witnessed the development's build-out to include the installation of sewer mains and lateral lines. It is for this reason I understand the importance of the community's health and safety while maintaining reasonable utility rates.

My anticipation is that after you read the enclosed résumé, you will see that my qualifications and experience to meet your current appointment needs. I am available to answer any questions you may have, and at your convenience, discuss these qualifications through an appointed interview. I may be reached through my home telephone number: (304) 725-1748, cell number: (304) 582-5748 or by e-mail tmillironwv@gmail.com.

Please accept this letter of interest to the JCPSD to work along side existing board members and staff.

Sincerely,



Todd M. Milliron

Qualifications

- 18 years of experience constructing residential and commercial structures throughout the U.S.
- Seven years experience monitoring a multi-million dollar federal service contract
- Proficient analyzing data confirming contractual milestones, trends, and compliances.
- Five years of supervisory experience in the federal sector; and eight years managing construction projects
- As a level II Federal Acquisition Specialist (COR), I submit annual *confidentiality statements*
- 30 semester hours in accounting, business management, government law, economics, marketing, and finance

Experience

DHS/FEMA: 1998 to Present – Hyattsville, MD, Bluemont and Winchester, VA

Program Analyst / Contracts

- Seven years experience reviewing contractor proposals outlining methods to overcome unique challenges when conducting residential-damage inspections after Presidentially Declared disasters.
- Established tactical requirements for the Source Selection Committee to verify contractor submittals during the 2012 housing inspection competition. Through ad-hoc reporting methods, confirm vendor compliance and when necessary, measure corrective action. Initiate contractor briefings immediately following task order issuance clarifying disaster conditions and regional needs so to facilitate open communication early and continued dialogue through completion. During Hurricane Sandy, monitored the contractor's utilization of nearly 2,000 inspectors documenting their responsiveness and customer service.

Supervisor

- During Hurricane Katrina, supervised a 10-member data-analysis team providing timely reports while facilitating additional caller-services functions. Maintained morale through a "lead by example" approach when working 12+ hour days for weeks on end. (2005-2006)
- In responding to the numerous Florida hurricanes of 2003, I led a crew of five program specialists providing written / verbal guidance to maintain transparency from HQ directives and centralized authority.
- Immediately following Hurricane Floyd (13-state event – 1999), I was commissioned to a group to provide written guidance for the Agency's recovery teams across the nation. We later responded to the tragic events of September 11, 2001; where at many times, I was the acting supervisor.

Construction: 1982 to 1998 - California, Ohio, Virginia, and Connecticut

Commercial Utility Experience - C.A. Webb & Sons – VA

- As a lead carpenter for this No. VA construction firm specializing in light commercial and utility work, I assisted in the completion of a generator switching facility for the Loudoun County, Virginia Waste Water Treatment Facility in Leesburg, VA. Built a pumping station and other structures for the Virginia Department of Transportation along I-81. Completed several improvements to salt containment structures in Loudoun and Fairfax Counties - VA.

Commercial Building Experience – Ohio and Connecticut

- A journeyman carpenter in No. Ohio completing interior improvements for the Cleveland State University Library. In Connecticut, I remodeled the medical wing for Yale University, completed interior finishes for Filene's department store at the Waterbury Mall, and built a drugstore in Portland. (1995 – 1998)
- Built a series of strip-malls for La Mancha Development in Southern and Northern California (1985-1986)

Todd M. Milliron

Education and Certificates

- Currently, a senior at West Virginia University completing over 30 semester hours in business, accounting, contracts, governmental law, management, and economics while maintaining a 3.80 GPA, and will graduate with a Regents BA Degree in May 2015
- Construction Management AS Degree from Consumnes River College, Sacramento, CA: 1987 GPA 3.82
- Attended Columbus State University (Previously Columbus Tech.) – Const. Management studies, and worked for the Picket Company erecting a six-story office building through a student-cooperative. (1983-1984)
- Federal Contracting Officer Representative Level II Certificate – July 2006
- ISO 2008-9001 Auditor Certificate – June 2007
- State of California Class B general contractor's license (1987)

Personal

- Actively participate in BSA Troop 83 (my son's troop) and retain a committee member role
- For seven years, I was a member of Breckenridge HOA's architectural review committee
- Enjoy running, camping, fishing, and learning about U.S. history

Breckenridge Owners Association, Inc.

March 13, 2014

Dear Jefferson County Commission,

The Breckenridge HOA recommends Todd Milliron for the current posted board position at the Jefferson County Public Service District.

From March 2005 to July 2012, Mr. Milliron was one of three board members of the Breckenridge Owner's Association Architectural Review Committee (ARC). His responsibilities included inspecting exterior architectural improvements for up to 283 homes in a newer subdivision. Mr. Milliron ensured fair assessment for projects to support and maintain a safe and desirable community in a growing county without issue.

While the Breckenridge Community Covenants allow the ARC a 60 day review period, Mr. Milliron made possible a turnover time of about one week or less at an average of ten reviews per week during the heaviest remodel season. During his tenure, Mr. Milliron worked very well with the existing ARC board members, as well as the HOA Board Members, and was flawlessly committed to enabling neighbors to begin approved projects in a timely manner.

The Breckenridge HOA believes that Mr. Milliron would be an asset to the Jefferson County Public Service District Board based upon his seven year outstanding service to community and county.

Sincerely,



Heather Field, CMCA, AMS, PCAM
Vice President, Clagett Management WV, VA, LLC

On behalf of

Breckenridge Owner's Association, Inc.

Clagett Management WV VA, LLC
142 North Queen Street, Martinsburg, WV 25401
304-596-6630 • Fax 304-596-6635

Personal Reference

Todd Milliron

March 12, 2014

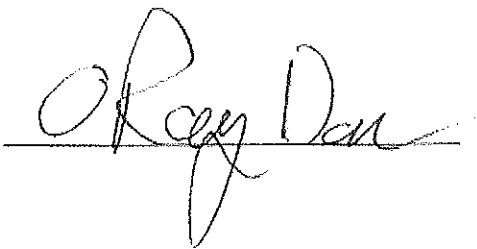
To Whom It May Concern

I have known Mr. Todd Milliron for over 6 years and can personally attest to his honesty, integrity and character. Mr. Milliron has a strong interest in representing and serving in the best interest of the public and the public good, and I am confident he will continue to serve in the best interest of the public and all citizens in any future appointments.

Mr. Milliron is a dedicated and committed family man with a strong attachment to his immediate and extended family and his local community. Mr. Milliron has maintained an active interest in the local Boy Scouts organization for approximately 8 years, and has served in key leadership positions in that organization in order to assist the community and its children.

Mr. Milliron also served the public interest in a local Home Owners Association and has used his knowledge of construction and home architecture and improvements to advance the interests of his local housing community.

I cannot think of a more deserving and committed individual to recommend for public service.

A handwritten signature in cursive script, reading "Otis Ray Doss", written over a horizontal line.

Otis Ray Doss

1621 Van Couver St.

Winchester, VA 22601

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tim Stanton

Department or Organization: **Finance Director, Jefferson County Commission**

Estimation of amount of time needed for appointment: as needed

Date Requested – 1st Choice: **March 20, 2014**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of Fiscal Year 2015 Budget**

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

Is this a funding request? Y/N NO

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*): I move approval of the Fiscal Year 2015 as presented.

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

not applicable

Finance Director's Overview of FY15 Budget as Discussed during Public Meeting on March 13, 2014

There have been two main issues with the budget the 1st item being the gambling tax revenue and the 2nd item being dependent on the use of prior year reserves.

The County has become dependent on the tax revenue from gambling to pay for reoccurring expenditures in the General Fund. In 2012 27% of the General Fund expenditures (or \$5,866,420) were funded by gambling tax revenue. Since that time we have seen gambling tax revenue decrease 1.5 million. With increased competition from other states and future plans to build resort casinos I would not expect that we will see this revenue source recover.

The County had also gotten into a position where they were dependent on balancing the budget with prior year reserves. Per WV regulations Counties can neither have a deficit budget nor a surplus budget. The State of WV requires counties to roll forward their entire fund balance in the General Fund and show that fund balance as revenue. If counties rolled forward their fund balance and had a budget that equaled zero they would have spent their entire fund balance and would be insolvent on June 30th. In order to conserve your fund balance you must develop a budget strategy on the expenditure side of the budget. In the past the problem of the County was not enough of this fund balance was protected from being spent. Because of the non-traditional budgeting approach required by the State the problem would not have been detected by any individual at the County level other than someone with a strong accounting background. While the County's budget was approved by the State, even State auditors did not detect the problem with the County's use of fund balances.

Posted on the County's website at www.jeffersoncountywv.org is a list of percentage reductions and a narrative about the FY15 budget reductions. That document shows the percentage reductions by department as compared to the FY14 budget. The column that is title "original FY14 budget" represents the original FY14 budget that was approved in March of 2013. The FY14 revised column represents the original budget less budget revision that were made during the year. The County made numerous budget revisions during this year to reduce expenditures to conserve cash. Those reductions that were made were not perpetual reductions.

In preparing the FY15 budget the decline in gambling tax revenue and use of prior years fund balance were taken into consideration. In order to have a truly balanced budget in FY15 the County needed to reduce the budget by 2.7 million. A truly balance budget is reoccurring revenue matches reoccurring expenditures. A balance budget is not rolling forward your fund balance as revenue. To reach a balance budget the County department managers were asked to participate in target based budgeting which gives the opportunity to the Commissioners to strategically reallocate resources. Mangers were asked to reduce their budgets by 25% and then complete five budget decision packages to restore their funding to the FY14 level. Based on the reductions needed in many cases it was not possible to fund non County departments or if non County departments were funded it was at a reduced level than prior years.

