

**AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, APRIL 3, 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

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- March 13, 2014 - FY15 Budget Community Forum
- March 20, 2014

APPROVAL OF PURCHASE ORDERS

- April 3, 2014

APPROVAL OF ACCOUNTS PAYABLE

- April 3, 2014

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Nikki Painter, Election Clerk, County Clerk's Office
- Request approval to hire an employee in the Elections Department -
Discussion/Action
2. 10:00 a.m. Doug Perks and Katie See
- Relocation of Martin Delaney highway marker to the 100 block of North
George Street - Discussion/Action
3. 10:15 a.m. Interviews and Appointments to the Jefferson County Public Service District -
Discussion/Action
4. 10:30 a.m. BREAK

5. 10:45 a.m. Interviews and Appointments to the Jefferson County Planning Commission for three 3-year terms ending March 31, 2017 - Discussion/Action
6. 11:00 a.m. Robin Kees, State Director, Telamon Corporation
- Informational Presentation on the Telamon Corporation - Discussion/Action
7. 11:15 a.m. Tom Reilly, IT Consultant and Debbie Keyser, County Administrator
- Website Presentation - Discussion/Action
- Discussion of IT Virtualization - Discussion/Action
- Replacement of Computers with XP - Discussion/Action
8. 12:00 p.m. Ronda Eddy, Day Report Center
- Approval of the Community Corrections Grant Application for FY15 - Discussion/Action

NEW BUSINESS

9. Fire Department Allocation, Distribution Methodology for 2014-2015 only - Discussion/Action (JT)
10. Ambulance Fee in reference to Apartment Buildings - Discussion/Action (JT)
11. Set Date and Time to Lay the Levy - Discussion/Action
12. Approval of Resolution to declare April 2014 as Fair Housing Month in Jefferson County, West Virginia - Discussion/Action
13. Jefferson County Health Department is requesting use of the County Commission Library Meeting Room on April 25, 2014 from 6 p.m. to 9 p.m. - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Director of Finance Summary - April 3, 2014
- Approval of Internal Budget Revision #9 - Discussion/Action
- Approval of Internal Budget Revision #10 - Discussion/Action
- Approval of State Budget Revision #26 - General County Fund - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

14. 12:30 p.m. BREAK FOR LUNCH

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

15. 1:30 p.m. Ginny Fite, President of the Arts and Humanities Alliance of Jefferson County  
- Presentation of the Annual Report for the Previous Fiscal Year -  
Discussion/Action

16. 1:45 p.m. Jennifer Brockman, Director of Planning and Zoning  
- New Lease Agreement for Copier for Department of Planning and Zoning -  
Discussion/Action  
- Approval to fill the vacant budgeted position of Project/Office Manager -  
Possible Executive Session §6-9A-4 - Discussion/Action

17. 2:00 p.m. Jennifer Myers, Jefferson County Parks and Recreation  
- Request waiver of all fees and bonding for the Veteran's Memorial Pavilion  
that is being constructed at Sam Michael's Park - Discussion/Action

18. ADJOURN

**CORRESPONDENCE/INFORMATION**

Jefferson County Commission Notice of Intent to Appoint to the Jefferson County Development Authority

Meeting Notice for the Jefferson County Engineering Department Impact Fees Recalculation and Fee Schedule Update Project

Letter from Sheriff Dougherty regarding Bank Securities/Bonding.

Letter from the West Virginia Department of Transportation regarding the Shepherdstown Bike Path Transportation Alternative and Recreational Trails Program.

Letter from the Loudoun County Planning Department regarding a Public Hearing to be held on the Mapping of Route 28 Optional Overlay Zoning Districts.

Letter from the Loudoun County Planning Department regarding a Public Hearing to be held on a Comprehensive Plan Amendment concerning the Greenway Transit Connector.

Letter from the State Auditor's Office regarding SB 1005.

Letter from the State Auditor's Office - Notice of Approval of the Levy Estimate (Budget).

**West Virginia's Enforcing the Underage Drinking Laws Grant Program Information.**

**WV Lottery Weekly Settlement for Charles Town - week ending March 22, 2014.**

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

**SPECIAL SESSION:**

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

At a Special Session of the County Commission of said County and State continued and held at County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on March 13, 2014 at 7 pm (An audio file of the March 13, 2014 meeting is available through the Jefferson County Commission Office.)

**PRESENT:** Dale Manuel, President  
Wait Pellish, Vice President  
Patsy Noland, Commissioner  
Jane Tabb, Commissioner  
Lyn Widmyer, Commissioner  
Debbie Keyser, County Administrator  
Jessica Carroll, Administrative Assistant

**RE: FY15 Budget – Community Forum**

Commissioner Pellish called the meeting to order at 7 pm and Ms. Tabb led the Pledge of Allegiance.

Mr. Pellish explained to the audience the procedure for the meeting, noting that those who wished to speak would be allotted two minutes. He urged those who wished to speak to provide suggestions as to how the County could restore funding levels for the organizations being cut. Mr. Pellish also gave a short time line to explain how the County found itself in its current financial situation.

Tim Stanton, Finance Director, gave a summary of the FY15 Budget Narrative, including the FY15 Revenue and Expenditures. Mr. Stanton explained the two main issues impacting the County's budget. First, the County has, in years past, relied heavily on gambling tax revenue; however, due to increased competition from Maryland and Pennsylvania casinos, gambling tax revenue has declined by approximately \$1.5 million dollars over the past year. Secondly, the County became dependent upon prior years' reserves to balance the budget for the upcoming year due to the State's unusual budget requirements. Mr. Stanton also explained to the audience the target based budgeting method used to determine the FY15 Budget. .

Public Comments were made by the following:

Vicki Eckert, resident and volunteer with the Jefferson County Youth Soccer League - spoke regarding the cuts to the Parks and Recreation budget and the affect the cuts would have on the Jefferson County Youth Soccer League.

Ginny Fite – President of AHA, spoke regarding AHA and how the proposed budget cuts would severely impact the amount of money AHA would be able to grant to artists within the community.

Curt Mason/Hali Taylor, Board member for the Libraries and Historic Landmarks Commission/Director of the Shepherdstown Library - spoke regarding the proposed 15% funding cuts for the county libraries and questioned how the second wealthiest county in the State could fail to provide for their citizens. Ms. Taylor also provided the Commission with hand written letters from middle school students concerned about the closure of the libraries.

Jeffrey Bayliss, Vice President for the Summit Point Babe Ruth little league, spoke regarding the proposed cuts to Parks and Recreation, stating Parks and Recreation can barely afford to provide items needed and cuts would further diminish the opportunity for young children to be involved in team sports.

Martin Burke, Chair of the Jefferson County Historic Landmarks Commission - spoke against the 50% cut to the Historic Landmarks Commission, stating the 50% reduction would leave barely enough money to cover the costs of their maintaining and insuring their properties and paying for their annual audit.

Emily Vaughn, resident – spoke against the proposed cuts to AHA and Parks and Recreation, stating she is a local artist who receives grants from AHA and teaches children’s art classes through the Parks and Recreation Summer Camp programs.

Tamra Trafford, paramedic in Jefferson County - spoke against the proposed cuts to the Jefferson County Emergency Services Agency, stating the Commissioners would be putting the taxpayers lives at risk with a reduction in response time.

Regina Foster, resident – spoke against the proposed cuts to AHA, stating the county needs artistic and cultural programs to attract small businesses to the area to eventually produce more revenue.

Ernie Moore, Jr., resident – spoke against the proposed cuts to AHA and Parks and Recreation, stating the programs supported by both groups help to keep young people off of the streets and out of trouble.

Art Wineburg – member the Shepherdstown Community Club, spoke against the proposed cuts to Parks and Recreation and specifically addressed how those cuts would impact the maintenance of Morgan Grove Park in Shepherdstown.

Gil Garcia, resident – spoke against the proposed cuts to AHA, stating that AHA is a wise investment as residents want and need cultural and artistic events to improve their quality of life.

Nancy Keither, resident – spoke against the proposed cuts to the libraries, reminding the Commission that a reduction of funding on the county level would also result in a reduction of funding on the state level.

Edmond Uzan, resident – spoke regarding the proposed cuts to the library and read a letter from Jeffrey Cox, stating the libraries are especially important resources for those who aren’t able to afford computers or internet access.

Jeff Plautz, treasurer for the Independent Fire Company - spoke regarding the proposed cuts to the Jefferson County Emergency Services Agency and expressed concerns over the disbursement of funds.

Linda Case, resident and Director of Craftworks at Cool Spring - spoke regarding the proposed cuts to AHA, stating the county needs to make an investment in the arts for the benefit of the citizens.

Katrina and Lillian Haskins – residents, spoke regarding the proposed cuts to the libraries, stating the libraries are vital to their everyday life as new Jefferson County residents.

Lillian Bauer , children’s librarian for the Shepherdstown Library - spoke regarding the proposed cuts to the libraries, providing the Commission with alarming statistics on children who struggle with reading during their formative years.

Alan Williams, President of the Jefferson County Emergency Services Agency Board – spoke regarding the proposed cuts to the Jefferson County Emergency Services Agency, urging the Commissioners to decrease the percentage of their reduction in order to maintain a fast response time for emergency situations.

Daniel Lutz, resident - spoke regarding the Public Utility Tax and stated that bigger businesses within the County should be taxed more heavily to provide an increase in revenue.

Mary Kellogg, resident – spoke regarding the county budgeting process and suggested the County consider taxing cigarettes and sugar sweetened beverages to increase revenue.

Ann Mountz, Vice President of Parks and Recreation, spoke regarding the proposed cuts to AHA and Parks and Recreation, stating people will not be interested in living and investing in Jefferson County if there are no programs or activities for their children.

Chuck Dunkerly, resident and former president of the Conservation Film Festival - spoke regarding the proposed cuts to AHA, stating many artists cannot afford to live or work within the county without the assistance of grants from AHA.

Rob Leeper, member of the Middleway Fire Company - spoke regarding the cuts to the Jefferson County Emergency Services Agency, stating he would rather see the County support emergency services and infrastructure since the libraries and arts programs have the ability to seek partnerships with places like APUS and Shepherd University.

Melissa Kowolski, resident, small business owner, and teacher for Parks and Recreation – spoke regarding the proposed cuts to Parks and Recreation, stating she is frustrated with the fact that smaller organizations seem to be punished and cut the most and proposed all departments and contingency agencies receive an across-the-board percentage cuts.

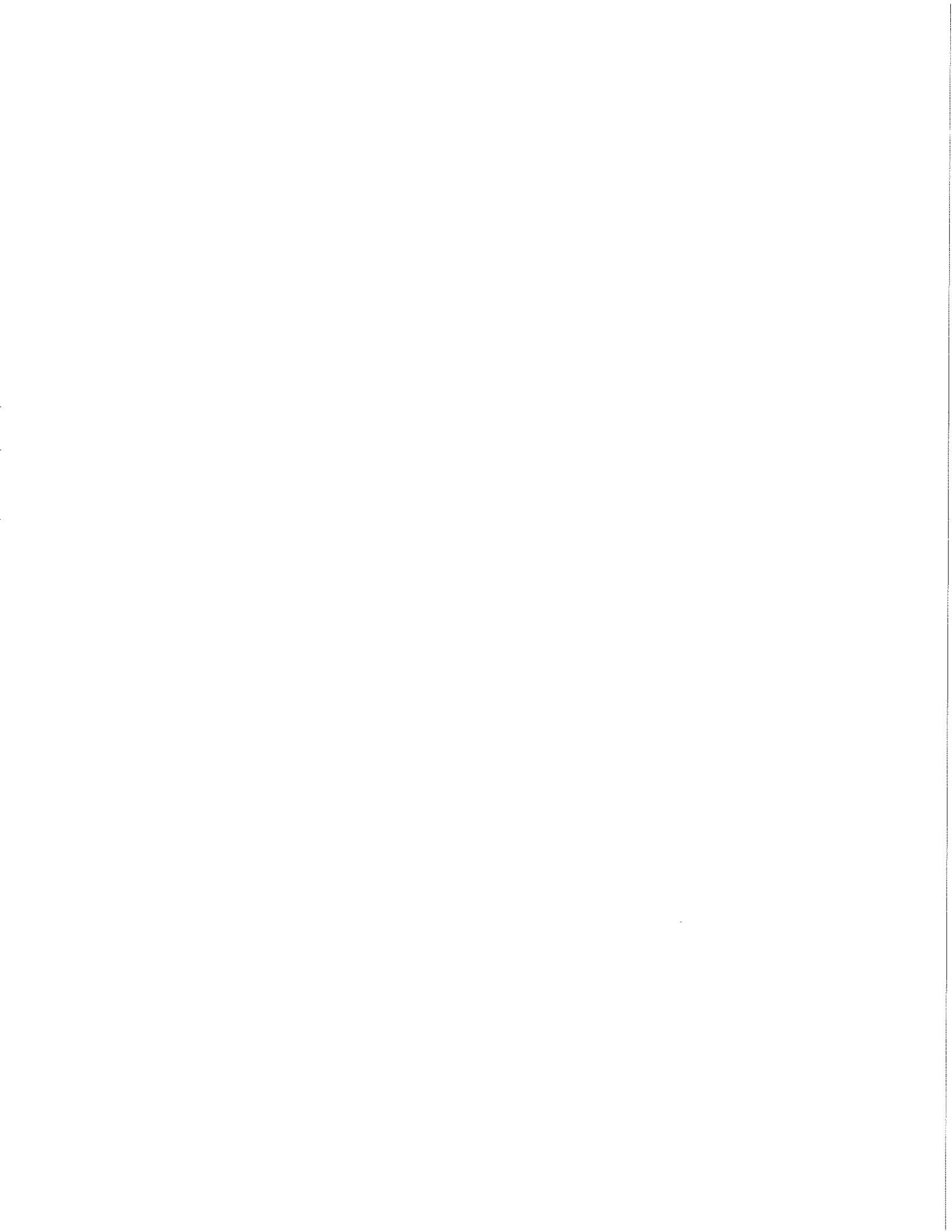
There being no further public comment, each of the Commissioners addressed the audience and thanked them for their attendance and participation, giving special consideration to all of the volunteers who work to support groups such as the libraries and AHA. The Commission also stated that though the budget work sessions have been difficult and laborious, their outlook for the future of Jefferson County remained bright.

There being no further business, Commissioner Pellish adjourned the Community Forum at 8:47 pm.

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WALT PELLISH, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Executive Administrative Assistant



## Minutes

### Jefferson County Commission

Thursday, March 20, 2014

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A meeting of the Jefferson County Commission was held on Thursday, March 20, 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 20, 2014 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Mr. Manuel to approve the Regular Meeting Minutes of March 6, 2014. Motion seconded and unanimously approved.**

#### APPROVAL OF PURCHASE ORDERS

**Motion by Ms. Tabb to approve Purchase Orders in the amount of \$88,032.43 to include Purchase Order Numbers 51931, 51932, 51933, 51936, 51938, 51940, 51941, 51943, 52296, 51465, 52428, 49841, 52292, 52017, 52018, 52293, 52294, 52295, 52351, 52356, 51961, 51962, 51963, 51964, and 51965. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT  | VENDOR                   | PONUM | POAMT     | NOAMT     | CHECK AMOUNT |
|--------|-------|--------------------------|-------|-----------|-----------|--------------|
| 071743 | 439   | AMERICAN PLANNING ASSOC  | 50347 | \$ 256.00 | \$ -      | \$ 256.00    |
| 071743 | 451   | AMERICAN PLANNING ASSOC  | 50347 | \$ 256.00 | \$ -      | \$ 256.00    |
| 071744 | 440   | ASSOC ST.FLOODPLAIN MNGR | 50250 | \$ 240.00 | \$ -      | \$ 240.00    |
| 071745 | ALLOC | AHA/ART&HUMANITIES ALLNC |       | \$ -      | \$ 753.11 | \$ 753.11    |
| 071746 | 716   | ALPHA TECH PET           | 51935 | \$ 141.13 | \$ -      | \$ 141.13    |

|        |         |                          |       |           |              |              |
|--------|---------|--------------------------|-------|-----------|--------------|--------------|
| 071747 | 425     | B-K OFFICE SUPPLY INC    | 52288 | \$ 358.00 | \$ -         | \$ 358.00    |
| 071748 | PAYROLL | BUREAU F/CHILD SUPPORT   |       | \$ -      | \$ 49.85     | \$ 49.85     |
| 071749 | PAYROLL | BUREAU FOR CHILD SUPPORT |       | \$ -      | \$ 28.85     | \$ 28.85     |
| 071750 | PAYROLL | BUREAU F/CHILD SPprt ENF |       | \$ -      | \$ 212.31    | \$ 212.31    |
| 071751 | 716     | BLUE RIDGE VETERINARY    | 51934 | \$ 100.00 | \$ -         | \$ 100.00    |
| 071751 | 716     | BLUE RIDGE VETERINARY    | 51937 | \$ 94.94  | \$ -         | \$ 94.94     |
| 071752 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -      | \$ 461.54    | \$ 461.54    |
| 071753 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -      | \$ 119.54    | \$ 119.54    |
| 071754 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -      | \$ 530.77    | \$ 530.77    |
| 071755 | 413     | CASTO & HARRIS INC       | 52311 | \$ 225.00 | \$ -         | \$ 225.00    |
| 071756 | 424     | CHARLES TOWN UTILITIES   |       | \$ -      | \$ 166.42    | \$ 166.42    |
| 071756 | 425     | CHARLES TOWN UTILITIES   |       | \$ -      | \$ 888.49    | \$ 888.49    |
| 071757 | 402     | CLERK OF CO. COMMISSION  | 51827 | \$ 55.98  | \$ -         | \$ 55.98     |
| 071758 | PAYROLL | CHILD SUPPORT ENFORCE AG |       | \$ -      | \$ 27.69     | \$ 27.69     |
| 071759 | 425     | COVENANT BUILDING MAINT  |       | \$ -      | \$ 11,827.43 | \$ 11,827.43 |
| 071760 | PAYROLL | DIVERSIFIED COLLECTION   |       | \$ -      | \$ 154.83    | \$ 154.83    |
| 071761 | 717     | FISHER AUTO PARTS        |       | \$ -      | \$ 316.32    | \$ 316.32    |
| 071762 | 425     | GRAINGER, INC            | 52349 | \$ 5.28   | \$ -         | \$ 5.28      |
| 071763 | 402     | SALLY GRAN               |       | \$ -      | \$ 15.00     | \$ 15.00     |
| 071764 | 424     | GRIFFITH ENERGY SERVICE  |       | \$ -      | \$ 3,162.10  | \$ 3,162.10  |
| 071764 | 425     | GRIFFITH ENERGY SERVICE  |       | \$ -      | \$ 4,876.24  | \$ 4,876.24  |
| 071765 | PAYROLL | ING NATIONAL TRUST       |       | \$ -      | \$ 2,960.00  | \$ 2,960.00  |
| 071766 | ALLOC   | JEFFERSON COUNTY HISTORI |       | \$ -      | \$ 753.11    | \$ 753.11    |
| 071767 | 404     | JEFFERSON PUBLISH CO INC | 52126 | \$ 141.75 | \$ -         | \$ 141.75    |
| 071768 | ALLOC   | JEFFERSON COUNTY SOLID   |       | \$ -      | \$ 14,058.05 | \$ 14,058.05 |
| 071769 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -      | \$ 5,328.00  | \$ 5,328.00  |
| 071769 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -      | \$ 40.00     | \$ 40.00     |
| 071770 | 405     | RALPH A LORENZETTI JR    |       | \$ -      | \$ 488.32    | \$ 488.32    |
| 071771 | 712     | PRIORITY DISPATCH        | 51687 | \$ 429.00 | \$ -         | \$ 429.00    |
| 071772 | 717     | MILLER'S CHRYSLER JEEP   | 52297 | \$ 71.24  | \$ -         | \$ 71.24     |
| 071772 | 717     | MILLER'S CHRYSLER JEEP   | 52350 | \$ 71.24  | \$ -         | \$ 71.24     |
| 071773 | PAYROLL | HELEN M. MORRIS, TRUSTEE |       | \$ -      | \$ 150.00    | \$ 150.00    |
| 071774 | 406     | N.A.D.A. APPRAISAL GUIDE | 52301 | \$ 180.00 | \$ -         | \$ 180.00    |
| 071775 | 424     | NEOPOST MIDATLANTIC      | 52287 | \$ 75.68  | \$ -         | \$ 75.68     |
| 071776 | PAYROLL | NATIONWIDE RETIREMENT    |       | \$ -      | \$ 749.00    | \$ 749.00    |
| 071777 | 712     | NAEMD/IAEMD              | 51685 | \$ 250.00 | \$ -         | \$ 250.00    |
| 071778 | ALLOC   | JEFF CO PARKS &          |       | \$ -      | \$ 7,907.68  | \$ 7,907.68  |
| 071779 | 406     | PIFER OFFICE SUPPLY, INC | 52299 | \$ 114.10 | \$ -         | \$ 114.10    |
| 071780 | 401     | POTOMAC EDISON/OH        |       | \$ -      | \$ 264.65    | \$ 264.65    |
| 071780 | 424     | POTOMAC EDISON/OH        |       | \$ -      | \$ 2,073.54  | \$ 2,073.54  |

|        |         |                          |       |              |               |               |
|--------|---------|--------------------------|-------|--------------|---------------|---------------|
| 071780 | 425     | POTOMAC EDISON/OH        |       | \$ -         | \$ 3,080.80   | \$ 3,080.80   |
| 071780 | 425     | POTOMAC EDISON/OH        |       | \$ -         | \$ 19,256.88  | \$ 19,256.88  |
| 071781 | 405     | TRACY P. RICE, RPR       | 51842 | \$ 188.65    | \$ -          | \$ 188.65     |
| 071782 | 403     | RECORD MANAGEMENT SOLUTN | 51438 | \$ 30.00     | \$ -          | \$ 30.00      |
| 071783 | 404     | SHERIFF OF JEFFERSON CO  | 52127 | \$ 69.25     | \$ -          | \$ 69.25      |
| 071784 | 403     | SOFTWARE SYSTEMS, INC    | 51439 | \$ 394.88    | \$ -          | \$ 394.88     |
| 071784 | 424     | SOFTWARE SYSTEMS, INC    | 51439 | \$ 450.00    | \$ -          | \$ 450.00     |
| 071785 | 405     | SPECIALTY BUS SUPPLIES   | 51639 | \$ 1,119.25  | \$ -          | \$ 1,119.25   |
| 071786 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 25.98      | \$ 25.98      |
| 071786 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 111.10     | \$ 111.10     |
| 071786 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 45,169.72  | \$ 45,169.72  |
| 071786 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 10,563.88  | \$ 10,563.88  |
| 071786 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 43,995.48  | \$ 43,995.48  |
| 071786 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 128.97     | \$ 128.97     |
| 071787 | 711     | SOFTWARE COMPUTER GROUP  | 50010 | \$ 150.00    | \$ -          | \$ 150.00     |
| 071788 | 440     | SHERIFF OF JEFFERSON CO  | 50251 | \$ 83.44     | \$ -          | \$ 83.44      |
| 071789 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 12,209.05  | \$ 12,209.05  |
| 071790 | 717     | THOMASSEN AUTO GROUP     | 52348 | \$ 13.13     | \$ -          | \$ 13.13      |
| 071791 | 425     | CAPITAL TRISTATE         |       | \$ -         | \$ 77.82      | \$ 77.82      |
| 071792 | 401     | TISCHLERBISE, INC.       | 50249 | \$ 7,800.00  | \$ -          | \$ 7,800.00   |
| 071793 | 425     | THOMPSON GAS             |       | \$ -         | \$ 393.72     | \$ 393.72     |
| 071794 | ALLOC   | JEFFERSON CO CONVENTION  |       | \$ -         | \$ 9,413.91   | \$ 9,413.91   |
| 071795 | 424     | VERIZON BUSINESS/TX      |       | \$ -         | \$ 1,138.90   | \$ 1,138.90   |
| 071796 | 717     | NAPA AUTO PARTS          |       | \$ -         | \$ 164.12     | \$ 164.12     |
| 071797 | 425     | WM OF WEST VIRGINIA, INC |       | \$ -         | \$ 672.01     | \$ 672.01     |
| 071798 | 412     | WPS, INC                 | 50012 | \$ 550.80    | \$ -          | \$ 550.80     |
| 071799 | 413     | REVA MICKEY              |       | \$ -         | \$ 50.00      | \$ 50.00      |
| 071800 | 413     | GARY DUNGAN              |       | \$ -         | \$ 50.00      | \$ 50.00      |
|        |         |                          |       |              |               |               |
|        |         |                          |       |              |               | \$ 218,779.92 |
|        |         |                          |       | \$ 13,914.74 | \$ 204,865.18 | \$ 218,779.92 |

**Motion by Mr. Manuel to approve the Accounts Payable for March 13, 2014 in the amount of \$218,779.92. Motion seconded and unanimously approved.**

| CHKNO  | DEPT | VENDOR               | PONUM | POAMT | NOAMT       | CHECK AMOUNT |
|--------|------|----------------------|-------|-------|-------------|--------------|
| 071802 | 428  | ACCURATE SYSTEMS INC |       | \$ -  | \$ 6,000.00 | \$ 6,000.00  |
| 071803 | 412  | COMCAST              |       | \$ -  | \$ 80.50    | \$ 80.50     |
| 071803 | 425  | COMCAST              |       | \$ -  | \$ 447.06   | \$ 447.06    |
| 071804 | 424  | AT&T/IL              |       | \$ -  | \$ 0.32     | \$ 0.32      |