As of Friday March 7th the Commissioners reached agreement on a draft budget which was a balanced budget. The total amount of the budget is \$21,890,936 prior to rolling forward the fund balance.

This budget provides for no pay increases of employees

It eliminates the current HRA that the employees currently have

Many prior contributions to non-profit agencies have been eliminated

Contributions to component units have been decreased. Component units are defined as separate legal entities from the County who receive a substantial amount of their funding from the County government and who have separate boards. Component units would include the JCESA, Parks and Recs, Historical Commission, and Economic Development. The individual boards will need to decide how they will change their business operations based on the reduced funding.

While the JCESA funding was reduced \$329,000 from the current year's funding, JCESA will receive more cash in FY15 than they received in FY14. This is a result of the new ambulance fee that will be implemented July 1st which will generate \$800,000 to the agency less the amount of uncollectable receivables.

Reductions to Libraries place them at their 2012 funding level.

Parks and Recreation will receive \$23,946 more funding than they did in FY13 and \$47,137 more than in FY12.

Within County departments the budget eliminates one FT position in the 911 center, and two positions in the Planning and Zoning department.

In the budget it is expected that 911 landline telephone fees will increase by \$2.10 which will generate an additional \$470,000 to the County.

During the year we have implemented several financial policies that will make the County financially stronger in the future. Some of these policies include a Fund Balance policy, Balance Budget policy, Debt Service policy, Financial Sustainability of Benefits policy, Capital Outlay policy, and Financial Reserve policy.

While many organizations have very worthy causes it was not possible to fund all the needs of the organizations. The Commissioners are mandated by WV regulations that they must first provide adequate funding to the judicial and court related functions of county government.

FY15 Budget Narrative

The County needed to reduce the expenditure level from the prior year by \$3.3 million, or \$2.7 million excluding the contingency reserve. The County is no longer in the position where they can balance the budget with prior year's reserves. Going forward the County must balance the budget of reoccurring expenditures with reoccurring annual revenue. In addition the County has seen over the last two years a decrease of \$1.5 million in gambling revenue. The FY15 the budget takes into account the above factors and results in a balance budget for FY15. In the FY15 budget it assumes that the landline 911 fees will be increased to a level of \$5 resulting in an additional 911 revenue income of \$485,000. The following is a recap of expenditures by department:

Department 401 Commission -- The employee health reimbursement account has been eliminated effective January 1, 2015 which is an annual savings of \$190,000. There are also reductions in supplies, travel and printing. The contribution to Affordable Housing and all non-profits (excluding the libraries) have been eliminated. The Commission added one employee to administer the billing and collection of ambulance fees which goes into effect on July 1, 2014.

Department 402 County Clerk -- has reduced overtime, extra help, printing, training and supplies.

Department 403 Circuit Clerk -- has reduced overtime, extra help and supplies. Has increased contractual services.

Department 404 Sheriff Tax Office -- decreased overtime, printing, travel and supplies.

Department 405 Prosecuting Attorney -- agreed to reduce budget by 5%. Specific reductions not announced yet.

Department 406 Assessor -- reduced overtime, extra help and all non-personnel lines were reduced with the exception of contractual services.

Department 407 Assessor Valuation Fund -- not applicable as fully reimbursed.

Department 408 State Wide Computer Network -- amount set by State of West Virginia.

Department 412 WVU Extension Agent -- Program Assistant will not be fully funded based on budget reductions.

Department 413 Elections -- no significant changes.

Department 415 Magistrate Court -- no significant changes.

Department 424 Maintenance Department -- reduction in supplies.

Department 425 Buildings -- reduction in supplies and repairs to buildings.

Department 428 Technology – recommended staffing level not funded, electrical backup of servers not funded, enhancement of email not funded, computer hardware reduced. The technology budget is a limited budget in an attempt to maintain the current computer hardware and software that the County has.

Department 429 Region 9 – cost represents dues for Region 9.

Department 431 Economic Development – Agriculture Development Officer position eliminated. Economic Development is a component unit of the County not a County department, therefore the above position was cut based on the decision of the Economic Development Board.

Department 433 GIS – the following has funding cut to zero, web tool, topographic data development and aerial photography. Other lines reduced includes travel and training.

Department 439 Planning and Zoning – cuts full-time Planner position and part-time intern. Reduces funding for professional services, travel, supplies, and hardware.

Department 440 Engineering – all non-personnel lines were reduced.

Department 451 Zoning – Zoning Administrator position was eliminated.

Department 699 Contingencies – Amount set per policy.

Department 700 Sheriff – personnel lines that were reduced were overtime, bailiffs, and trip guards. All non-personnel lines were reduced. Sheriff agreed not to purchase any vehicles in FY15.

Department 701 Sherriff Service of Process – no change.

Department 704 Regional Jail – reduced \$100,000.

Department 711 Homeland Security – reductions in training and supplies.

Department 712 911 Center – elimination of Administrative Assistant position. Elimination of County cell phones from this budget. Reduction in printing, travel, legal publications, training, dues, professional services, and supplies.

Department 715 JCESA ambulance and fire – ambulance allocation reduced by 20%. Fire allocation reduced by 12.50% with \$150,000 of the fire allocation being paid by the Coal Severance Fund. Specific reductions of ambulance and fire are to be determined by the JCESA Board as JCESA is not a County department but a component unit.

Department 716 Dog Warden – reduction in overtime, training, contracted services, and supplies.

Department 717 Central Garage – reduction in extra help, supplies, and training.

Department 808 Landfill – funding eliminated which eliminates the free landfill days for residents until such time that the landfill can find another sponsor.

Department 900 – Parks and Recreation – The Park Manager position has been eliminated as well as funding for fireworks and scholarships. The Recreational Coordinator is also not fully funded. Specific cost reductions are a function of the Parks and Recreation Board as they are a component unit and not a County department.

Department 903 Arts & Humanities – contribution reduced by 50%.

Department 909 Historical Commission – contribution reduced by 50%.

Department 911 Visitors Bureau – pass thru grant, percentage of funding allocation remains unchanged.

Department 916 Libraries – all libraries will receive a 15% reduction in County contribution.

Department 952 Council on Aging – funding eliminated.

Department 953 Pan Tran – County contribution reduced 25%.

Department 975 – County Clerk Equipment – no equipment requested in FY15.

Please refer to the two attached pages with the first page being a comparison of FY15 revenue as compare to FY14 and the second page being a comparison of expenditures.

Accts	FY15 Revenue Projections		Budgeted revenues-FY Ending 6/30/2014	Change from FY14	% Change
	Revenue Classification	FY15 Projected			
299	Unrestricted fund balance carry forward	0	1,316,872	(1,316,872)	-100.00%
301-000	Public Utility Taxes	540,624	544,424	(3,800)	-0.70%
301-001	Ad Valorem Taxes-Current	10,884,273	10,287,722	596,551	5.60%
301-002	Ad Valorem Taxes-1st Prior Year	621,909	633,000	(11,091)	-1.76%
301-003	Ad Valorem Taxes-2nd Prior Year	8,345	8,000	345	4.32%
301-004	Ad Valorem Taxes-3rd Prior Year	2,087	1,000	1,087	108.67%
301-005	Ad Valorem Taxes-4th & Other PY	1,548	1,801	(253)	-14.04%
301-006	Supplmental taxes	181,866	209,607	(27,742)	-13.24%
301-007	Land Sale Surplus	--	36,114	(36,114)	-100.00%
301-008	Delinquent & Nonentered Land	40,000	16,491	24,609	168.21%
301-099	Tax Discounts	(221,085)	-	(221,085)	#DIV/0!
302	Interest and Publication Fees on Taxes	301,220	306,600	(5,280)	-1.72%
304	Property Transfer Taxes	468,000	1,204,108	(736,108)	-61.13%
306	Oil and Gas Severance Tax	30,000	20,000	10,000	60.00%
307	Horse Racing	14,219	16,676	(1,457)	-9.29%
308	Wine and Liquor Tax	26,433	28,074	(2,641)	-9.41%
309	Hotel Occupancy Tax	520,000	566,447	(36,447)	-6.56%
317	License Decal Fee	75	70	5	6.94%
318	Permits-Building	170,000	164,000	6,000	3.66%
319	Permits-Misc	150	112	38	33.93%
322	Federal Grants	80,000	140,000	(60,000)	-42.86%
323	State Grants	--	6,196	(6,196)	-100.00%
325	Federal Payment In Lieu of Taxes	9,949	9,949	-	0.00%
329	Sheriff's Service of Process	19,260	18,000	1,260	6.94%
330-000	Sheriff's Earnings	16,000	29,693	(14,593)	-49.31%
330-001	Sheriff's Earnings-Arrest Fees	13,000	-	13,000	#DIV/0!
331	County Clerks Earnings	206,000	220,431	(15,431)	-7.00%
331-002	County Clerks Earnings-Preservation Fund	1,600	-	1,600	#DIV/0!
332	Circuit Clerks Earnings	66,183	72,764	(7,571)	-10.41%
333	Prosecuting Attorney Earnings	1,129	638	491	76.97%
334	Accidents Reports	3,600	3,766	(266)	-7.04%
336	Map Sales	4,200	4,809	(609)	-12.66%
340	Rents, Magistrate Court	45,200	45,000	200	0.44%
340-001	Rents, County Farm House	1,200	1,200	-	0.00%
340-002	Rent-County Farm	775	300	475	168.33%
346-000	E-911 Fees	1,884,808	1,140,000	744,808	65.33%
346-001	EMG Comm-Signs	260	451	(201)	-44.67%
348	Franchise Fees	402,796	396,641	6,155	1.56%
350	IRP Fees	10,140	10,744	(604)	-5.62%
362	Jail Cost Reimb-RJA	86,660	100,694	(14,944)	-14.86%
365-000	Interest-GCF	11,898	11,412	586	5.13%
365-001	Interest-County Clerk	1,067	800	267	33.39%
365-002	Interest-Circuit Clerk	886	1,200	(314)	-26.14%
365-004	Interest-State Fees	762	1,400	(638)	-45.66%
365-005	Interest-Racing Fees	30	240	(210)	-87.43%
365-006	Interest-Video Lottery	2,530	2,000	530	26.48%
366	Miscellaneous Revenue	50	38	12	31.58%
367	Sheriff's Commission	12,000	11,915	85	0.71%
370	Table Games	860,000	1,163,639	(203,639)	-17.49%
373-000	Video Lottery	3,315,293	3,210,301	104,992	3.27%
373-001	Video Lottery-Local	93,000	93,000	-	0.00%
382-000	Reimbursements-Local	288,000	352,026	(64,026)	-18.19%
382-001	Reimbursements-Circuit Clerk	11,000	11,000	-	0.00%
394-000	Reimbursements-Other	264,000	291,000	(27,000)	-9.28%
399	Transfers-AVF	493,127	617,374	(24,247)	-4.69%
Total Revenue		21,890,936	23,216,328	(1,325,392)	-5.71%