|        |     |                          |       |             |              |              |
|--------|-----|--------------------------|-------|-------------|--------------|--------------|
| 071805 | 700 | AUTOZONE                 |       | \$ -        | \$ 13.49     | \$ 13.49     |
| 071805 | 717 | AUTOZONE                 |       | \$ -        | \$ 426.16    | \$ 426.16    |
| 071806 | 700 | MATTHEW ARMEL            |       | \$ -        | \$ 1,334.00  | \$ 1,334.00  |
| 071807 | 425 | B-K OFFICE SUPPLY INC    | 52352 | \$ 73.91    | \$ -         | \$ 73.91     |
| 071808 | 424 | BOLAND SERVICES          | 51763 | \$ 270.00   | \$ -         | \$ 270.00    |
| 071808 | 425 | BOLAND SERVICES          | 51764 | \$ 991.01   | \$ -         | \$ 991.01    |
| 071809 | 716 | BOUNDTREE MEDICAL        | 51552 | \$ 151.96   | \$ -         | \$ 151.96    |
| 071810 | 402 | COTT SYSTEMS             | 52313 | \$ 120.00   | \$ -         | \$ 120.00    |
| 071811 | 433 | DELL MARKETING LP        | 51378 | \$ 2,797.96 | \$ -         | \$ 2,797.96  |
| 071812 | 425 | DEHAVEN BERKELEY SPRINGS |       | \$ -        | \$ 44.00     | \$ 44.00     |
| 071813 | 424 | J.C.EHRLICH              |       | \$ -        | \$ 34.00     | \$ 34.00     |
| 071813 | 425 | J.C.EHRLICH              |       | \$ -        | \$ 534.89    | \$ 534.89    |
| 071814 | 425 | FIDELITY ENGINEERING     | 52167 | \$ 841.00   | \$ -         | \$ 841.00    |
| 071815 | 717 | FLEETPRIDE               | 52355 | \$ 53.00    | \$ -         | \$ 53.00     |
| 071816 | 717 | GUY'S BUICK-GMC TRUCK IN | 52354 | \$ 200.00   | \$ -         | \$ 200.00    |
| 071817 | 717 | GUTTMAN OIL CO           |       | \$ -        | \$ 16,358.29 | \$ 16,358.29 |
| 071818 | 716 | HILLSIDE VETERINARY HOSP | 51942 | \$ 179.92   | \$ -         | \$ 179.92    |
| 071819 | 425 | OX PAPERBOARD CO         |       | \$ -        | \$ 35.00     | \$ 35.00     |
| 071820 | 700 | CHARLES HESS             |       | \$ -        | \$ 60.00     | \$ 60.00     |
| 071821 | 401 | RICOH USA, INC           |       | \$ -        | \$ 29.06     | \$ 29.06     |
| 071821 | 403 | RICOH USA, INC           |       | \$ -        | \$ 58.14     | \$ 58.14     |
| 071821 | 404 | RICOH USA, INC           |       | \$ -        | \$ 29.07     | \$ 29.07     |
| 071821 | 405 | RICOH USA, INC           |       | \$ -        | \$ 87.21     | \$ 87.21     |
| 071821 | 406 | RICOH USA, INC           |       | \$ -        | \$ 29.07     | \$ 29.07     |
| 071821 | 425 | RICOH USA, INC           |       | \$ -        | \$ 29.07     | \$ 29.07     |
| 071821 | 433 | RICOH USA, INC           |       | \$ -        | \$ 29.07     | \$ 29.07     |
| 071821 | 440 | RICOH USA, INC           |       | \$ -        | \$ 29.07     | \$ 29.07     |
| 071821 | 700 | RICOH USA, INC           |       | \$ -        | \$ 58.14     | \$ 58.14     |
| 071821 | 712 | RICOH USA, INC           |       | \$ -        | \$ 29.07     | \$ 29.07     |
| 071822 | 425 | JEFF CO PUBLIC SER DEPT  |       | \$ -        | \$ 184.96    | \$ 184.96    |
| 071823 | 700 | JEFFERSON PUBLISH CO INC | 51960 | \$ 141.28   | \$ -         | \$ 141.28    |
| 071824 | 425 | JEFFERSON UTILITIES INC  |       | \$ -        | \$ 559.76    | \$ 559.76    |
| 071825 | 717 | J & K PRECISION AUTO CAR | 52353 | \$ 72.15    | \$ -         | \$ 72.15     |
| 071826 | 712 | LANGUAGE LINE SERVICES   |       | \$ -        | \$ 539.23    | \$ 539.23    |
| 071827 | 405 | LYNDSEY W. MATSCHAT      |       | \$ -        | \$ 204.00    | \$ 204.00    |
| 071828 | 402 | PIFER OFFICE SUPPLY, INC | 52312 | \$ 186.50   | \$ -         | \$ 186.50    |
| 071829 | 401 | RICOH USA, INC./GA       |       | \$ -        | \$ 252.73    | \$ 252.73    |
| 071829 | 403 | RICOH USA, INC./GA       |       | \$ -        | \$ 287.58    | \$ 287.58    |
| 071829 | 404 | RICOH USA, INC./GA       |       | \$ -        | \$ 123.90    | \$ 123.90    |
| 071829 | 405 | RICOH USA, INC./GA       |       | \$ -        | \$ 423.90    | \$ 423.90    |

|        |       |                         |       |             |              |              |
|--------|-------|-------------------------|-------|-------------|--------------|--------------|
| 071829 | 406   | RICOH USA, INC./GA      |       | \$ -        | \$ 123.90    | \$ 123.90    |
| 071829 | 425   | RICOH USA, INC./GA      |       | \$ -        | \$ 48.10     | \$ 48.10     |
| 071829 | 433   | RICOH USA, INC./GA      |       | \$ -        | \$ 197.41    | \$ 197.41    |
| 071829 | 440   | RICOH USA, INC./GA      |       | \$ -        | \$ 197.41    | \$ 197.41    |
| 071829 | 700   | RICOH USA, INC./GA      |       | \$ -        | \$ 295.90    | \$ 295.90    |
| 071829 | 712   | RICOH USA, INC./GA      |       | \$ -        | \$ 267.08    | \$ 267.08    |
| 071830 | 700   | ROBERT RJASKO           |       | \$ -        | \$ 60.00     | \$ 60.00     |
| 071831 | 403   | SOFTWARE SYSTEMS, INC   | 51466 | \$ 239.00   | \$ -         | \$ 239.00    |
| 071831 | 401   | SOFTWARE SYSTEMS, INC   |       | \$ -        | \$ 292.00    | \$ 292.00    |
| 071831 | 402   | SOFTWARE SYSTEMS, INC   |       | \$ -        | \$ 27.00     | \$ 27.00     |
| 071831 | 404   | SOFTWARE SYSTEMS, INC   |       | \$ -        | \$ 957.50    | \$ 957.50    |
| 071831 | 406   | SOFTWARE SYSTEMS, INC   |       | \$ -        | \$ 52.00     | \$ 52.00     |
| 071832 | 425   | SHERWIN-WILLIAMS        |       | \$ -        | \$ 303.32    | \$ 303.32    |
| 071833 | 425   | SHENANDOAH VALLEY WATER |       | \$ -        | \$ 511.10    | \$ 511.10    |
| 071834 | 425   | THOMPSON GAS            |       | \$ -        | \$ 228.37    | \$ 228.37    |
| 071836 | 428   | UNITED BANKCARD CENTER  | 52221 | \$ 472.36   | \$ -         | \$ 472.36    |
| 071836 | GRANT | UNITED BANKCARD CENTER  | 52011 | \$ 149.99   | \$ -         | \$ 149.99    |
| 071836 | GRANT | UNITED BANKCARD CENTER  | 52011 | \$ 649.99   | \$ -         | \$ 649.99    |
| 071836 | GRANT | UNITED BANKCARD CENTER  | 52012 | \$ 103.51   | \$ -         | \$ 103.51    |
| 071836 | GRANT | UNITED BANKCARD CENTER  | 52012 | \$ 556.49   | \$ -         | \$ 556.49    |
| 071836 | GRANT | UNITED BANKCARD CENTER  | 52013 | \$ 41.77    | \$ -         | \$ 41.77     |
| 071836 | GRANT | UNITED BANKCARD CENTER  | 52013 | \$ 1,184.68 | \$ -         | \$ 1,184.68  |
| 071836 | GRANT | UNITED BANKCARD CENTER  | 52014 | \$ 279.93   | \$ -         | \$ 279.93    |
| 071836 | 711   | UNITED BANKCARD CENTER  | 50003 | \$ 5,261.32 | \$ -         | \$ 5,261.32  |
| 071836 | 401   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 49.00     | \$ 49.00     |
| 071836 | 401   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 199.00    | \$ 199.00    |
| 071836 | 401   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 396.54    | \$ 396.54    |
| 071836 | 402   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 34.95     | \$ 34.95     |
| 071836 | 403   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 581.92    | \$ 581.92    |
| 071836 | 403   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 222.71    | \$ 222.71    |
| 071836 | 405   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 80.00     | \$ 80.00     |
| 071836 | 405   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 1,020.00  | \$ 1,020.00  |
| 071836 | 405   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 594.41    | \$ 594.41    |
| 071836 | 412   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 38.61     | \$ 38.61     |
| 071836 | 415   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 1.54      | \$ 1.54      |
| 071836 | 424   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 49.00     | \$ 49.00     |
| 071836 | 424   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 20,140.91 | \$ 20,140.91 |
| 071836 | 424   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 9.30      | \$ 9.30      |
| 071836 | 424   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 110.08    | \$ 110.08    |
| 071836 | 425   | UNITED BANKCARD CENTER  |       | \$ -        | \$ 52.79     | \$ 52.79     |

|              |     |                        |       |                     |                     |                     |
|--------------|-----|------------------------|-------|---------------------|---------------------|---------------------|
| 071836       | 425 | UNITED BANKCARD CENTER |       | \$ -                | \$ 307.44           | \$ 307.44           |
| 071836       | 425 | UNITED BANKCARD CENTER |       | \$ -                | \$ 110.99           | \$ 110.99           |
| 071836       | 425 | UNITED BANKCARD CENTER |       | \$ -                | \$ 110.36           | \$ 110.36           |
| 071836       | 425 | UNITED BANKCARD CENTER |       | \$ -                | \$ 264.83           | \$ 264.83           |
| 071836       | 425 | UNITED BANKCARD CENTER |       | \$ -                | \$ 78.90            | \$ 78.90            |
| 071836       | 433 | UNITED BANKCARD CENTER |       | \$ -                | \$ 202.54           | \$ 202.54           |
| 071836       | 439 | UNITED BANKCARD CENTER |       | \$ -                | \$ 25.00            | \$ 25.00            |
| 071836       | 439 | UNITED BANKCARD CENTER |       | \$ -                | \$ 25.31            | \$ 25.31            |
| 071836       | 440 | UNITED BANKCARD CENTER |       | \$ -                | \$ 92.00            | \$ 92.00            |
| 071836       | 440 | UNITED BANKCARD CENTER |       | \$ -                | \$ 663.52           | \$ 663.52           |
| 071836       | 443 | UNITED BANKCARD CENTER |       | \$ -                | \$ 67.59            | \$ 67.59            |
| 071836       | 700 | UNITED BANKCARD CENTER |       | \$ -                | \$ 1,696.48         | \$ 1,696.48         |
| 071836       | 700 | UNITED BANKCARD CENTER |       | \$ -                | \$ 51.10            | \$ 51.10            |
| 071836       | 700 | UNITED BANKCARD CENTER |       | \$ -                | \$ 834.91           | \$ 834.91           |
| 071836       | 700 | UNITED BANKCARD CENTER |       | \$ -                | \$ 345.00           | \$ 345.00           |
| 071836       | 700 | UNITED BANKCARD CENTER |       | \$ -                | \$ 87.34            | \$ 87.34            |
| 071836       | 700 | UNITED BANKCARD CENTER |       | \$ -                | \$ 199.00           | \$ 199.00           |
| 071836       | 700 | UNITED BANKCARD CENTER |       | \$ -                | \$ 600.00           | \$ 600.00           |
| 071836       | 711 | UNITED BANKCARD CENTER |       | \$ -                | \$ 284.27           | \$ 284.27           |
| 071836       | 711 | UNITED BANKCARD CENTER |       | \$ -                | \$ 48.69            | \$ 48.69            |
| 071836       | 712 | UNITED BANKCARD CENTER |       | \$ -                | \$ 148.67           | \$ 148.67           |
| 071836       | 712 | UNITED BANKCARD CENTER |       | \$ -                | \$ 2,275.64         | \$ 2,275.64         |
| 071836       | 716 | UNITED BANKCARD CENTER |       | \$ -                | \$ 125.00           | \$ 125.00           |
| 071836       | 716 | UNITED BANKCARD CENTER |       | \$ -                | \$ 125.00           | \$ 125.00           |
| 071836       | 716 | UNITED BANKCARD CENTER |       | \$ -                | \$ 404.94           | \$ 404.94           |
| 071836       | 716 | UNITED BANKCARD CENTER |       | \$ -                | \$ 40.99            | \$ 40.99            |
| 071836       | 716 | UNITED BANKCARD CENTER |       | \$ -                | \$ 125.00           | \$ 125.00           |
| 071836       | 717 | UNITED BANKCARD CENTER |       | \$ -                | \$ 50.00            | \$ 50.00            |
| 071837       | 405 | THOMSON REUTER - WEST  | 51638 | \$ 2,281.45         | \$ -                | \$ 2,281.45         |
| 071838       | 413 | REVA MICKEY            |       | \$ -                | \$ 50.00            | \$ 50.00            |
| 071839       | 413 | GARY DUNGAN            |       | \$ -                | \$ 50.00            | \$ 50.00            |
|              |     |                        |       |                     |                     |                     |
| <b>TOTAL</b> |     |                        |       |                     |                     | <b>\$ 82,282.28</b> |
| <b>TOTAL</b> |     |                        |       | <b>\$ 17,299.18</b> | <b>\$ 64,983.10</b> | <b>\$ 82,282.28</b> |

**Motion by Ms. Tabb to approve the Accounts Payable for March 20, 2014 in the amount of \$82,282.28. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Walt Pellish, Commissioner – provided the public with an update regarding his health status, stating he had a very positive report from his oncologist.

Paul Rosa, resident – spoke regarding the follow-up steps which need to be taken since the Commission voted to reconstitute the Jefferson County Emergency Services Board. Mr. Rosa also commented on the need for regular ethics and Robert’s Rules of Order training for the various boards, commissions, and committees.

David Tabb, resident – provided the Commission with an update on his opinions regarding the Commission and their responsibilities.

### **PRESENTATIONS**

1. John Reisenweber, Director of the Jefferson County Economic Development Authority – requested the approval of the Resolution of Participation and Cooperation for the Local Economic Development Grant Program.
  - **Motion by Mr. Manuel to approve the Resolution of Participation and Cooperation for the Local Economic Development Grant Program. Motion seconded and unanimously approved.**
2. Nikki Painter, County Clerk’s Office – Elections Department – requested the approval of poll workers for the May 13, 2014 Primary Election.
  - **Motion by Ms. Widmyer to approve the poll workers for the May 13, 2014 Primary Election. Motion seconded and unanimously approved.**
3. Interviews and Appointment to the Jefferson County Historic Landmarks Commission for one (1) three-year term ending March 6, 2017.
  - **Motion by Ms. Widmyer to appoint Sara Lambert to the Historic Landmarks Commission for one (1) three year term ending March 6, 2017. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:20  
The Commission reconvened at 10:35.
5. Tom Reilly, IT Consultant – provided the Commission with an update of the technological improvements that have occurred in the last month on the Downtown and Bardane campuses over the past month and discussed future projects.
6. Barb Miller, Jefferson County Homeland Security and Emergency Management Director and Lawrence “Jeff” Jefferies, WVU Healthcare-Jefferson Medical Center – requested the approval of the State Homeland Security Grant Proposal in the amount of \$53,000.

- **Motion by Ms. Tabb to approve the State Homeland Security Grant Proposal in the amount of \$53,000 as presented. Motion seconded and unanimously approved.**
7. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fee Specialist
- A. Presented the Commission with the Calendar Year 2013 Annual Report for the Office of Impact Fees and requested a discussion of the annual inflationary adjustments to the impact fees.
- **Motion by Mr. Manuel to approve the 2013 Annual Report for the Office of Impact Fees as presented. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to stay the annual inflationary adjustments to the impact fee. Motion seconded and unanimously approved.**
- B. Presented the Commission with the FY15 Capital Improvement Plan for the Office of Impact Fees.
- **Motion by Mr. Manuel to approve the FY15 Capital Improvement Plan for the Office of Impact Fees as presented. Motion seconded and unanimously approved.**
8. Jennifer Brockman, Director of Planning and Zoning – requested the 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.
- **Motion by Mr. Manuel to approve the request 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. Motion seconded and unanimously approved.**
9. Bill Polk, Director of Maintenance – requested approval of the FY14 Court Security Fund Grant Application.
- **Motion by Ms. Noland to approve the FY14 Court Security Grant Fund Application as presented. Motion seconded and unanimously approved.**
10. City of Charles Town/Economic Development Authority Board – requested the Commission appoint Ann Paonessa to the Development Authority Board to fill the

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.

- **Motion by Mr. Manuel to appoint Ann Paonessa to 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. Motion seconded and unanimously approved.**

11. Talitha Davis, resident – requested the use of the Jefferson County Commission Meeting Room on Thursday, May 1, 2014.

- **Motion by Mr. Manuel to deny Ms. Davis' request to use the Jefferson County Commission Meeting Room as her request does not comply with the Jefferson County Commission Meeting Room Use Policy. Motion seconded and unanimously approved.**

12. Debbie Keyser, County Administrator – requested the approval of the Job Description for the Fee Collector position.

- **Motion by Mr. Manuel to approve the Job Description of Fee Collector as amended by expanding the job description to include back up support to the Commission Office staff. Motion seconded and unanimously approved.**

13. Legislative Updates

- Senate Bill 307 – Authorizes community corrections and pre-trial release programs.
- Municipal Firearms Bill – citizens with a concealed weapon permit may be allowed to carry concealed firearms on property where children are present (schools, parks, etc.)
- Removal of Hand Canvassing – will be electronically operated henceforth.
- Salary Increase for teachers and service personnel.
- Future Fund – severance taxes placed into a guarded fund for a predetermined amount of time, to be spent on education, infrastructure, etc.
- Confidentiality/Protection for Grand Juror Information.
- Pregnant Women Fairness Act.
- Salary Increase for State Police and Lab Technicians.
- Raise Minimum Wage over a period of two years.
- Salary Bill – 12% raise for all elected officials.

## **COUNTY ADMINISTRATOR REPORTS**

- Impact Fee Meeting & Potomac Edison Headquarters Tour – Ms. Keyser reminded the Commission of an upcoming Impact Fee Recalculation meeting scheduled for Friday, April 11<sup>th</sup> at 10:30 am but stated the Impact Fee Meeting conflicted with an invitation to view the Potomac Edison Headquarters in Williamsport, Maryland. It was the consensus of the Commission to attend the Impact Fee Recalculation meeting.
- Rescheduling of ZTA 12-01 – Ms. Keyser asked the Commission if they would like to reschedule the review of Ms. Brockman’s Zoning Ordinance Text Amendment to establish addition commercial and industrial zoning district categories, as budget deliberations had delayed further action on this item. It was the consensus of the Commission to meet on Thursday, March 27 to readdress this item.
- Broker of Record RFP Update – Ms. Keyser stated the RFP for the Broker of Record had been advertised and is currently posted on the County Commission website. She stated the RFPs were due in April, at which time she would present them to the Commission.

14. The Commission recessed for lunch at 12:05 pm.  
The Commission reconvened at 1:30 pm.

15. Peter Fricke, Middleway Conservancy and Lucas Elser, Northern WV Brownfield Assistance Center – provided the Commission with a briefing on the Brownfield, Abandoned and Dilapidated (BAD) Buildings Program Grant and the role the County Commission and County Agencies are expected to play in support of the grant.

16. Stephen Groh, Assistant Prosecuting Attorney – spoke with the Commission regarding the Jefferson County Emergency Services Agency Ambulance Fee Ordinance and the restructuring of the Jefferson County Emergency Services Board.

- **Motion by Ms. Tabb to enter into Executive Session citing §6-9A-4 (A). Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

○ Interviews and Appointments to the Jefferson County Service District

- **Motion by Ms. Widmyer to appoint Todd Milliron to the Jefferson County Public Service District for one unexpired term ending December 1, 2019. Motion dies for lack of a second.**

- It was the consensus of the Commission to table this decision until March 27, 2014. The Commission also requested Mr. Milliron have his name added to his Public Service District bill in order to confirm he's a qualified rate paying customer of the PSD.

17. Tim Stanton, Finance Director – requested the approval of the Fiscal Year 2015 Budget.

- Mr. Stanton began his presentation with Budget Revision #25 by making an adjustment to the Fund Balance for FY14 which will be disbursed into the Contingency line item.

- **Motion by Ms. Noland to approve Budget Revision #25 as presented by Mr. Stanton. Motion seconded and unanimously approved.**

- Mr. Stanton stated after he adjusted the budget for the eliminated HRA accounts, the County was left with a \$90,020 favorable budget variance. Mr. Stanton reminded the Commission of the potential risks they needed to take into consideration before allocating the surplus. These risks include the reduction of money budgeted for the regional jail bill, the reduction of money budgeted for phone costs, and the State's approval of a 12% salary increase for all elected officials. Mr. Stanton also reminded the Commission of the administrative position at the 911 Communications Center which was eliminated for FY15, the elimination of cell phone contracts under the Communications budget for FY15, and the 50% reduction of the Historic Landmarks Commission budget for FY15, which barely provides enough funding for the Historic Landmarks Commission to remain operational.

- **Motion by Mr. Manuel to reduce the Libraries budget by 10% as opposed to the originally agreed upon 15%. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to increase the Historic Landmarks Committee budget by \$5,000. Motion seconded and passes on a vote of 4-1 with Ms. Tabb opposing.**
- **Motion by Ms. Widmyer to fund package #1 in the amount of \$20,000 for the IT department for purposes of hiring an additional part-time employee. Motion dies for lack of a second.**
- **Motion by Mr. Manuel to restore \$20,000 to the Parks and Recreation budget to restore the Parks Manager position to full-time. Motion seconded but fails on a vote of 2-3 with Ms. Noland, Mr. Pellish, and Ms. Tabb opposing.**
- **Motion by Ms. Tabb to move remaining money from the original \$90,000 surplus into a financial stabilization fund. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing.**

- **Motion by Mr. Manuel to increase the 911 Fee to \$5.20 and use the increase in revenue to restore the Administrative Assistant position at the 911 Emergency Communications Center. Motion seconded and fails on a vote of 1-4 with Ms. Widmyer, Ms. Noland, Mr. Pellish and Ms. Tabb opposing.**
- **Motion by Ms. Widmyer to reduce the Maintenance cleaning contract by \$48,000 and use those funds to restore the Administrative Assistant position at the 911 Emergency Communications Center. Motion seconded and fails on a vote of 1-4 with Mr. Manuel, Ms. Noland, Mr. Pellish, and Ms. Tabb opposing.**
- **Motion by Ms. Tabb to formally adopt the Fiscal Year 2015 Budget as presented with amendments. Motion seconded and unanimously approved.**

## **COUNTY COMMISSIONERS' REPORTS**

### Jane Tabb

- Attended an Agricultural Forum.
- Attended a JCESA meeting.
- Attended an LEPC meeting.
- Attended various budget meetings.
- Attended the Community Forum on the budget.

### Walt Pellish

- Attended a Development Authority meeting.
- Attended various budget meetings.
- Attended the Community Forum on the budget.

### Patricia Noland

- Attended a CVB meeting
- Attended a Council on Aging meeting.
- Attended a Region 9 meeting.
- Attended various budget meetings.
- Attended the Community Forum on the budget.

### Dale Manuel

- Attended the Middleway Fire Company's Meatloaf Dinner.
- Attended a Planning Commission meeting.
- Attended a Day Report Center meeting.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a Parks and Recreation meeting.

- Attended a tour of the Avanti building to address County space needs.
- Attended various budget meetings.
- Attended the Community Forum on the budget.

Lyn Widmyer

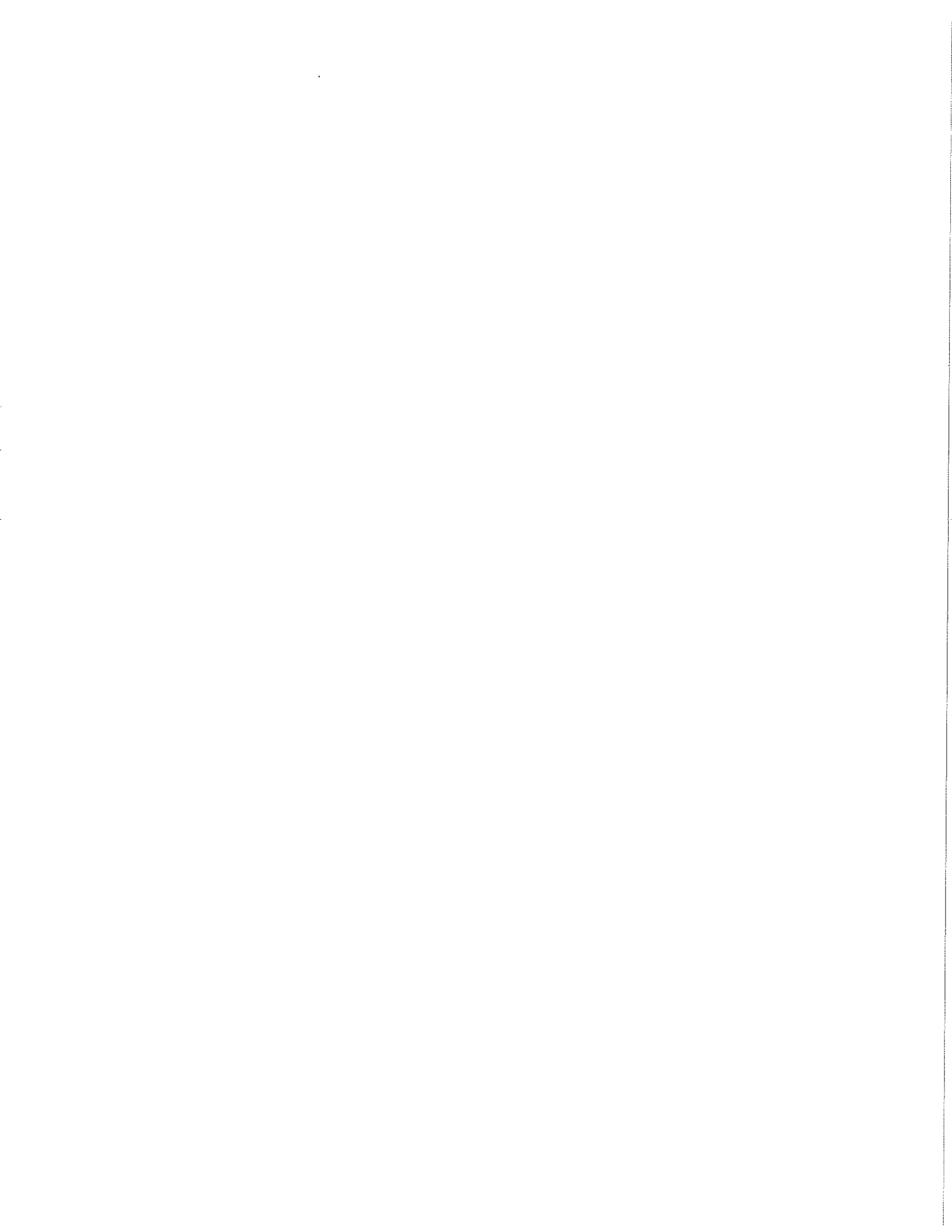
- Attended a Community Ministries meeting.
- Attended the Good Shepherd Caregiver's Card Party.
- Attended various budget meetings.
- Attended the Community Forum on the budget.

18. The Commission meeting was adjourned at 4:32 pm on a motion by Mr. Manuel.  
Motion seconded and unanimously approved.