FY15 Expenditures

Department	Dept	FY14 Original	FY14 Revised	FY15 Proposed Budget	Reduction from FY14 Original	Reduction from FY14 Revised	% Reduction from Original	% Reduction from Revised
Commission	401	\$ 2,031,870.00	\$ 1,790,557.00	\$ 1,769,307.00	\$ 262,563.00	\$ 21,250.00	12.92%	1.19%
County Clerk	402	\$ 955,973.00	\$ 872,602.00	\$ 858,405.00	\$ 97,568.00	\$ 14,197.00	10.21%	1.63%
Circuit Clerk	403	\$ 660,350.00	\$ 688,725.00	\$ 672,345.00	\$ (11,995.00)	\$ 16,380.00	-1.82%	2.38%
Sheriff's Tax Office	404	\$ 635,091.00	\$ 620,017.00	\$ 609,517.00	\$ 25,574.00	\$ 10,500.00	4.03%	1.69%
Prosecuting Attorney	405	\$ 1,894,571.00	\$ 1,852,986.00	\$ 1,799,842.00	\$ 94,729.00	\$ 53,144.00	5.00%	2.87%
Assessor	406	\$ 666,226.00	\$ 570,848.00	\$ 542,975.00	\$ 123,251.00	\$ 27,873.00	18.50%	4.88%
Assesor Valuation Fund	407	\$ 423,188.00	\$ 495,858.00	\$ 493,127.00	\$ (69,939.00)	\$ 2,731.00	-16.53%	0.55%
State Wide Computer Network	408	\$ 47,197.00	\$ 47,197.00	\$ 57,075.00	\$ (9,878.00)	\$ (9,878.00)	-20.93%	-20.93%
Agricultural Agent	412	\$ 143,057.00	\$ 138,722.00	\$ 128,752.00	\$ 14,305.00	\$ 9,970.00	10.00%	7.19%
County Clerk Elections	413	\$ 364,580.00	\$ 321,299.00	\$ 362,740.00	\$ 1,840.00	\$ (41,441.00)	0.50%	-12.90%
Magistrate Court	415	\$ 1,015.00	\$ 1,015.00	\$ 1,000.00	\$ 15.00	\$ 15.00	1.48%	1.48%
Maintenance Dept	424	\$ 1,312,119.00	\$ 1,319,632.00	\$ 1,122,683.00	\$ 189,436.00	\$ 196,949.00	14.44%	14.92%
Other Building	425	\$ 803,000.00	\$ 750,500.00	\$ 649,750.00	\$ 153,250.00	\$ 100,750.00	19.08%	13.42%
Data Processing (IT)	428	\$ 419,506.00	\$ 406,134.00	\$ 305,546.00	\$ 113,960.00	\$ 100,588.00	27.17%	24.77%
RDA	429	\$ 41,487.00	\$ 41,487.00	\$ 19,795.00	\$ 21,692.00	\$ 21,692.00	52.29%	52.29%
EC Development	431	\$ 471,405.00	\$ 463,881.00	\$ 432,630.00	\$ 38,775.00	\$ 31,251.00	8.23%	6.74%
GIS	433	\$ 301,301.00	\$ 274,097.00	\$ 243,212.00	\$ 58,089.00	\$ 30,885.00	19.28%	11.27%
Planning and Zoning	439	\$ 529,581.00	\$ 478,730.00	\$ 397,186.00	\$ 132,395.00	\$ 81,544.00	25.00%	17.03%
Engineering	440	\$ 781,490.00	\$ 754,253.00	\$ 744,836.00	\$ 36,654.00	\$ 9,417.00	4.69%	1.25%
Tms to other funds	442	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	100.00%	100.00%
Tms to other funds	443	\$ 22,000.00	\$ 22,000.00	\$ -	\$ 22,000.00	\$ 22,000.00	100.00%	100.00%
Zoning	451	\$ 165,446.00	\$ 141,949.00	\$ 71,138.00	\$ 94,308.00	\$ 70,811.00	57.00%	49.88%
Contingencies	699	\$ 1,032,746.00	\$ 140,008.00	\$ 360,000.00	\$ 672,746.00	\$ (219,992.00)	65.14%	-157.13%
Law Enforcement	700	\$ 3,585,707.00	\$ 3,569,830.00	\$ 3,484,627.00	\$ 101,080.00	\$ 85,203.00	2.82%	2.39%
Service of Process	701	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ -	\$ -	0.00%	0.00%
Regional Jail	704	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,100,000.00	\$ 100,000.00	\$ 100,000.00	8.33%	8.33%
Emergency Services	711	\$ 276,789.00	\$ 271,950.00	\$ 265,645.00	\$ 11,144.00	\$ 6,305.00	4.03%	2.32%
Communication Center	712	\$ 2,247,789.00	\$ 2,133,431.00	\$ 2,016,530.00	\$ 231,259.00	\$ 116,901.00	10.29%	5.48%
JCESA - Ambulance	715	\$ 1,809,453.00	\$ 1,776,953.00	\$ 1,447,562.00	\$ 361,891.00	\$ 329,391.00	20.00%	18.54%
JCESA - Fire	715	\$ 427,000.00	\$ 401,409.00	\$ 223,625.00	\$ 203,375.00	\$ 177,775.00	47.63%	44.29%
Dog Warden	716	\$ 345,562.00	\$ 315,894.00	\$ 334,317.00	\$ 11,245.00	\$ (18,423.00)	3.25%	-5.83%
Central garage	717	\$ 357,478.00	\$ 352,203.00	\$ 353,165.00	\$ 4,313.00	\$ (962.00)	1.21%	-0.27%
Landfill	808	\$ 36,750.00	\$ 21,438.00	\$ -	\$ 36,750.00	\$ 21,438.00	100.00%	100.00%
Parks and Recreation	900	\$ 561,916.00	\$ 543,769.00	\$ 493,529.00	\$ 68,387.00	\$ 50,240.00	12.17%	9.24%
Arts and Humanities	903	\$ 26,250.00	\$ 26,250.00	\$ 10,400.00	\$ 15,850.00	\$ 15,850.00	60.38%	60.38%
Historical Commission	909	\$ 26,250.00	\$ 26,250.00	\$ 10,400.00	\$ 15,850.00	\$ 15,850.00	60.38%	60.38%
Visitors Bureau	911	\$ 278,224.00	\$ 278,224.00	\$ 260,000.00	\$ 18,224.00	\$ 18,224.00	6.55%	6.55%
Library	916	\$ 260,000.00	\$ 244,400.00	\$ 221,000.00	\$ 39,000.00	\$ 23,400.00	15.00%	9.57%
Senior Citizens	952	\$ 6,300.00	\$ -	\$ -	\$ 6,300.00	\$ -	100.00%	#DIV/0!
Public Transit	953	\$ 13,700.00	\$ 6,850.00	\$ 10,275.00	\$ 3,425.00	\$ (3,425.00)	25.00%	-50.00%
County Clerk	975	\$ 29,300.00	\$ 29,300.00	\$ -	\$ 29,300.00	\$ 29,300.00	100.00%	100.00%
Totals		\$ 25,234,667.00	\$ 23,433,639.00	\$ 21,890,936.00				
Revenue				\$ 21,890,936.00				
Net				\$ -				

(1) \$150,000 to be funded from Coal Severance Fund resulting in overall reduction of 12.50%

I move to reduce the previously accepted 15 percent cut to libraries to a 10 percent cut.

This action will restore 3250 dollars to each of the four libraries in the county. Also, through the state match this action accounts for increases of another 3250 dollars per library to the three public libraries in our county. Thus, restoring a total of 22,750 dollars to library budgets in Jefferson County.

I move to restore 20,000 dollars to the Parks and Recreation Budget thus allowing that component unit to increase their Park Manager to a full time position.

It is ridiculous to think that Parks and Recreation can work through the winter months without some maintenance staff that is exactly what happens without this motion's approval.

I move to restore 50,000 dollars to the ESA budget in order to preserve one of the 4 positions cut with the 20 percent reduction to that authority.

I am told that with a 20 percent cut the JCESA will lose 4 positions and their part time allocation. This will undoubtedly reduce the quality of service provided to the County's citizens and impact response times .

Motions from Commissioner Widmyer

1. I move to adequately fund Information technology and to save taxpayer dollars by including funds in the budget to hire a part-time employee (rather than paying higher rates for a contract employee); to update the archaic email system; to provide back-up service during power outages.
2. I move to fund a full time park manager.
3. I move to reduce the cuts in funding to libraries from 15% to 10%.
4. I move to restore the position of zoning administrator.
5. I move to restore the share of hotel-motel tax allocated to AHA and the Historic landmarks commission.