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WALT PELLISH, PRESIDENT

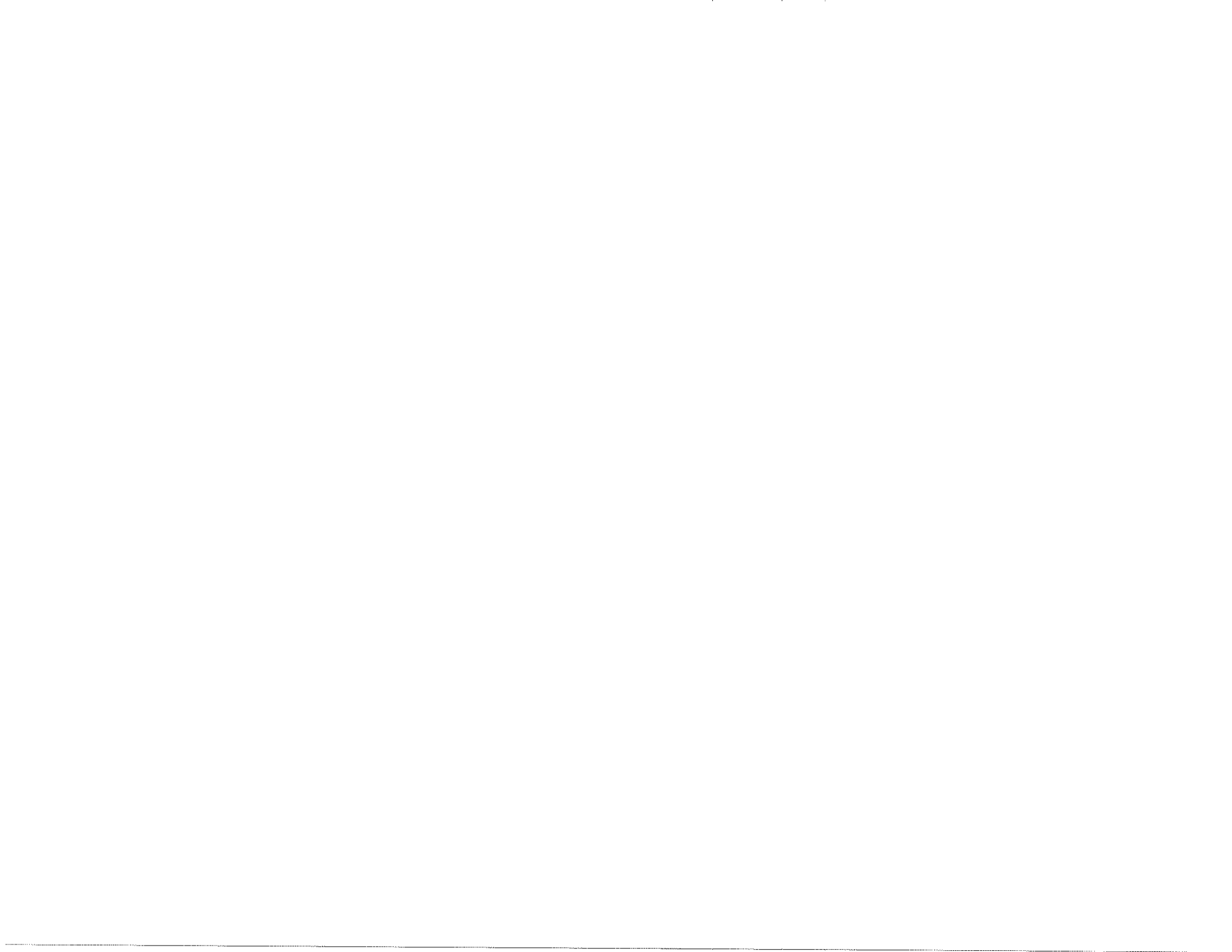
Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



**PURCHASE ORDERS TO BE APPROVED**

**April 3, 2014**

| DEPARTMENT           | PURCHASE ORDER | AMOUNT              | VENDOR                      | DESCRIPTION                         |
|----------------------|----------------|---------------------|-----------------------------|-------------------------------------|
| ASSESSOR             | 52303          | \$ 683.46           | Pifer Office Supply         | Supplies                            |
| COURTHOUSE           | 53269          | \$ 3,345.00         | Burke Street Trimmings, LLC | Drapery Panels for Circuit Ctrm.    |
| GIS/ADDRESSING       | 51379          | \$ 918.00           | Lyle Signs, Inc.            | Street Name Signs                   |
|                      | 51380          | \$ 1,298.89         | Dell Marketing, LP          | Optiplex 9020 MT BTX Desktop PC     |
| OTHER BUILDINGS      | 52364          | \$ 4,860.00         | Trenary Service Co.         | Heat Pump Labor, Materials, Install |
|                      | 52367          | \$ 10,776.00        | Boland                      | HVAC Equip. Service Agreement       |
|                      | 52368          | \$ 560.00           | Bonded Applicators          | Metal Roof Repair                   |
| PLANNING/ZONING      | 52327          | \$ 851.61           | Dell, Inc.                  | Desktop PC                          |
| PROSECUTING ATTORNEY | 52210          | \$ 904.00           | Marcia Chandler             | Transcripts                         |
| <b>GRAND TOTAL</b>   |                | <b>\$ 23,292.96</b> |                             |                                     |



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



Name: Jennifer Maghan - *Nikki Painter*

Department or Organization: **County Clerk of Jefferson County**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **April 3, 2014**

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

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

Subject (*Wording to be placed on agenda*): **Request approval to hire an employee in the Elections Department at a Grade II, Step A-C to receive appropriate training prior to the loss of current elections employee, Wendy Kirby.**

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 hiring of one full time employee in the Elections Department at a Grade II, Step A-C, so the newly hired employee may receive training before and during the Primary Election in May.

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**

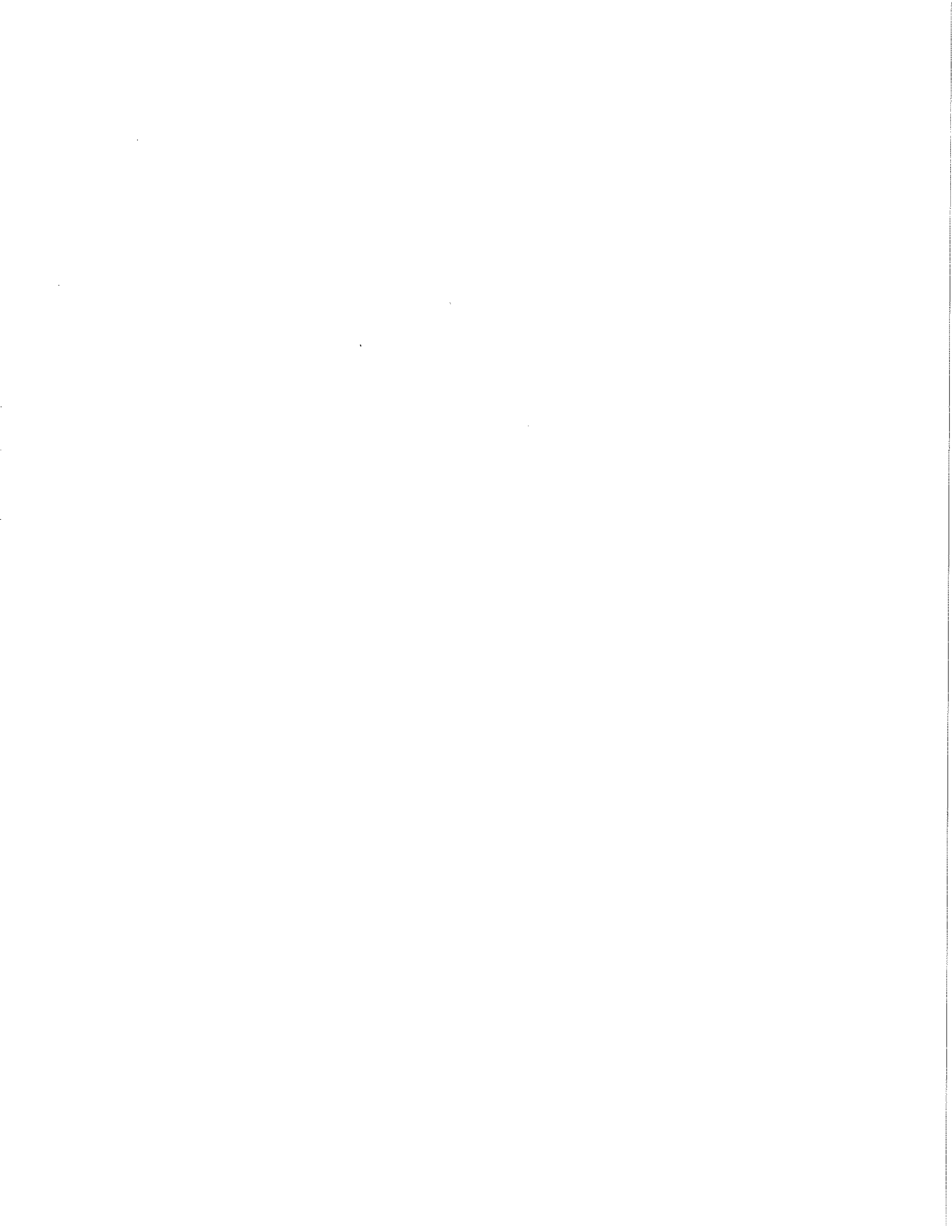
Contact information:

Email address:

Phone Number:

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

not applicable



**AGENDA REQUEST FORM**

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



Name: Doug Perks and Katie See

Department or Organization: Charles Town Historic Landmarks Commission (CT HLC)

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: April 3, 2014

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

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

Subject (Wording to be placed on agenda):

**Relocation of Martin Delaney highway marker to 100 block of North George Street.**

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

**We would like to make the County aware of the CT HLC's plan to relocate the Martin Delaney highway marker from its current location, in front of Sheetz along East Washington Street, to Courthouse Square, so more people will have the opportunity to read about the City's history. The WV DOT has no objections to the relocation to the 100 block of North George Street. The Charles Town streets department will relocate the signs. The relocation will take place in April so the HLC can issue a press release for the unveiling of the Martin Delaney sign in time for his birthday in early May.**

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

Motion to support the relocation of the highway markers.

Are documents attachments?  Yes      No

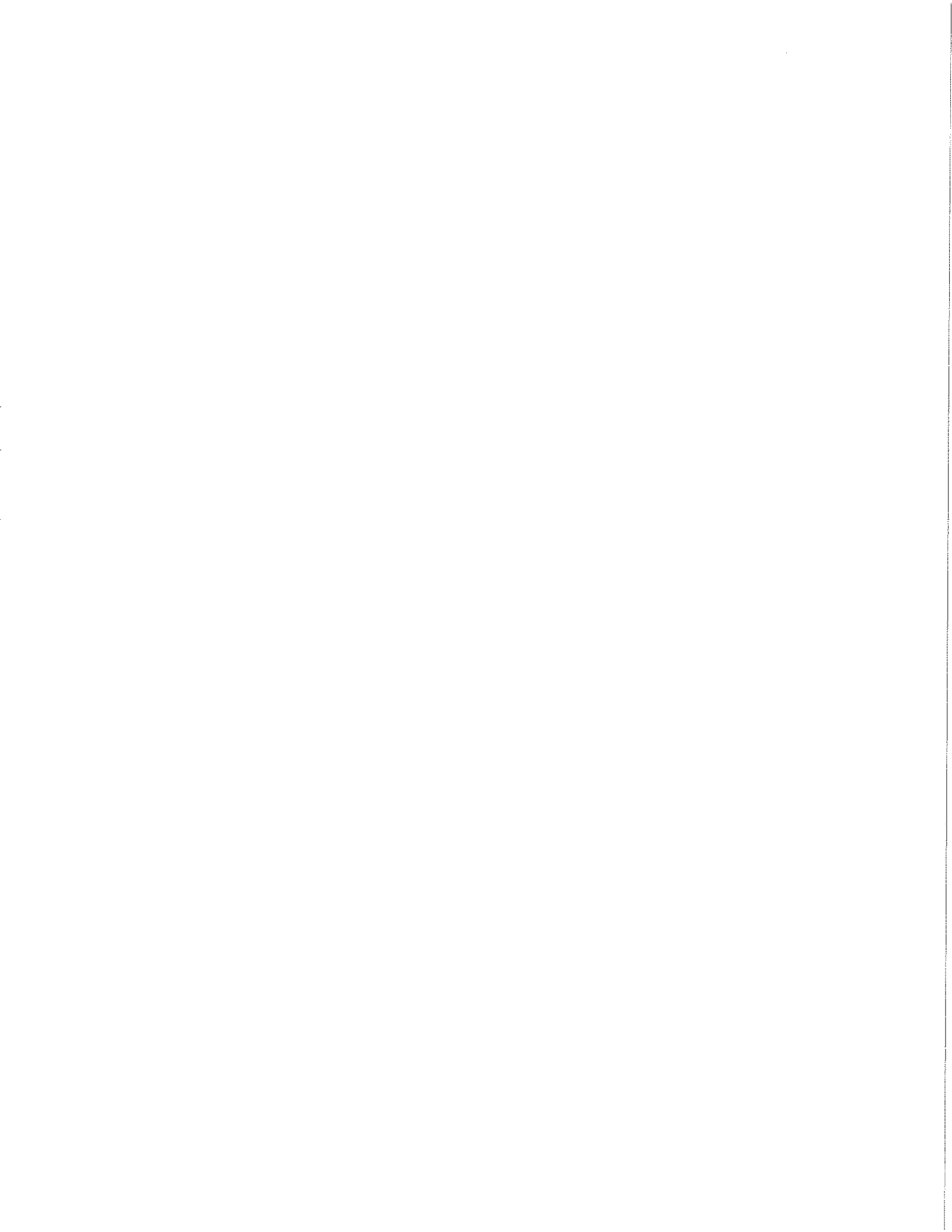
If not, explain:

Is a projector needed? Yes       No

Contact information:

Email address: katie@charlestownwv.us

Phone number: 304-724-3251



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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: March 20, 2014 – April 3<sup>rd</sup>, 2014  
*If a specific date is needed, please provide reason for specific date:*

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

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the 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](mailto: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

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### 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,

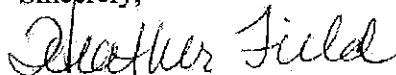
The Breckenridge HOA recommends Todd Milliron for the current posted board position at the Jefferson County Public Service District.

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

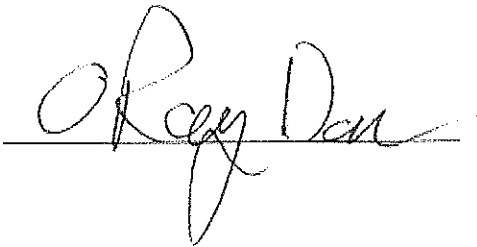
To Whom It May Concern

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.