Jefferson County GIS/Addressing Office
DEPARTMENTAL MEMORANDUM

TO: Jefferson County Commission
Debbie Keyser, County Administrator

FROM: Todd Fagan, GIS Director

DATE: March 20th, 2014

SUBJECT: GIS Department Quarterly Update Report- 2014, 1st Quarter



1. PROJECTS COMPLETED

- a. Content Management System (CMS) and Digital Imaging Services (scanning)
 - i. Projects cancelled due to lack of funding, no further activity expected
 - ii. Grant funds returned to State
- b. Final 2013 Zoning Map certified, recorded and posted to web

2. PROJECTS IN PROGRESS

- a. Address Compliance Project Status – (map attached)
 - i. project overall 88% complete in unincorporated areas (16,677 out of 18,908)
 - ii. 76% compliant on 1st field check, raised to 97% or more after letters, communication and violation notices
 - iii. 3,502 homes and businesses newly posted
 - iv. Only 75 properties have reached violation or criminal complaint stage: 64 cases dismissed, 1 fine paid, 10 active cases (5 warrants, 0 bench trials, 5 filed)
 - v. **Overwhelming positive results, <1% of non-compliant owners make it to Magistrate Court. 99% post their address accordingly.**
 - vi. Additional project benefits include GIS address removals (269), businesses and apartments added (40), gates/obstructions mapped (63), illegal signs removed (38), new road names created (28), road signs replaced or repaired (145) and impervious surfaces documented. Field Work has also led to classification of all addressable structures reviewed to date (residential, commercial, industrial, utility, recreational, etc.)
- b. 911 CAD
 - i. Held several meetings with CAD vendor to begin data development
 - ii. Collected surrounding Counties' road/fire station data, including speed limits, one-ways, etc.
 - iii. Began building routable network for "quickest route" navigation function
 - iv. Developed search queries and geocode address locators
 - v. Began 911 GIS server set up
 - vi. Began Fire Box response territory edits with Fire Chiefs

3. COMMISSION SHOULD BE AWARE OF:

- a. CAD & GIS integration
 - i. GIS databases continue to undergo heavy quality assurance and transformation in order to function in the new CAD system. GIS staff will be very busy with this priority project throughout the next year. Our normal customer services will be impacted in such a way that new mapping and data analysis requests may be delayed or postponed for the next six (6) months as we devote our time and energy to the CAD integration project.

Jefferson County Address Compliance Program - Phase 1 Status

Initial Grade

(Following First Review)

Overall Compliance Rate = 76%
(Total Compliant = 12,620)

Current Grade

(Following Most Recent Review)

Overall Compliance Rate = 97%
(Total Compliant = 16,122)

NOTE: This number includes the most recent field re-survey; many of which are still in the status in areas where the program has been completed. The Compliance Rate = 50%.

Overall Increase = 21% (3,502)

Total Reviewed = 16,677 (88%)
Total in County = 18,908

Address Compliance Grades

- Compliant & Non-Compliant Level 1
- Foreclosure
- Non-Compliant Level 2
- Municipality
- Requires Road Name
- Vacant Parcel, Removal, N/A

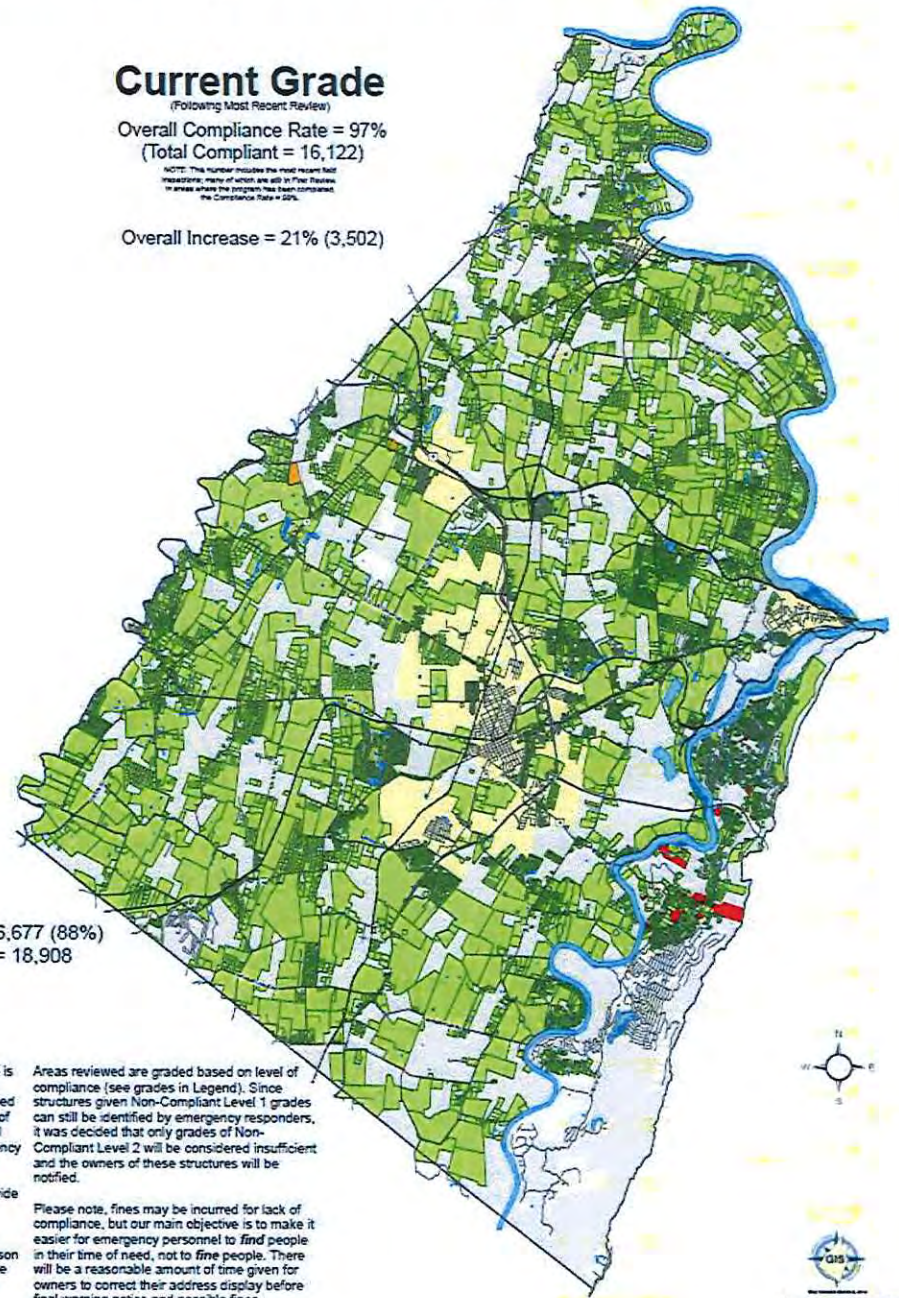
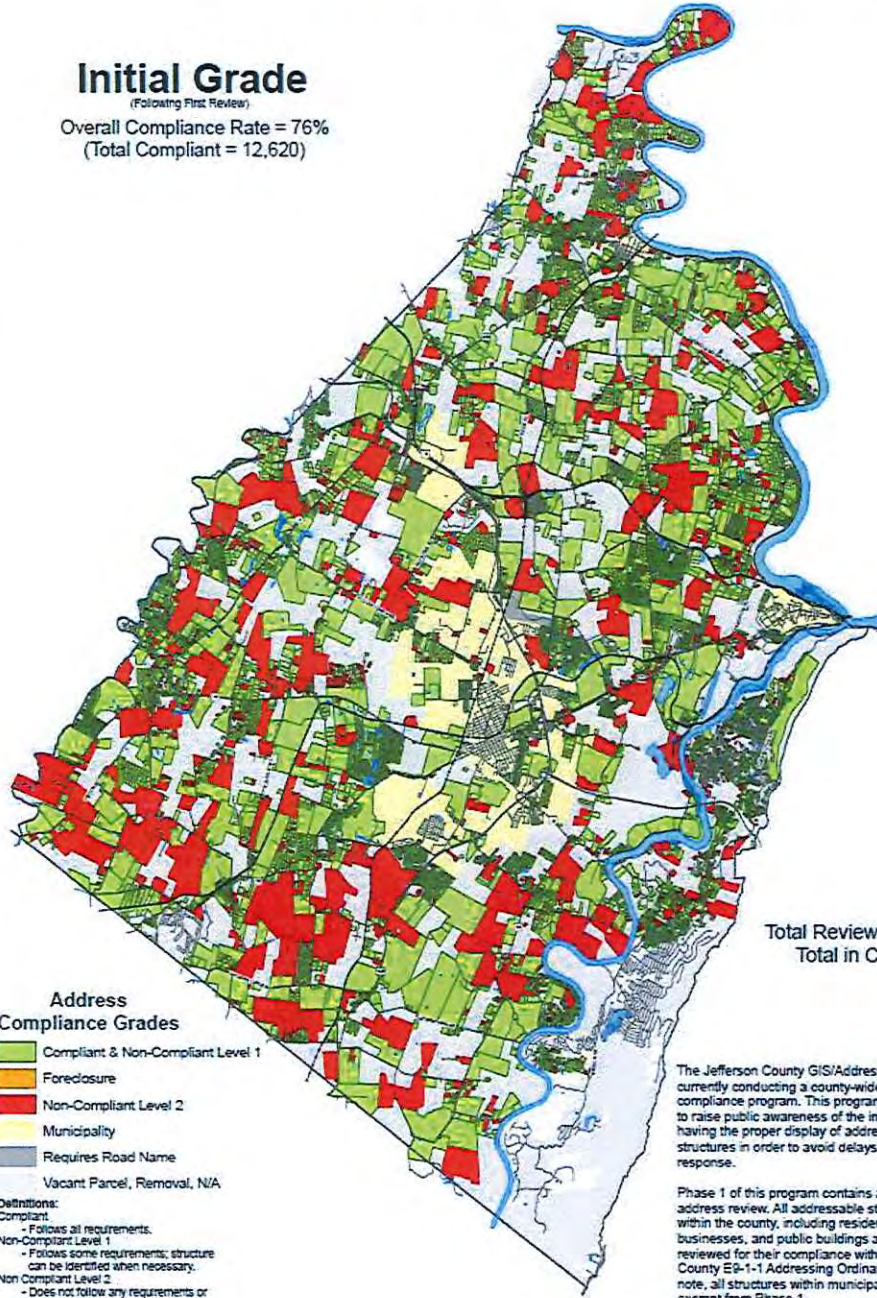
- Definitions:**
- Compliant:**
 - Follows all requirements.
 - Non-Compliant Level 1:**
 - Follows some requirements; structure can be identified when necessary.
 - Non-Compliant Level 2:**
 - Does not follow any requirements or displayed address is incorrect.

The Jefferson County GIS/Addressing Office is currently conducting a county-wide address compliance program. This program is designed to raise public awareness of the importance of having the proper display of addresses on all structures in order to avoid delays in emergency response.

Phase 1 of this program contains a county-wide address review. All addressable structures within the county, including residences, businesses, and public buildings are being reviewed for their compliance with the Jefferson County EA-1-1 Addressing Ordinance. Please note, all structures within municipalities are exempt from Phase 1.

Areas reviewed are graded based on level of compliance (see grades in Legend). Since structures given Non-Compliant Level 1 grades can still be identified by emergency responders, it was decided that only grades of Non-Compliant Level 2 will be considered insufficient and the owners of these structures will be notified.

Please note, fines may be incurred for lack of compliance, but our main objective is to make it easier for emergency personnel to find people in their time of need, not to fine people. There will be a reasonable amount of time given for owners to correct their address display before final warning notice and possible fines.



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on **Thursday, April 3, 2014**, or as soon thereafter as the Commission may decide:

Planning Commission - three (3) three-year terms ending March 31, 2017

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:

March 5th, 12th, 19th, 26th

THANKS - JEFFERSON COUNTY COMMISSION

Impact Fee Status Report February 2014

Office of Impact Fees

Summary

Date Range: Saturday 1 through Friday 28 February 2014

Report Date: 5 March 2014

Process Number Range: 1400016 - 1400021

Total Applications: 6

Total Non-Exempt: 4

Of which:

Commercial: 0

Residential: 4

Of which:

County: 2

Municipal: 2

Total Exempt: 2

Of which:

Commercial: 0

Residential: 2

Of which:

County: 2

Municipal: 0

Tables 1 through 7 summarize impact fee processing for February 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 – 28 February 2014	2	0	4	6
Fees collected		\$0	\$51,756.00	\$51,756.00
<i>Of which</i>				
School Impact Fee			\$45,432.00	\$45,432.00
Law Enforcement Fee		\$0	\$524.00	\$524.00
Parks & Recreation Fee			\$3,008.00	\$3,008.00
Fire & EMS Fee		\$0	\$2,792.00	\$2,792.00

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

Description	Amount
Opening Statement Balance (1 February 2014)	\$145,203.09
February Deposits (1 – 28 February 2014)	\$51,756.00
School January Transactions (withdraws via transfer on 20 Jan. 2014)	(\$124,978.50)
Law January Transactions (withdraws via transfer on 20 Jan. 2014)	(\$1,333.47)
Parks & Rec January Trans. (withdraws via transfer on 20 Jan. 2014)	(\$9,779.30)
Fire & EMS January Trans. (withdraws via transfer on 20 Jan. 2014)	(\$9,111.82)
Interest Earned (28 February 2014)	\$29.16
Ending Statement Balance (28 February 2014)	\$51,785.16
<i>Outstanding Credits (deposits through 1 February 2014)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 February 2014)	\$1,311,901.37
January Transactions (deposits via transfer on 20 February 2014)	\$124,978.50
Requisition 14R0100 - Jefferson County Bus Garage	(\$1,000,000.00)
Interest Earned (28 February 2014)	\$276.72
Ending Balance (28 February 2014)	\$437,156.59

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

Description	Amount
Opening Balance (1 February 2014)	\$21,206.15
January Transactions (deposits via transfer on 20 February 2014)	\$1,333.47
Interest Earned (28 February 2014)	\$5.81
Ending Balance (28 February 2014)	\$22,545.43

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

Description	Amount
Opening Balance (1 February 2014)	\$413,785.21
January Transactions (deposits via transfer on 20 February 2014)	\$9,779.30
Interest Earned (28 February 2014)	\$111.94
Ending Balance (28 February 2014)	\$423,676.45

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

Description	Amount
Opening Balance (1 February 2014)	\$206,466.49
January Transactions (deposits via transfer on 20 February 2014)	\$9,111.82
Requisition 13R0099 - Friendship Generator	(\$26,882.00)
Interest Earned (28 February 2014)	\$55.70
Ending Balance (28 February 2014)	\$188,752.01

Table 7. Total Impact Fees as of 1 February 2014 /1

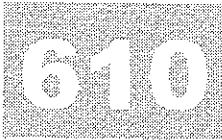
Description	Amount
Office of Impact Fees General Account	\$51,785.16
School Impact Fee Account	\$437,156.59
Law Enforcement Fee Account	\$22,545.43
Parks & Recreation Impact Fee Account	\$423,676.45
Fire & EMS Impact Fee Account	\$188,752.01
Total Impact Fees	\$1,123,915.64

/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 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$437,156.59	\$45,457.66	\$482,614.25
Law Enforcement Fee Account	\$22,545.43	\$524.29	\$23,069.72
Parks & Recreation Impact Fee Account	\$423,676.45	\$3,009.75	\$426,686.20
Fire & EMS Impact Fee Account	\$188,752.01	\$2,793.46	\$191,545.47
Total Impact Fees	\$1,072,130.48	\$51,785.16	\$1,123,915.64

/1 This table represents each of the impact fee category account totals as of 28 February 2014 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in February 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 Saturday 1 through 28 February 2014

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Lot No.	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
1400017	02/12/2014	Carper	Mary	02 Charles Town	481	111	1	19.2	\$0.00	02/12/2014	Form 200
1400018	02/25/2014	Sirbaugh	Troy	07 Middleway	1120	100	21	10.1	\$0.00	02/25/2014	Form 200
Category Count: 2				Category Total				\$0.00			
Non Exempt Applications											
1400016	02/07/2014	Dan Ryan		03 Charles Town			11D	113	\$12,808.00	02/07/2014	N/A
1400019	02/27/2014	Dan Ryan		03 Charles Town			11D	105	\$12,808.00	02/27/2014	N/A
1400020	02/27/2014	Dan Ryan		04 Harpers Ferry	1131	426	9D	101	\$13,070.00	02/27/2014	N/A
1400021	02/28/2014	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	98	\$13,070.00	02/28/2014	N/A
Category Count: 4				Category Total				\$145,156.00			
TOTAL APPLICATIONS: 6				Grand Total				\$145,156.00			

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Thursday, 6 March 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 February 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400016** through **1400021**, inclusive. Within this range there were 4 non-exempt impact fee payments. This amounts to **\$45,432.00**.
- Interest earned by the Office of Impact Fees General Account in February 2014 amounts to **\$29.16**, of which **\$25.66** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$45,457.66.

Check # 936

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 14009

Date: 3/6/2014

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 February 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). \$45,432.00

Interest earned by the Office of Impact Fees General Account February 2014. \$25.66

Impact Fee Process Numbers 1400016 through 1400021, inclusive. Within this range, there were 4 non-exempt impact fee payments.

Total: \$45,457.66

Notes/Comments Transfer of funds into School Impact Fee Account (3107582).

Check Number: 936



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 936

Trace 20140306:31906.91

Date 3/6/2014 Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$45,432.00

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in February 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
2/10/2014	1400016	2003-3	11/24/2005	\$11,358.00
2/28/2014	1400019	2003-3	11/24/2005	\$11,358.00
2/28/2014	1400020	2003-3	11/24/2005	\$11,358.00
2/28/2014	1400021	2003-3	11/24/2005	\$11,358.00
Total amount for this withdraw				\$45,432.00
Total amount for this account				\$45,432.00
Total amount all accounts				\$45,432.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Thursday, 6 March 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 February 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400016** through **1400021**, inclusive. Within this range there were 2 non-exempt impact fee payments. This amounts to **\$524.00**.
- Interest earned by the Office of Impact Fees General Account in February 2014 amounts to **\$29.16**, of which **\$0.29** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$524.29.

Check # 937

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 14010

Date: 3/6/2014

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 February 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).	\$524.00
Interest earned by the Office of Impact Fees General Account February 2014.	\$0.29
Impact Fee Process Numbers 1400016 through 1400021, inclusive. Within this range, there were 2 non-exempt impact fee payments.	
Total:	\$524.29

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

Check Number: 937



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 937

Trace 20140306:32013.04

Date 3/6/2014 Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$524.00

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in February 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
2/10/2014	1400016	2005-1	3/22/2005	\$0.00
2/28/2014	1400019	2005-1	3/22/2005	\$0.00
2/28/2014	1400020	2005-1	3/22/2005	\$262.00
2/28/2014	1400021	2005-1	3/22/2005	\$262.00
Total amount for this withdraw				\$524.00
Total amount for this account				\$524.00
Total amount all accounts				\$524.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Thursday, 6 March 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 February 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400016** through **1400021**, inclusive. Within this range there were 4 non-exempt impact fee payments. This amounts to **\$3,008.00**.
- Interest earned by the Office of Impact Fees General Account in February 2014 amounts to **\$29.16**, of which **\$1.75** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is **\$3,009.75**.