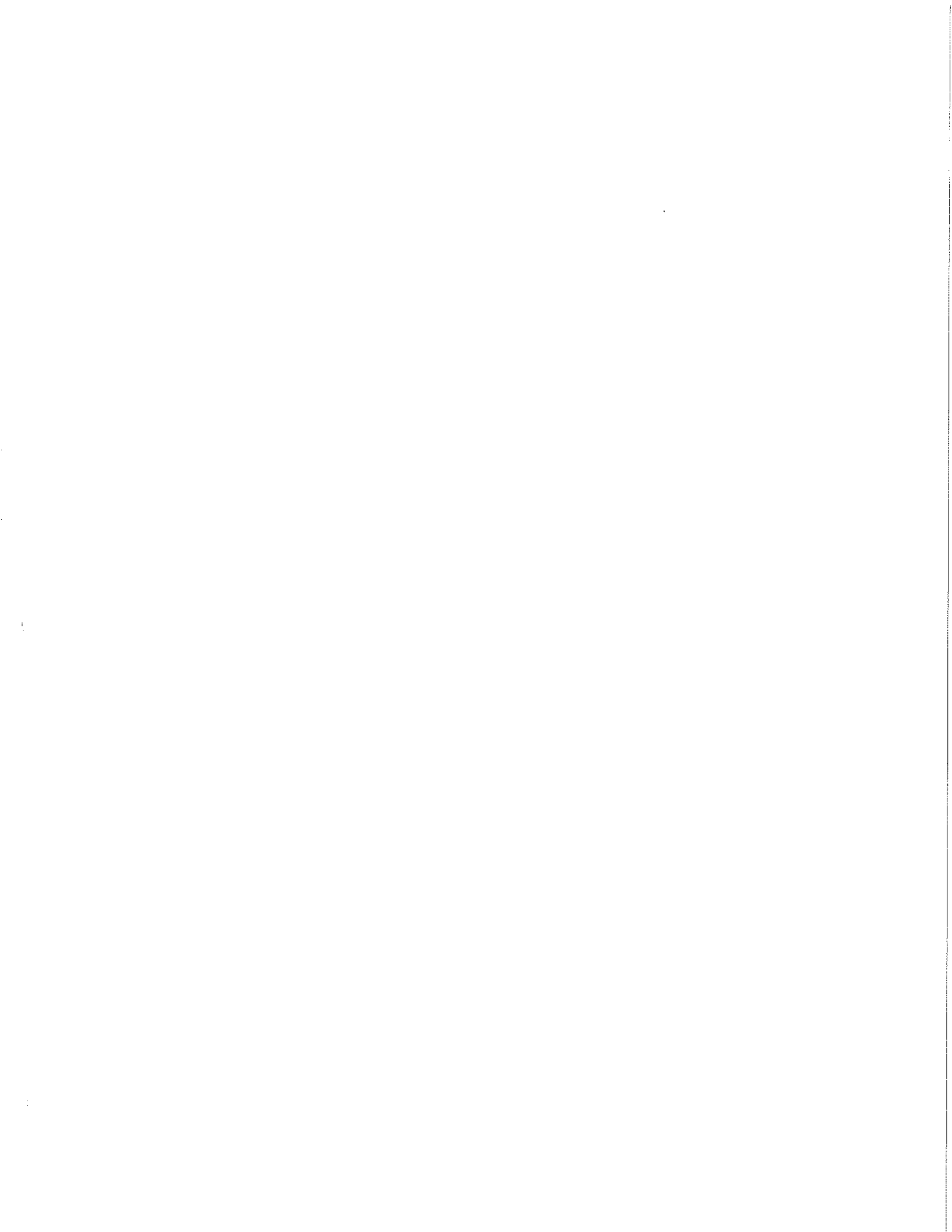
I cannot think of a more deserving and committed individual to recommend for public service.

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



**Carroll K. Stottlemyer**  
510 Thumper Drive  
Ranson WV 26424

304.692.4559

SENT VIA FAX #304 725 7016

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

March 25, 2014

Re: Jefferson County Public Service District Board letter of interest

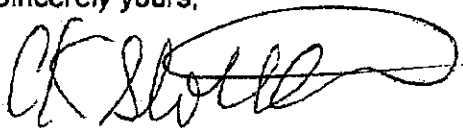
Dear Commission:

As a rate paying customer of the Jefferson County Public Service District in Briar Run Estates, I am very interested in serving on the Board and this letter shall serve as my formal request

I have lived in Jefferson County for the past seventeen years and have a unique mixture of years of experience, a strong education, and the general knowledge and supervision to serve on this Board. As far as my education, I graduated with a Bachelor of Science degree in 1962 in Agronomy & a Master of Science degree in Agronomy in 1965 both from the University of Maryland. I supervised the soil testing lab at the University of Maryland for seven years after graduation. I then moved to Jefferson, Maryland and worked for Frederick Underwriters, Inc. for over 30 years retiring as the Vice President.

I hope the Commission will take me into consideration as I feel that I would qualify for the JCPSD Board position. Therefore, if you have any questions or need any additional information, please contact me

Sincerely yours,



CK Stottlemyer

**Carroll K. Stottlemyer**  
516 Thumper Drive  
Ranson WV 25428

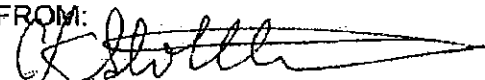
**304.582.4559**

SENT VIA FAX #304 725 7916

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

RE: JCPSD BOARD LETTER OF INTENT

FROM:

  
CK Stottlemyer

**Richard Weese**  
**PO Box 1060**  
**Charles Town, WV 25414**

March 25, 2014

Mr. Walt Pellish, President  
Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

Re: Appointment to the Board of Jefferson County Public Service District

Dear Mr. Pellish:

I am writing to express my interest in serving on the Jefferson County Public Service District Board. I feel that my life experiences makes me uniquely qualified to serve on this Board.

As a partner, I was involved with the development of the Willow Springs Farm for over the past 35 years.

Due to the lack of sewer service from the City of Charles Town, we found it necessary to construct the Willow Springs Public Service Corporation Sewerage Treatment plant. I participated in the management of that plant for over 30 years until we sold it to the City of Charles Town last year.

As a Jefferson County business owner, I understand how to make business decisions in the best interest of the enterprises and how to most effectively manage personnel to achieve goals.

As a land-lord, I understand the challenges of dealing with clients from many backgrounds.

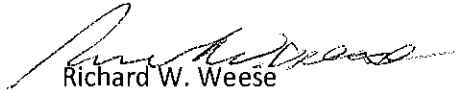
I have also been a customer of the Jefferson County Public Service District at my residence at 205 Prospect Avenue in Charles Town for 25 years. In fact, my home was connected to the first district sewer project. I am attaching a brief resume and list of references.

Page 2

Pellish-3-25-14

Thank you for your consideration of my service on the Jefferson County Public Service District Board.

Sincerely,



Richard W. Weese

cc: Commissioner Jane Tabb  
Commissioner Patsy Noland  
Commissioner Lyn Widmyer  
Commissioner Dale Manuel

## Brief Resume

**Richard W. Weese**

### Education:

Graduated from Moorefield High School,  
Moorefield, WV

### Military Service:

United States Air Force

Duty: Air traffic controller

### Professional Experience:

Air traffic controller

Federal Aviation Agency at Leesburg Center

Retired from FAA in 1974

- Licensed West Virginia real-estate agent working in Jefferson County
- Farmed in Jefferson and Hardy County for 40 years in Moorefield, Old Field and Leetown
- Developed Ledge Lowe Estate- Shepherdstown
- Ownership and operation of County Boy's Farmers Market in Charles Town
- Ownership and management of Willow Springs Apartments
- Ownership and management of Lee Street Apartment in Moorefield
- Built and leased National Park Service, Historical Artifacts Center, Charles Town
- Reclamation of Hyman Viener Property for starting the new American Public University Campus
- Redevelopment of the Whitmore Lumber Property, Charles Town
- Redevelopment of Badger Fire Extinguisher Plant, Charles Town
- Developed Burger King, Charles Town
- Developed Ruby Tuesday, Charles Town
- Developed 340 Car Wash, Charles Town
- Developed Walgreens, Charles Town

### References:

Mr. Jack Huyett, Charles Town, WV

Rev. Randy Tremble, Shepherdstown, WV

Mr. Roger Ramey, Charles Town, WV

Magistrate Bill Senseney, Charles Town, WV

Mr. Tom Stocks, Charles Town Utility Board

From: **Karen Forshee** Forshee922@comcast.net  
Subject: **Roger Forshee PSD Resume 2014**  
Date: **March 28, 2014 at 7:34 PM**  
To: **dkeyser@jeffersoncountywv.org, sandy@jeffersoncountywv.org, dmanuel@frontiernet.net, walterpellish@mac.com, commissionerpnoland@gmail.com, vinemont@frontiernet.net, lynwidmyer@gmail.com**  
Cc: **Karen Forshee** forshee922@comcast.net

**Dear County Commissioners**

I understand that you may be looking for a PSD Board Member. Attached is my resume to serve on the Jefferson County Public Service District Board. As a resident of Jefferson County since 2002 and the former President/Vice President of Breckenridge Homeowners Association I believe that I can contribute to this important position. I also plan to hand deliver a copy of this resume to the Jefferson County Commission on Monday March 31, 2014.

Please contact me at the number below if you have any questions or would like to schedule a face to face meeting.

**Roger C. Forshee Jr.**  
**304-724-7857**

# **ROGER C. FORSHEE JR.**

179 Kimberwicke Drive North • Charles Town, WV 25414  
Home 304 724-7857

## **Objective**

Obtain a position on the Jefferson County Public Service District Board.

## **Personal Information**

- Resident of Jefferson County West Virginia since 2002
- Federal Employee – 1987- Present
- US Air Force Veteran

## **Summary of Qualifications**

- President, Vice President of Breckenridge Home Owners Association, 2004–2010. Breckenridge is a family friendly community of 282 homes located in Charles Town, West Virginia.
- Prince William County Virginia, Lake Jackson Sanitary District Advisory Committee Member, 1995-1999.
- Mr. Forshee is a currently an aviation safety professional with more than 26 years' experience in the aviation industry. His knowledge and experience includes simple aviation maintenance techniques to advanced aviation safety analysis. He currently manages the Federal Aviation Administration's Flight Standards Service (AFS) Information and Analysis Staff (AFS-20) in Dulles Virginia. This organization is responsible for providing Flight Standards Service executives and other decision makers with operational and organizational risks/metrics that will assist them with their decision making.

## **Education**

- Community College of the Air Force: A.S. Aircraft Maintenance, 1996
- Community College of the Air Force: A.S. Flight Engineering, 1996
- Emery-Riddle Aeronautical University: Professional Aeronautics, (88 credits)
- Federal Aviation Administration Flight Engineer (Turbojet) Certificate
- Federal Aviation Administration Airframe and Power Plant Certificate

## **Work Experience**

- 2014- Present: Federal Aviation Administration  
Supervisory Aviation Safety Inspector, FG-1825-K, AFS-900
- 2013- 2014: Federal Aviation Administration, US Embassy Baghdad Iraq  
Senior Aviation Advisor, FG-1825-K, AFS-900
- 2009- 2013: Federal Aviation Administration  
Supervisory Aviation Safety Inspector, FG-1825-K, AFS-020
- 2008- 2009: Federal Aviation Administration

- Supervisory Aviation Safety Inspector, FG-1825-K, AFS-8 and AFS-3
- 2006- 2008: Federal Aviation Administration  
Aviation Safety Inspector, FG-1825-15/K, Senior Technical Advisor (AFS-3/4)
- 2003-2006: Federal Aviation Administration  
Aviation Safety Inspector, FG-1825-15, SPAS Program Manager
- 2001-2003: Federal Aviation Administration  
Aviation Safety Inspector, FG-1825-14, Airworthiness Subject Matter Expert
- 1996- 2001: Federal Aviation Administration  
Aviation Safety Inspector, GS-1825-11/12/13, Principal Maintenance Inspector
- 1987-1996: U.S. Air Force / Reserve – Flight Engineer, TSGT.
- 1985-1996: U.S. Air Force – Aircraft Mechanic, WG-8852-8/10

### **Military Awards and Decorations**

The following Decorations and Awards are listed in order of precedence in accordance with Air Force Regulation 35-10.

- United States Air Force Achievement Medal
- United States Air Force Outstanding Unit Award
- Combat Readiness Medal
- Air Reserve Forces Meritorious Service Medal
- National Defense Service Medal
- Armed Forces Expeditionary Medal
- Southwest Asia Service Medal
- Humanitarian Service Medal
- Air Force Longevity Service Award Ribbon
- Armed Forces Reserve Medal
- NCO Professional Military Education Graduation Ribbon
- Air Force Training Ribbon
- Kuwait Liberation Medal

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



Name: **Jessica Carroll**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 3, 2014**

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

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

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Planning Commission for three (3) three-year terms ending March 31, 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 Planning Commission for one (1) three-year term ending March 31, 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, 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 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>**

**THANKS - JEFFERSON COUNTY COMMISSION**

# Jefferson County Planning Commission | 2014

## Members currently serving

| <u>Name</u>                 | <u>Expiration</u> | <u>Intention</u>                |
|-----------------------------|-------------------|---------------------------------|
| DANIEL HAYES                | 03/31/2014        | does not wish to be reappointed |
| WILLIAM MCLEOD              | 03/31/2014        | wishes to be reappointed        |
| PAUL TAYLOR                 | 03/31/2014        | does not wish to be reappointed |
| STEPHEN STOLIPHER           | 03/31/2015        |                                 |
| GENE TAYLOR                 | 03/31/2015        |                                 |
| DARLENE TRUMAN              | 03/31/2016        |                                 |
| GARY PHALEN                 | 03/31/2016        |                                 |
| WADE LOUTHAN                | 03/31/2016        |                                 |
| DALE MANUEL (Comm. Liaison) |                   |                                 |

## INTERESTED APPLICANTS

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

**WILLIAM W. MCLEOD**

PO BOX 3296 · SHEPHERDSTOWN · WEST VIRGINIA · 25443 · 240 - 678 - 9033

WM.MCLEOD@YMAIL.COM

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Jefferson County County Commission  
124 East Washington Street  
P.O. Box 250  
Charles Town, West Virginia 25414

March 12, 2014

Dear Respective Jefferson County Commissioner:

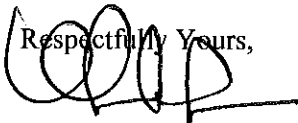
I am writing to you to ask you to be reappointed to the Jefferson County Planning Commission. My Current appointment expires March 31, 2014.