Check # 938

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 14011

Date: 3/6/2014

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 February 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).

\$3,008.00

Interest earned by the Office of Impact Fees General Account February 2014.

\$1.75

Impact Fee Process Numbers 1400016 through 1400021, inclusive. Within this range, there were 4 non-exempt impact fee payments.

Total: \$3,009.75

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

Check Number: 938



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 938

Trace 20140306:32052.42

Date 3/6/2014 Series 3

Recipient Sheriff of Jefferson County

Amount \$3,008.00

Account 3122808

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in February 2014.

Deposit Date	Process Number	Ordinance	Euact Date	Amount
2/10/2014	1400016	2005-2	5/12/2005	\$752.00
2/28/2014	1400019	2005-2	5/12/2005	\$752.00
2/28/2014	1400020	2005-2	5/12/2005	\$752.00
2/28/2014	1400021	2005-2	5/12/2005	\$752.00
Total amount for this withdraw				\$3,008.00
Total amount for this account				\$3,008.00
Total amount all accounts				\$3,008.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Thursday, 6 March 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 February 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400016** through **1400021**, inclusive. Within this range there were 4 non-exempt impact fee payments. This amounts to **\$2,792.00**.
- Interest earned by the Office of Impact Fees General Account in February 2014 amounts to **\$29.16**, of which **\$1.46** is attributed to fees collected for Fire & EMS.

As per the attached invoice, the total amount of this transfer is \$2,793.46.

Check # 939

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 14012

Date: 3/6/2014

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 February 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). \$2,792.00

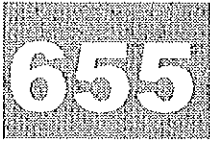
Interest earned by the Office of Impact Fees General Account February 2014. \$1.46

Impact Fee Process Numbers 1400016 through 1400021, inclusive. Within this range, there were 4 non-exempt impact fee payments.

Total: \$2,793.46

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

Check Number: 939



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 939

Trace 20140306:32091.32

Date 3/6/2014

Series 4

Recipient Sheriff of Jefferson County

Amount \$2,792.00

Account 3122816

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Fire and EMS Impact Fees Collected in February 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
2/10/2014	1400016	2005-3	5/12/2005	\$698.00
2/28/2014	1400019	2005-3	5/12/2005	\$698.00
2/28/2014	1400020	2005-3	5/12/2005	\$698.00
2/28/2014	1400021	2005-3	5/12/2005	\$698.00
Total amount for this withdraw				\$2,792.00
Total amount for this account				\$2,792.00
Total amount all accounts				\$2,792.00



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

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

Earl Ray Tomblin
Governor

Paul A. Mattox, Jr., P. E.
Secretary of Transportation/
Commissioner of Highways

March 7, 2014

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2014-2019. One of the requirements to funding any project with FHWA or FTA funds is that each proposed project undergoes a public "review and comment period". Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached listing of proposed amendment to the approved 2014-2019 STIP.

All written comments are to be received no later than March 26, 2014, and should be mailed to:

Anthony J. Carovillano, P.E., P.S.
Programming Division
West Virginia Division of Highways
Building 5, Room A-816
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Should you have any questions, please contact Mr. Carovillano at (304) 558-9736.

Very truly yours,

Original signed by:
Gregory L. Bailey
Gregory L. Bailey, P. E.
Deputy State Highway Engineer –
Planning and Programming

GLB:Cs

Attachment

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

Received

MAR 14 2014

Jefferson County Commission

Applicant: WV DOT/ Division of Public Transit

Project Name: New Freedom or FTA Section 5317

Project Location: West Virginia

Funding: \$768,136

Project Description:

The West Virginia Department of Transportation, Division of Public Transit, intends to use these funds to support Raleigh County Community Action Association (RCCAA), In Touch and Concerned (IT&C), Monongalia County Urban Mass Transit (Mt. Line) and the State of West Virginia for capital purchases for heavy duty ADA equipped vehicles, operating and administrative support. The operating funds will be used to provide transit services for persons with disabilities and mobility issues.

SECTION 5317 (A SAFETEA-LU GRANT PROGRAM)	2014	2015	2016	2017	2018	2019
50,000 to 199,999						
Federal	399,355					
Local Match	399,355					
Rural Area Less than 50,000						
Federal	368,781					
Local Match	368,781					

Note:

This program was consolidated with the Section 5310 Enhanced Mobility of Seniors and individuals with Disabilities formula program under Moving Ahead for Progress in the 21st Century (MAP-21), the reauthorization of the federal transit program. These are the remaining funds available under the program which were appointment under SAFETEA-LU and they retain the program requirements under that version of the federal transit program.

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2014-2019
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
CLAY	2014	1		8/28/2014	STP	CON	WV004	VARNEY-WV 36 (AC BANK)	RESURF	S308 4 00613 00	ACST0004053D	\$0	\$992,000	\$0
ADD NEW PROJECT														
FAYETTE	2014	9	MPO	4/28/2014	DF	CON	CO062	FAYETTE STATION ROAD PHASE 1	RESURF	S310 82 00469 00	FA0082115D	\$750,000	\$1,521,000	\$0
ADD NEW PROJECT														
FAYETTE	2014	9	MPO	5/28/2014	NHPP	ROW	US019	NEW RIVER GORGE BR	REP	S310 19 01541 00	NHPP0019411D	\$16,000	\$20,000	\$0
ADD NEW PROJECT														
FAYETTE	2016	9	MPO	10/28/2015	NHPP	CON	US019	NEW RIVER GORGE BR (AC PAYBACK)	REP	S310 19 01541 00	NHPP0019412D	\$2,000,000	\$2,500,000	\$0
ADD NEW PROJECT														
FAYETTE	2015	9	MPO	10/28/2014	NHPP	CON	US019	NEW RIVER GORGE BR (AUTH AC PROJECT)	REP	S310 19 01541 00	NHPP0019412D	\$2,000,000	\$2,500,000	\$0
ADD NEW PROJECT														
HARRISON	2014	4		8/28/2014	STP	CON	CO024	JOHNSON-PHILADELPHIA AVE (AC BANK)	RESURF	S317 24 00025 00	ACST0024035D	\$0	\$110,000	\$0
ADD NEW PROJECT														
JACKSON	2016	3		3/28/2016	NHPP	CON	1077	MILL CREEK BR	LMC O/L	S318 77 13774 00	NHPP0773424D	\$567,000	\$630,000	\$0
SCOPE CHANGE														
PLEASANTS	2015	3		1/28/2015	NHPP	CON	WV002	ST MARY'S TRAFFIC SIGNALS	REN EX. TRAFFIC SIGNALS	U337 2 ??????	NHPP0002????	\$240,000	\$300,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
TUCKER	2014	8		7/28/2014	DF	CON	CO035	COFFMAN LANE	REPL DRAINAGE STRUCTURE	S347 35 ??????	FA0035????	\$180,000	\$225,000	\$0
ADD NEW PROJECT														
WEBSTER	2014	7		6/28/2014	HSIP-PENALTY	CON	WV020	WV 20 GUARDRAIL & SIGNING	INSTALL GUARDRAIL & GRADE SIGN	U351 20 01753 00	HSIP0020305D	\$200,000	\$200,000	\$0
ADD NEW PROJECT														



February 20, 2014

A0013867

Jefferson County Wv
PO Box 250
Charles Town, WV 25414-1072

Received

MAR 10 2014

Jefferson County Commission

Greetings!

The year 2013 brought with it a great deal of consolidation in the wireless industry and TowerPoint Capital expects this trend to continue through 2014. The consolidation of the past year certainly has implications for the cell sites in TowerPoint's portfolio. *Have you considered what these events could mean for your cell site located at W Burr Blvd?*

Enclosed you will find a few article excerpts from the past year that recap the most notable events from the wireless industry.

Please contact me directly at (866) 574-2355 or cheryl.ritchie@towerpoint.com to discuss your cell site and what the latest industry activity could mean for your cell site. TowerPoint may be able to partner with you to secure your cell site and possibly significantly enhance its value to you.

Sincerely,

Cheryl Ritchie,
Director of Market Coordination

Enclosure

A note about our firm:

TowerPoint Capital is a leading institutional investor in cellular site locations across the United States. Since 2007, we have continuously created long-term value for our landlord and corporate partners by emphasizing the firm's four core values: Knowledge, Professionalism, Integrity, and Partnership. Our leadership team possesses fifty years of combined experience, having invested in (or financed) over \$1 billion in telecommunications infrastructure and real estate-related assets. TowerPoint has its headquarters in Atlanta, GA, with regional satellite offices nationwide.

Bloomberg

Sprint Jumps Amid Speculation It Will Merge With T-Mobile

By Nick Turner - Dec 27, 2013

Sprint Corp., the third-largest U.S. wireless carrier, jumped 8.3 percent amid speculation that the company is getting closer to merging with rival T-Mobile US Inc. (TMUS)

Read more here: <http://www.bloomberg.com/news/2013-12-27/sprint-jumps-amid-speculation-carrier-will-merge-with-t-mobile.html>

Bloomberg

AT&T Agrees to \$4.85 Billion Tower Deal With Crown Castle

By Scott Moritz and Serena Saitto - Oct 21, 2013

AT&T Inc. (T) is banking \$4.85 billion from yesterday's cell-tower deal with Crown Castle International Corp. (CCI), giving it extra cash for network upgrades, new spectrum and a possible European expansion.

The agreement, which involves leasing or selling 9,700 wireless towers to Crown Castle, makes AT&T the latest carrier to offload antenna sites to independent operators.

Read more here: <http://www.bloomberg.com/news/2013-10-20/at-t-agrees-to-4-85-billion-tower-deal-with-crown-castle.html>

Bloomberg

AT&T Bid for Leap Seen Winning Approval of U.S. Agencies

By Todd Shields and Sara Forden - Jul 15, 2013

AT&T Inc. (T)'s \$1.2 billion deal to buy Leap (LEAP) Wireless International Inc. would probably win approval from U.S. regulators, who may demand the company give up airwaves where its holdings surpass federal benchmarks.

Read more here: <http://www.bloomberg.com/news/2013-07-15/at-t-bid-for-leap-seen-winning-approval-of-u-s-agencies.html>

Please Join Us to Recognize the Volunteers At

*Middleway Volunteer
Fire Company's
Annual Recognition Banquet*

Saturday, March 29, 2014
Station 6 Community Hall

Social Hour	6:00pm
Dinner	7:00pm
Awards	8:00 pm
Gathering	9:00pm

**Please RSVP by
Wednesday, March 12, 2014**

By mail, email or phone
rfesterman@yahoo.com

304-725-0006



west virginia department of environmental protection

Executive Office
601 57th Street SE
Charleston, WV 25304
Phone: 304-926-0440
Fax: 304-926-0446

Earl Ray Tomblin, Governor
Randy C. Huffman, Cabinet Secretary
www.dep.wv.gov

March 6, 2014

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

Dear Commissioners:

I am writing to express WV DEP's appreciation for your efforts to quickly and successfully modify your stormwater ordinance to incorporate water quality and the 1 inch capture requirement.

As West Virginia began the effort to develop and implement the Chesapeake Bay TMDL and watershed implementation plans, we greatly appreciated Jefferson County's willingness to become involved and actively participate in that process. Your leadership in promptly moving forward to contribute to West Virginia's required pollutant reduction load by modifying your stormwater ordinance will help us significantly in achieving our long term objectives. We also believe it will be of benefit to the local economy and help maintain the existing quality of life in Jefferson County.

Congratulations on your hard work and success. It is satisfying to know that as of January 1, 2014 new development in Jefferson County will address both water quantity and water quality issues.

Sincerely,

Randy C. Huffman,
Cabinet Secretary



Received

MAR 10 2014

Jefferson County Commission

SEND FOR AN APPLICATION
Applications due March 28, 2014

Please send a Grant Application Kit to:

Name: _____

Title: _____

Agency: _____

Address: _____

City: _____

State: West Virginia

Zip: _____

Phone: _____

Fax: _____

Return this form to:

Tanisha C. Travis

Division of Justice and
Community Services

1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

Fax: (304) 558-0391

PRESORTED STANDARD
U.S. POSTAGE PAID
CHARLESTON, WV
PERMIT NO. 271

Received

MAR 05 2014

Jefferson County Commission

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

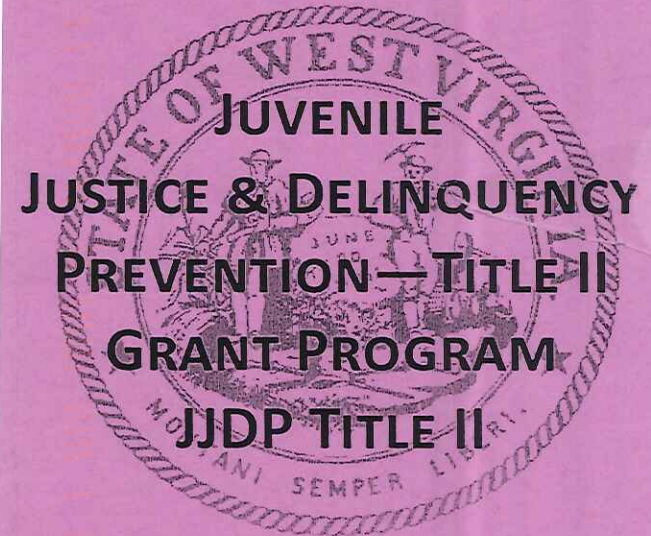
7755-13

Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414-0250



254140250 8004

West Virginia



Division of
*Justice &
Community*
Services

Grant Application
Information

FY 14 JUVENILE JUSTICE & DELINQ. PREVENTION (JJDP—TITLE II) FUNDS

FISCAL YEAR 2014

The WV Division of Justice and Community Services (DJCS) of the Department of Military Affairs and Public Safety is announcing the availability of fiscal year 2014 Juvenile Justice and Delinquency Prevention—Title II Program funds through the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention

Program funds are available to qualified units of local and state government and private non profit organizations.

This federal grant program provides funds for specific projects which focus on prevention of juvenile delinquency and offer a high probability of improving the juvenile justice system in West Virginia

JJDP Title II funds may be utilized for the following categories:

- Delinquency Prevention
- Disproportionate Minority Contact
- Gender-Specific Services
- School Programs (PRO)

Completed applications are due at DJCS on March 28, 2014. *Faxed applications will not be accepted.*

The match requirements for the JJDP Title II grant program are as follows:

- 1st year – 10% cash match
- 2nd year – 15% match (5% - in-kind/cash and 10% - cash)
- 3rd year – 20% match (10% - in-kind/cash and 10% - cash)
- 4th year – 25% match (10% - in-kind/cash and 15% - cash)
- 5th year and beyond – 30% match (15% - in-kind/cash and 15% - cash)

The State Advisory Group (SAG) will meet in May to review applications and make recommendations to the Office of the Governor for awards. An individual representing your agency will be required to be available by telephone during this meeting to represent your application. Notification of the meeting will be sent at a later date.

Applications are due no later than March 28, 2014

Please Note:

These funds will be awarded on a reimbursement basis for a maximum of a twelve month period which will begin July 1, 2014.

Grant funds may provide for personnel, contractual services, and travel/training.

To see all open solicitations and access a link to download this application from DJCS visit www.djcs.wv.gov and click the **Current Funding Opportunities** tab on the left side of the page.

OR

For a paper application, complete the form on the reverse side of this page and mail or fax it to:

Tanisha C. Travis
West Virginia DJCS
1204 Kanawha Blvd, East
Charleston, WV 25301

FAX: 304-558-0391



Eastern Panhandle Conservation District

151 Aikens Center, Suite 1

Martinsburg, WV 25401

(304) 263 - 4376 ~ Fax 263 - 4986

**M
E
M
O
R
A
N
D
U
M**

To:

Jefferson County Commission

City of Ranson

City of Charles Town

EPCD Board of Supervisors

From: Sherry Duncan, Administrative Officer

Re: 2014 Evitts Run Inspection Schedule

Date: March 6, 2014

The West Virginia Conservation Agency will be inspecting the Evitts Run Channel on April 4, 2014. If you are interesting in attending, please contact Sherry Duncan (sduncan@wvca.us) by March 21. The meeting time and place will be decided closer to the date.

If you would prefer to be contacted by email, please forward the proper contact information to sduncan@wvca.us.

Received

MAR 10 2014

Jefferson County Commission

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

Week Ending Date	Week Ending March 1, 2014 FY14 March 10, 2014
To be Deposited on:	
Amount Played	66,705,114.68
Amount Won	59,808,390.96
Amount Promo	209,731.00
MWAP Contribution	<u>3,568.70</u>
Adjusted Gross Terminal Revenue	<u>6,683,424.02</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>267,336.97</u>
Net Terminal Revenue	<u>6,416,087.05</u>
Surcharge @ 10%	641,608.70
State Share Excess @ 58%	372,133.05
Track Share of Capital Reinvestment @ 42%	269,475.65
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	258696.62
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	10779.03
Adjusted Net Terminal Revenue	<u>5,774,478.35</u>
Racetrack @ 46.50% / 42%	2,425,280.91
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,367,536.13
Race Track Purses @ 7% / 14% / 8%	461,958.27
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	28,872.39
Greyhound Development @ .75%	43,308.59
Thoroughbred Development @ .75%	43,308.59
Racing Commission @ 1%	57,744.78
County/Municipality @ 2%	115,489.56
3% Funds:	
Tourism Promotion Fund @ 1.375%	79,399.08
Development Office Promotion Fund @ .375%	21,654.29
Research Challenge Fund @ .5%	28,872.39
Capitol Renovation and Improvement Fund @ .6875%	39,699.54
2004 Capitol Complex Parking Garage Fund @ .0625%	3,609.05
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>57,744.78</u>
	<u>5,774,478.35</u>

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

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
6 days ending: 07/06/13	\$ 123,196.88	\$ 123,196.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/13/13	\$ 128,060.40	\$ 128,060.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/20/13	\$ 115,128.84	\$ 115,128.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/27/13	\$ 123,049.56	\$ 123,049.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/03/13	\$ 116,180.80	\$ 116,180.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/10/13	\$ 120,078.64	\$ 120,078.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/17/13	\$ 124,888.56	\$ 124,888.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/24/13	\$ 118,284.44	\$ 89,882.12	\$ 28,402.32	\$ 2,252.30	\$ 11,332.53	\$ 616.33	\$ 9,565.90	\$ 4,635.26
08/31/13	\$ 117,826.36	\$ 58,913.18	\$ 58,913.18	\$ 4,871.81	\$ 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	\$ 8,958.66
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	\$ 7,275.82
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	\$ 16,644.20	\$ 8,065.12
01/25/14	\$ 85,441.80	\$ 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	\$ 19,024.98	\$ 1,034.69	\$ 16,059.16	\$ 7,781.64
02/08/14	\$ 90,869.04	\$ 45,434.52	\$ 45,434.52	\$ 3,602.96	\$ 18,128.37	\$ 985.93	\$ 15,302.35	\$ 7,414.91
02/15/14	\$ 82,152.16	\$ 41,076.08	\$ 41,076.08	\$ 3,257.33	\$ 16,389.36	\$ 891.35	\$ 13,834.42	\$ 6,703.82
02/22/14	\$ 123,047.96	\$ 61,523.98	\$ 61,523.98	\$ 4,878.85	\$ 24,548.07	\$ 1,335.07	\$ 20,721.28	\$ 10,040.71
03/01/14	\$ 115,489.56	\$ 57,744.78	\$ 57,744.78	\$ 4,579.16	\$ 23,040.17	\$ 1,253.06	\$ 19,448.44	\$ 9,423.95
Subtotal	\$ 3,812,647.48	\$ 2,362,356.48	\$ 1,450,292.00	\$ 115,008.14	\$ 578,666.54	\$ 31,471.33	\$ 488,458.33	\$ 236,687.66