I have the desire, and ability to provide that such a time commitment requires.

The past seven months have allowed me to gain both a breadth of the numerous planning and development issues facing Jefferson County, but also to be a part of a myriad of dialogs with both fellow Commissioners and residents of the County. This I truly find exciting and worth my energies.

Once, thank you for the current opportunity and the opportunity to continue to serve the Commissioners and the County residents.

Respectfully Yours,



William W. McLeod  
Shepherdstown, WV

Paul G. Taylor  
789 Willowdale Drive  
Shepherdstown, WV 25443  
(304) 876-1827  
[paulgtaylor@yahoo.com](mailto:paulgtaylor@yahoo.com)

March 5, 2014



Received

MAR 14 2014

Jefferson County Commission

Jefferson County Commission  
ATTENTION: Jessica Carroll, Administrative Assistant  
124 East Washington Street  
P. O. Box 250  
Charles Town, WV 25414

Ms. Carroll:

I am in receipt of your letter dated February 7, 2014 wherein you advise that my term with the Planning Commission will expire on March 31, 2014. Please be advised that I do not wish to be reappointed to another term and will resign my position effective March 31, 2014.

Thank you for the opportunity to be of service to the citizens of Jefferson County.

Respectfully,

A handwritten signature in blue ink that reads "Paul G. Taylor". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Paul G. Taylor

96 Canal Way  
Shepherdstown, WV 25443

February 16, 2014

Jefferson County Commission  
124 East Washington Street  
Charles Town, WV 25414

Re: Expiration of Planning Commission term

Dear Ms Carroll:

I am writing to inform you that I will not seek reappointment to the Jefferson County Planning Commission when my current term expires on March 31, 2014. It has been a privilege to serve the county over the past four years. I believe it is time for me to step aside and allow others the opportunity to do so.

Sincerely,

A handwritten signature in black ink that reads "Daniel Hayes". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Daniel Hayes

PO Box 184  
Rippon, WV 25441  
March 28, 2014

Jefferson County Commission  
124 East Washington Street  
Charles Town, WV 25414

Dear Commissioners:

I write to request consideration for a position on the Jefferson County Planning Commission. My residence is 1505 Berryville Pike, Rippon, West Virginia, 25441.

I would like to take the opportunity in this letter to provide a brief description of myself and some elements of my resume that I feel are important to know as my application is considered.

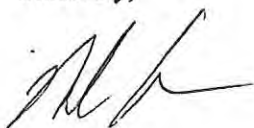
For the past 19 years I have been employed by Royal Vendors as the Director of Information Technology. Royal Vendors is a company that began as a start-up here in Jefferson County in 1987. For those not familiar with us, we are a world leading vending machine manufacturer with a global distribution network. We have subsidiary companies in 3 other states and sales offices in 5 countries. We are located in the Bardane Industrial Park. Since joining the company in 1995, I have been responsible for the implementation of the company's various information technology needs including telecommunications, network infrastructure, email, accounting, payroll, human resources, quality control, manufacturing and distribution systems.

In addition, I own and have owned small businesses here in Jefferson County including Chapman Rental Properties, a residential rental company with 40 properties under management, Rosemont Farms, a landscape and grounds maintenance company, and Affordable Technical Solutions, an I.T. consulting practice. I have also served as a Reserve Deputy Sheriff, as an active member of the Rotary Club, a member of the Chamber of Commerce, Treasurer of the Development Authority and other regional professional organizations.

My interest in becoming a member of the Jefferson County Planning Commission spans the many interests I have in this community, both professionally and personally. I have had the fortune to live, work and grow businesses here. I believe that this community has a lot to offer its current residents and businesses as well as those who may consider us home in the future.

I have attached a copy of my resume for your review. Thank you for taking the time to consider my application. I am available for any follow up questions you may have regarding my application for the Planning Commission. I can be reached at (304) 279-6297.

Sincerely,



Mike Chapman

# P. Michael Chapman

P.O. Box 184  
Rippon, WV 25441

(304) 279-6297  
pmchapman@aol.com

---

## Objective

To obtain a leadership role in an Information Systems and Technology department at a progressive organization where my technical, operational, and management skills can directly contribute to the achievement of the institution's mission and my career growth and development.

## Profile

Motivated and professional with over 17 years of experience and expertise in a diverse range of technologies. Organized and results driven with a demonstrated ability to design an IT infrastructure from the ground up, and to successfully procure, implement and manage multi-million dollar information systems.

Proven leadership, management and team-building skills in IT, business and the community through volunteer work. Served as a Sergeant and Executive Board member of the Deputy Sheriff Reserve, United Way Day of Caring Project Manager, Charles Town Rotary member, Chamber of Commerce member, and Leadership Jefferson graduate.

## Professional Experience

*Director of Information Systems and Technology*

*Royal Vendors Inc. 1995 – Present*

### Responsibilities

- Lead IT Department's operational and strategic planning to include: fostering innovation, planning projects, and organizing and negotiating the allocation of resources.
- Manage the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems to include: servers, PCs, operating systems, hardware, software, networks, and peripherals.
- Benchmark, analyze, report on, and make recommendations for the improvement and growth of the IT infrastructure and IT systems.
- Oversee provision of end-user services, including help desk and technical support services.
- Work with stakeholders to define business and systems requirements for new technology implementations.
- Direct research on potential technology solutions in support of procurement efforts.
- Manage financial aspects of the IT Department to include purchasing, budgeting, and budget review.
- Develop business case justifications and cost/benefit analyses for IT spending and initiatives.
- Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision.
- Negotiate and administer vendor, outsourcer, and consultant contracts and service agreements.
- Practice asset management for IT hardware, software, and equipment.
- Manage IT staffing, including recruitment, supervision, scheduling, development, evaluation, and disciplinary actions.
- Establish and maintain regular written and in-person communications with the organization's executives, department heads, and end users regarding pertinent IT activities.
- Manage all telecom resources including PBX, POTS, TI, long distance and cell phones.

### Accomplishments

- Designed, planned and migrated Royal Vendors from an ASCII terminal/UNIX environment to a 250 user Windows Server/PC platform.

# P. Michael Chapman

P.O. Box 184  
Rippon, WV 25441

(304) 279-6297  
pmchapman@aol.com

- Successfully implemented an \$80,000 time and attendance system to serve three locations and 1600 employees.
- Coded legacy data conversion and implemented a new Cort Directions/Infinium payroll/HRMS system to serve 1600 employees in 20+ states.
- Designed office layout, data center, fiber/copper network and phone system for plant expansion in Kearneysville. Interviewed, negotiated, hired and managed sub-contractors involved in infrastructure including electrical and environmental.
- Developed multi-site model, designed and managed IT infrastructure for a new plant acquisition in Mississippi.
- Implemented Enterasys 802.11b wireless network at 6 acre Kearneysville facility. System integrated manufacturing equipment (CNC's) to Windows Servers to improve efficiencies.
- Implemented \$2.5 million Baan ERP system. Was one of a three person cross-functional team tasked with selecting and implementing the system. Implementation took 18 months and was a resounding success:
  - Reduced finished goods inventories by 70%
  - Decreased customer lead-times by 66%
  - Improved inventory accuracy by 81%
  - Enhanced dozens of shop floor processes
  - Provided timely business intelligence to management
- Managed a \$625,000 annual operating budget (does not include capital purchases). Have always been on or under budget.
- Implemented Galaxy Access Control System to secure facility.
- Developed (hired/trained) entire staff required to successfully manage network operations.

## Technical Skills Summary

- |                       |                   |                                |
|-----------------------|-------------------|--------------------------------|
| ◆ Project Management  | ◆ Windows Server  | ◆ Baan ERP system              |
| ◆ IT Management       | ◆ Exchange Server | ◆ Human Resource Mgt Systems   |
| ◆ MS Applications     | ◆ MS SQL          | ◆ Electronic time card systems |
| ◆ Accounting software | ◆ Oracle          | ◆ Access Control Systems       |
| ◆ Security Appliances | ◆ HP-UX           | ◆ AIX                          |
| ◆ Help Desk Software  |                   | ◆ EMC Symmetrix/Clariion       |

## Education

Shepherd College – Shepherdstown, WV

BA, Business Administration with concentration in Accounting, 1992

Blue Ridge CTC – Microsoft Windows Server 2003, Exchange Server 2003

Completed 2005

Oracle University – 5 week program, DBA track

Completed 2002

## Miscellaneous Classes

UNIX Admin I and II, Emergency Response Planning, Web Development, Mastering Internet Security, Network Security, Windows Security, MS SQL Server, ERP Concepts, Adv MS Project, MS Access, Baan 4GL Programming, Symantec Firewall Admin, APICS CPIM track, Infinium Admin

March 28, 2014

Jefferson County Commission  
124 East Washington Street  
Charles Town, WV 25414

Dear County Commission:

I would like to express my interest in filling a seat on the Jefferson County Planning Commission. I have been a lifelong resident of Jefferson County. I received a BS degree at West Virginia University from the School of Agriculture before pursuing a full time career in real estate. I have been active in local commercial and residential real estate for the past twelve years.

I have an interest I being involved in preserving a smart and practical plan that promotes a healthy, economic and environmental future for Jefferson County that also preserves the natural and historical integrity of our county.

I am a resident of Middleway, WV, where I live with my wife and three children. I am active in my church, as well as other charitable organizations. Jefferson County Youth Soccer League, the Upward Sports Program, and the Jefferson County Homeless Coalition.

Jefferson County has always been home to me and I would like to do anything I can to serve the community.

Sincerely,  
Donnie Fisher

March 26, 2014

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

Dear County Commission:

I am writing to express my interest in the appointment to the Jefferson County Planning Commission. I have been a lifelong resident of Jefferson County and a past Planning Commission member as well. I am actively involved in the community as a farmer, member of the Jefferson County Fair Association, Jefferson County Farm Bureau and contribute to many other local organizations throughout the year.

As the County continues to change and grow, I feel that I can be a valuable asset to the Jefferson County Planning Commission with my extensive knowledge of this region and Jefferson County values.

I look forward to the opportunity to speak with you about this position and will gladly provide additional references as needed.

Regards,

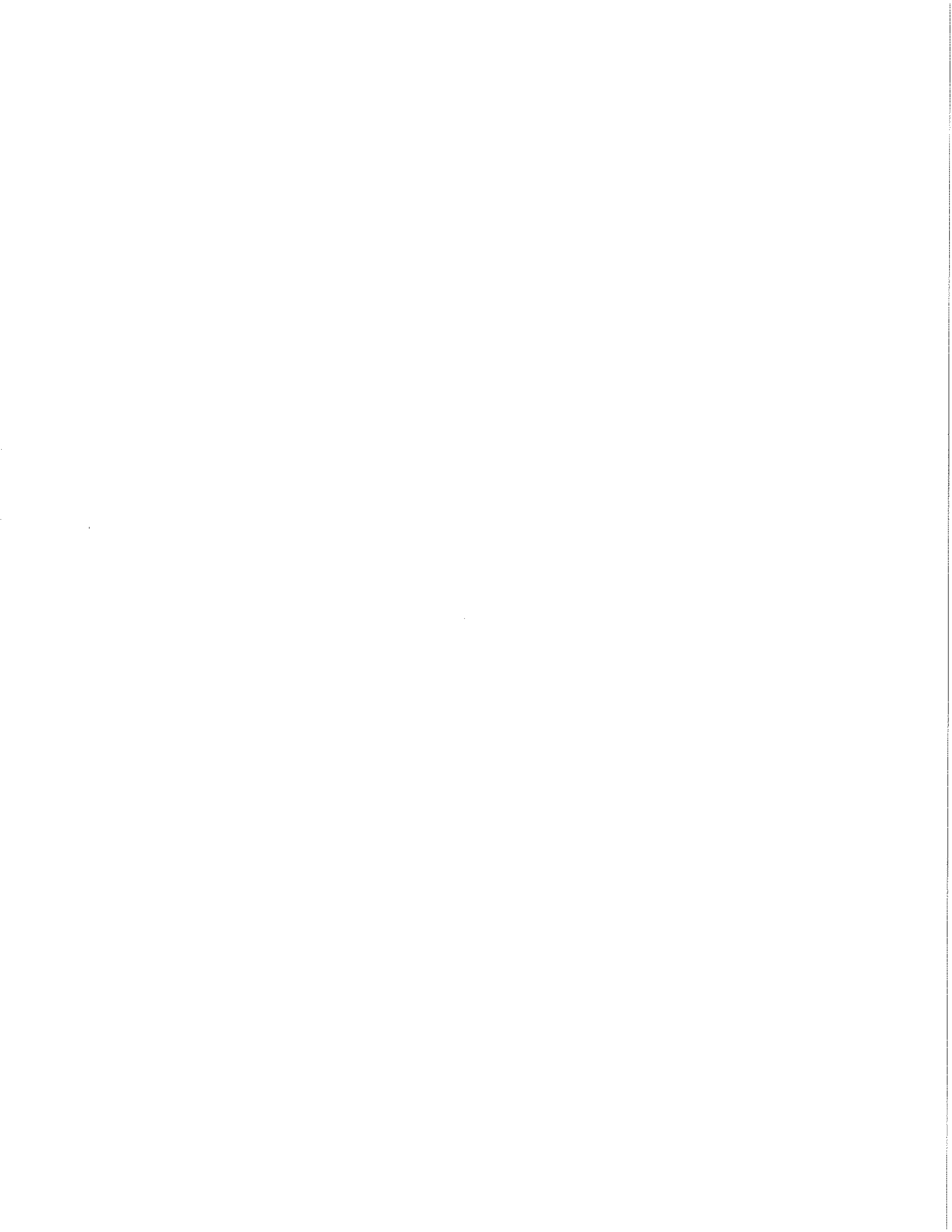


Richard "Dickie" Childs

4360 Leetown Road

Summit Point, WV 25446

(304) 261-6918



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



Name: Robin Kees

Department or Organization: **State Director, Telamon Corporation**

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

Date Requested – 1<sup>st</sup> Choice: **April 3, 2014**

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

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

Subject (*Wording to be placed on agenda*): **Informational Presentation on the Telamon Corporation**

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

## Telamon Corporation



West Virginia

## Mission Statement

"We are committed advocates for people in need. Our mission is to promote the development of human potential by providing resources and creating opportunities in the communities we serve."