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	02/08/2014	45,434.52
02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04	02/16/2013	64,243.52	02/15/2014	41,076.08
02/20/2010	76,946.12	02/19/2011	72,018.54	02/18/2012	77,455.88	02/23/2013	64,115.70	02/22/2014	61,523.98
02/27/2010	72,024.40	02/26/2011	75,544.02	02/25/2012	77,611.78	03/02/2013	62,602.74	03/01/2014	57,744.78
03/06/2010	76,936.85	03/05/2011	74,535.34	03/03/2012	75,963.86	03/09/2013	59,213.26		

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

TOTALS	4041141.56	4016541.01	4124906.8	3580645.18	2,362,355.48
--------	-------------------	-------------------	------------------	-------------------	---------------------

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	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62		
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62		
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23		
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38		
		June, 2012	129,235.38	June, 2013	104,803.37		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2012-2013	1530462.31	Total 2013-2014	607191

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	January, 2014	225,281.43
February, 2012	428,310.03	February, 2013	381,857.07		
March, 2012	455,536.38	March, 2013	447,100.86		
April, 2012	383,586.78	April, 2013	316,635.69		
May, 2012	413,715.39	May, 2013	329,242.14		
June, 2012	387,706.12	June, 2013	314,410.11		
<u>Total 2011-2012</u>	<u>4,808,702.50</u>	<u>Total 2012-2013</u>	<u>4,608,334.13</u>	<u>Total 2013-2014</u>	<u>1,821,573.00</u>

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

Week Ending Date	Week Ending March 8, 2014 FY14 March 14, 2014
To be Deposited on:	
Amount Played	58,157,128.68
Amount Won	52,143,431.41
Amount Promo	172,465.00
MWAP Contribution	<u>3,275.97</u>
Adjusted Gross Terminal Revenue	<u>5,837,956.30</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>233,518.24</u>
Net Terminal Revenue	<u>5,604,438.06</u>
Surcharge @ 10%	560,443.80
State Share Excess @ 58%	325,057.40
Track Share of Capital Reinvestment @ 42%	235,386.40
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	<i>225970.94</i>
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	<i>9415.46</i>
Adjusted Net Terminal Revenue	<u>5,043,994.26</u>
Racetrack @ 46.50% / 42%	2,118,477.59
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,068,037.65
Race Track Purses @ 7% / 14% / 8%	403,519.54
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	25,219.97
Greyhound Development @ .75%	37,829.96
Thoroughbred Development @ .75%	37,829.96
Racing Commission @ 1%	50,439.94
County/Municipality @ 2%	100,879.88
3% Funds:	
Tourism Promotion Fund @ 1.375%	69,354.92
Development Office Promotion Fund @ .375%	18,914.98
Research Challenge Fund @ .5%	25,219.97
Capitol Renovation and Improvement Fund @ .6875%	34,677.46
2004 Capitol Complex Parking Garage Fund @ .0625%	3,152.50
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>50,439.94</u>
	<u>5,043,994.26</u>

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

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
6 days ending: 07/06/13	\$ 123,196.88	\$ 123,196.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/13/13	\$ 128,060.40	\$ 128,060.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/20/13	\$ 115,128.84	\$ 115,128.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/27/13	\$ 123,049.56	\$ 123,049.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/03/13	\$ 116,180.80	\$ 116,180.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/10/13	\$ 120,078.64	\$ 120,078.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/17/13	\$ 124,888.56	\$ 124,888.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/24/13	\$ 118,284.44	\$ 89,882.12	\$ 28,402.32	\$ 2,252.30	\$ 11,332.53	\$ 616.33	\$ 9,565.90	\$ 4,635.26
08/31/13	\$ 117,826.36	\$ 58,913.18	\$ 58,913.18	\$ 4,671.81	\$ 23,506.36	\$ 1,278.42	\$ 19,841.96	\$ 9,614.63
09/07/13	\$ 135,517.48	\$ 67,758.74	\$ 67,758.74	\$ 5,373.27	\$ 27,035.74	\$ 1,470.36	\$ 22,821.14	\$ 11,058.23
09/14/13	\$ 106,748.44	\$ 53,374.22	\$ 53,374.22	\$ 4,232.58	\$ 21,296.31	\$ 1,158.22	\$ 17,976.44	\$ 8,710.67
09/21/13	\$ 108,555.88	\$ 54,277.94	\$ 54,277.94	\$ 4,304.24	\$ 21,656.90	\$ 1,177.83	\$ 18,280.81	\$ 8,858.16
09/28/13	\$ 109,763.00	\$ 54,881.50	\$ 54,881.50	\$ 4,352.10	\$ 21,897.72	\$ 1,190.93	\$ 18,484.09	\$ 8,956.66
10/05/13	\$ 111,901.48	\$ 55,950.74	\$ 55,950.74	\$ 4,436.89	\$ 22,324.35	\$ 1,214.13	\$ 18,844.21	\$ 9,131.16
10/12/13	\$ 111,675.84	\$ 55,837.92	\$ 55,837.92	\$ 4,427.95	\$ 22,279.33	\$ 1,211.68	\$ 18,806.21	\$ 9,112.75
10/19/13	\$ 122,654.40	\$ 61,327.20	\$ 61,327.20	\$ 4,863.25	\$ 24,469.55	\$ 1,330.80	\$ 20,655.00	\$ 10,008.60
10/26/13	\$ 105,708.12	\$ 52,854.06	\$ 52,854.06	\$ 4,191.33	\$ 21,088.77	\$ 1,146.93	\$ 17,801.25	\$ 8,625.78
11/02/13	\$ 115,087.08	\$ 57,543.54	\$ 57,543.54	\$ 4,563.20	\$ 22,959.87	\$ 1,248.70	\$ 19,380.66	\$ 9,391.11
11/09/13	\$ 109,333.52	\$ 54,666.76	\$ 54,666.76	\$ 4,335.07	\$ 21,812.04	\$ 1,186.27	\$ 18,411.76	\$ 8,921.62
11/16/13	\$ 112,991.92	\$ 56,495.96	\$ 56,495.96	\$ 4,480.13	\$ 22,541.89	\$ 1,225.96	\$ 19,027.84	\$ 9,220.14
11/23/13	\$ 97,257.24	\$ 48,628.62	\$ 48,628.62	\$ 3,856.25	\$ 19,402.82	\$ 1,055.24	\$ 16,378.12	\$ 7,936.19
11/30/13	\$ 119,291.32	\$ 59,845.66	\$ 59,845.66	\$ 4,729.90	\$ 23,796.62	\$ 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	\$ 16,644.20	\$ 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	\$ 7,781.84
02/08/14	\$ 90,869.04	\$ 45,434.52	\$ 45,434.52	\$ 3,602.98	\$ 18,128.37	\$ 985.93	\$ 15,302.35	\$ 7,414.91
02/15/14	\$ 82,152.16	\$ 41,076.08	\$ 41,076.08	\$ 3,257.33	\$ 16,389.36	\$ 891.35	\$ 13,834.42	\$ 6,703.82
02/22/14	\$ 123,047.96	\$ 61,523.98	\$ 61,523.98	\$ 4,878.85	\$ 24,548.07	\$ 1,335.07	\$ 20,721.28	\$ 10,040.71
03/01/14	\$ 115,489.56	\$ 57,744.78	\$ 57,744.78	\$ 4,579.18	\$ 23,040.17	\$ 1,253.06	\$ 19,448.44	\$ 9,423.95
03/08/14	\$ 100,879.88	\$ 50,439.94	\$ 50,439.94	\$ 3,999.89	\$ 20,125.53	\$ 1,094.55	\$ 16,988.17	\$ 8,231.80
Subtotal	\$ 3,913,527.36	\$ 2,412,795.42	\$ 1,500,731.94	\$ 119,008.03	\$ 598,792.07	\$ 32,565.88	\$ 505,446.50	\$ 244,919.48

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	02/08/2014	45,434.52
02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04	02/16/2013	64,243.52	02/15/2014	41,076.08
02/20/2010	76,946.12	02/19/2011	72,018.54	02/18/2012	77,455.88	02/23/2013	64,115.70	02/22/2014	61,523.98
02/27/2010	72,024.40	02/26/2011	75,544.02	02/25/2012	77,611.78	03/02/2013	62,602.74	03/01/2014	57,744.78
03/06/2010	76,936.85	03/05/2011	74,535.34	03/03/2012	75,963.86	03/09/2013	59,213.26	03/08/2014	50,439.94

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

TOTALS	4041141.56	4016541.01	4124906.8	3580645.18	2,412,795.42
---------------	-------------------	-------------------	------------------	-------------------	---------------------

Table Game Revenue

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
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	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62		
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62		
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23		
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38		
		June, 2012	129,235.38	June, 2013	104,803.37		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2012-2013	1530462.31	Total 2013-2014	607191

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	January, 2014	225,281.43
February, 2012	428,310.03	February, 2013	381,857.07		
March, 2012	455,536.38	March, 2013	447,100.86		
April, 2012	383,586.78	April, 2013	316,635.69		
May, 2012	413,715.39	May, 2013	329,242.14		
June, 2012	387,706.12	June, 2013	314,410.11		
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	1,821,573.00