## West Virginia Staff



**Telamon Corporation is the Community Action Agency for Berkeley and Jefferson Counties**

### **The Promise of Community Action:**

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

## OFFICE LOCATIONS

**WV01-Martinsburg Office**  
67 Aikens Center

**WV02- Romney, WV**  
134 C West Sioux Lane

**WV03 - Martinsburg, WV**  
433 Mid-Atlantic Parkway (DHHR)

## National Farmworker Jobs Program

Funded by Department of Labor Workforce Investment Act

The primary goal of the National Farmworker Jobs program is to assist customers in acquiring and maintaining employment that provides a living wage with benefits and meets the financial needs of the family.

Services provided:

- Classroom and/or Occupational Training
- Supportive Services
- Job Placement
- Career Counseling
- On the Job Training



## Victory House

Funded by Veterans Administration

Provides housing for Veteran males transitioning to permanent affordable housing in the community. Goals that achieve self sufficiency in the life of the veteran are set and achieved at Victory House.

Services provided:

- Case management
- Housing for up to 2 years
- Education
- Career counseling
- Supportive services



## SELF-HELP HOUSING PURCHASE REPAIR PROGRAM

FUNDED BY USDA-RH

Telamon assists families/individuals in the process of finding a home in need of some repairs, obtaining a loan through USDA/RH to cover cost of home and needed repairs, and providing the technical assistance to complete repairs on their own to lower construction costs and keep payments affordable.

- Obtain affordable housing
- Skills to make future repairs
- Builds self-esteem



## Housing Counseling

Funded by CSBG & HUD

One-on-one and group counseling sessions on the following topics:

- Budget & Credit Counseling
- Homebuyer Education
- Rental Education
- Foreclosure Prevention
- Banking Basics
- Homeless Counseling

## REGIONAL RESOURCE CONNECTION

Partnership Between Telamon, United Way, DHHR, And The Salvation Army

The RRC works with partner agencies to serve as a one-stop connection for individuals and families in need. Created to:

- Allow for one time collection of eligibility information
- Coordinate provision of services with community agencies
- Facilitate communication among partner agencies
- To ensure qualified applicants receive DHHR services before accessing limited community resources.
- To capture data regarding unmet needs being seen at the local DHHR offices.

## WV 211 INFORMATION & REFERRAL

Partnership Between Telamon, United Way, DHHR, AND Quadgraphics

- 211 is an easy to remember telephone number that connects people with important community services, disaster information and volunteer opportunities.
- Information is to be made readily available to the public on the WV 211 website and to 211 callers.
- Coordinates with Volunteer WV to facilitate an effective volunteer referral program for Berkeley, Jefferson and Morgan Counties.

## CO-OCCURRING TRANSITIONAL LIVING & AFTER CARE SERVICES

Funded By DHHR Behavioral Health And Health Facilities

Transitional housing and intensive case management for individuals in recovery from co-occurring disorders of alcohol and/or drug abuse and mental illness, who are homeless or at high risk of homelessness.

### Services Provided:

- Goal planning emphasizing health care, education, job readiness training and employment stability
- Support in accessing mental health and/or substance abuse recovery programs, benefits for which they are eligible, transportation, medications, clothing, etc.
- Connection with community resources
- Assistance in formulating a budget and learning to pay expenses
- 24-hour, seven-day-a-week staff support

**INDEPENDENT CARE COORDINATION**

Funded By DHHR Behavioral Health And Health Facilities

Intensive in-home case management for those at high risk for commitment or inpatient hospitalization or those being discharged from an in-patient state hospital or diversion facility .

Services provided:

- Assistance with shopping, bill paying, obtaining medication, getting to medical appointments, applying for benefits for which they are eligible
- Coordinating with local resources for provision of supports necessary to maintain self-sufficiency
- Access to Supplemental Funds to address emergent individual client needs to maintain clients stability in the community.

**SUPPORTIVE SERVICES FOR VETERAN FAMILIES**

Funded By VA Through The WV Community Action Partnership

A Housing First Model focusing on housing stability for Veterans and their families.

Provides:

- Case Management
- Temporary Financial Assistance for Homelessness Prevention or Rapid Rehousing and other resources necessary to stabilize or end homelessness

**RELIABLE PERMANENT SUPPORTIVE HOUSING**

Funded by HUD McKinney-Vento Funds

Provides permanent housing for chronically homeless individuals with disabilities in Berkeley, Jefferson and Morgan counties.

Services provided:

- Case management
- Housing
- Education
- Career Counseling
- Supportive Services



**HEARTHSTONE PERMANENT SUPPORTIVE HOUSING**

Funded By HUD McKinney-Vento Funds

Provides permanent housing for homeless individuals with documented disabilities in Berkeley County.

Services Provided:

- Case management
- Housing
- Education
- Career Counseling
- Supportive Services

**POTOMAC HIGHLAND PERMANENT SUPPORTIVE HOUSING**

Funded By HUD-McKinney-Vento Funds

Provides permanent housing for homeless individuals with documented disabilities in Grant, Hardy, Hampshire, Mineral and Pendleton Counties.

Services Provided:

- Case management
- Housing
- Education
- Career Counseling

**CHDO HOUSING**

Permanent housing designed to assist low income families in maintaining housing.



Services provided:

- Some Case management
- Reduced Rental Fees



**FOOD PANTRY**

Tuesday and Friday

9:00 AM – 12:30 PM

67 Aikens Center  
Martinsburg

Must be a resident of Berkeley County  
(Due to the small size of our pantry)

Telamon Corporation  
67 Aikens Center  
Martinsburg, WV 25404  
304-263-0916  
304-263-5091  
rkees@telamon.org

Presented by: Robin F. Kees  
State Director

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



Name: Tom Reilly, IT Consultant and Debbie Keyser, County Administrator

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: [Click here to enter text.](#)

Date Requested – 1<sup>st</sup> Choice: **April 3, 2014**

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

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

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

- 1.) Presentation of Website**
- 2.) Virtualization**
- 3.) Windows Upgrade**

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? **YES** 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 YES** 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**



# Jefferson County Website, Virtualization Project & Windows Upgrade

Debbie Keyser, County Administrator  
Thomas Reilly, Principle  
Jefferson County IT Consultant  
Accurate Systems, Inc.

# Presentation

- County Wide Website
- Campus Virtualization Project
- Windows Operating System Upgrade
- IT Financial Review
- Commission Questions & Answers
- Next Steps

# Jefferson County Website

- Develop a new Website that is easy to navigate, helps County residents access information quickly and effectively!
  - County wide system-Every department will have the opportunity to participate in the Website, allowing each manager or designee to post and manage content
  - Create a new level of communication between Jefferson County and its tax payers.
  - Users will have access to a robust content management system
  - New site will be able to collect data effectively, and have information at your finger tips.

# Jefferson County Website

- Competitive Bid Process
- Detailed Request for Proposal (RFP) issued
- Five qualified vendors submitted responses
- Website committee comprised of 6 persons from many disciplines
- Objective: “to evaluate all proposals & recommend a vendor to invite to demonstrate their content management systems”.

# Jefferson County Website

- Price Offerings of all Bidders

| Vendor                 | Cost        | Comments            |
|------------------------|-------------|---------------------|
| Vision Internet        | \$20,975.00 | Committee Selection |
| EZSite CMS             | \$14,900.00 |                     |
| Municipal CMS          | \$18,810.00 |                     |
| Civic Plus             | \$38,183.00 |                     |
| Infinite Computing Sys | \$84,882.00 |                     |

# Jefferson County Website

- Vendor Selection: Vision Internet
  - Experience: Our core team has worked together over the past decade to create hundreds of government websites across the US.
  - Expertise: Our clients have won over 200 awards for our innovations. While other companies tout the ability to apply industry standards, we invented them.
  - Technology: The vision CMSTM is designed for local government and incorporates modern Web 2.0 and mobile technology into a powerful system that makes updates a snap.
  - Design: A Vision-quality design is more than eye-catching – it reflects your community and meticulous attention is given to every detail.
  - Pricing: We provide competitive pricing and flexible payments. There are no required ongoing fees and the costs reflect real services provided.
  - Flexibility: Enjoy a subscription-based maintenance plan, host in-house, or anything in between. No matter how you would like to engage with us for on-going services, we have a plan that will work for you!

# Jefferson County Website

- Web Site Component Highlights

- The vision CMS is the most advanced government-focused content management system available. In addition to the plethora of functions that simplify administration and save staff time, the vision CMS includes interactive components and features essential to serving your website fees and the costs reflect real services provided.
  - Dynamic Calendar System - Interactive calendar's allow staff to create calendars for any department share events, & prevent duplication
  - Emergency Alert - Create a Emergency Alert Banner
  - eNotification - Register users and send notifications out. Staff can see how many subscribers there are
  - Facilities Directory & Reservations - A tool that can help with event planning, list types facilities, coordinate activities
  - Extranet (Members Only) – Create a restricted content system
  - Bookmark and Share – Helps spread content across the web. Can share with popular social destinations
  - Business Directory-One way to promote local businesses if desired
  - Department Management-Provides consistency throughout the site. Allows each Department to make changes and add content
  - Drag and Drop Multiple File and Image Uploading

# Jefferson County Website

- Department and Elected Official Participation

- Sheriff's Office
- Prosecutor's Office
- County Clerk's Office
- Jefferson County Commission & Staff
- Parks & Recreation
- Emergency Communication Center
- Homeland Security and Emergency Management
- Jefferson County Development Authority (Hyperlink)

- County wide content management solution

# Jefferson County Website (sample)

The screenshot displays the City of Plymouth Minnesota website. The header includes the city logo, navigation links (Calendar, News, Employment, Codes & Documents, My Property Info, Contact Us), and social media icons (Twitter, LinkedIn, YouTube). The main navigation bar contains links for HOME, ABOUT, WHAT'S NEW, DEPARTMENTS, SERVICES, FACILITIES, and I WANT TO... A search bar is also present.

The left sidebar menu is expanded to show the 'City Council' section, which includes links for Goals & Objectives, City Code, City Charter, Meeting Agendas & Minutes (highlighted), Council Information Memo, City Council Roster, Committees & Commissions, and View Council Meetings.

The main content area is titled 'Meeting Agendas & Minutes' and includes a breadcrumb trail: Departments » City Council » Meeting Agendas & Minutes. It features a blue 'eNotify Sign Up' button and a text prompt: 'Click the 'eNotify Sign Up' button to receive email updates on City Council Agenda & Minutes.' Below this is a dropdown menu currently set to '(All Categories)'.

A section titled 'View Upcoming Meetings' contains a table with the following data:

| Meeting                                                               | Date/Time         | Agenda        | Minutes       |
|-----------------------------------------------------------------------|-------------------|---------------|---------------|
| Regular City Council Meeting                                          | 3/25/2014 7:00 PM | Included      | Not Available |
| Committee & Commission Recognition Event                              | 3/13/2014 5:30 PM | Not Available | Not Available |
| Regular City Council Meeting                                          | 3/11/2014 7:00 PM | Included      | Not Available |
| Special Council Meeting                                               | 3/11/2014 5:30 PM | Included      | Not Available |
| Special Council Meeting Immediately following Regular Council Meeting | 3/11/2014         | Included      | Not Available |

# Jefferson County Website (sample)

This screenshot shows the home page of the City of Lancaster website. At the top, there is a navigation bar with links for Home, About Lancaster, What's New, I Want To..., Community, and Business. Below this is a large banner image of two young girls smiling. The main content area is divided into several sections:

- Lancaster CityLink:** A section for staying up-to-date with news, events, and services, with a link to sign up for email alerts.
- Contact Your City Council:** A link to contact the city council.
- Recreation Activities:** A link to find out about local recreation.
- Voting Information:** A link for voters.
- Opportunities to Get Involved:** A link for community involvement.
- Agendas & Minutes:** A link for city council agendas and minutes.
- Municipal Codes & Enforcement:** A link for city codes.
- Public Works Projects:** A link for public works projects.
- Parking Citations:** A link for parking citations.

The central section features a "Welcome to the City of Lancaster" message and a "Latest News" section with a headline: "Lancaster Hosts First Hour of AV Fair - FREE for all!". Below that is an "Upcoming Meetings & Events" section with two entries for a softball tournament.

At the bottom, there is a footer with contact information: "City of Lancaster | 44777 Fern Avenue, Lancaster, CA 93534 | 801-723-6000 - 801-723-6142 (Fax) | ©2006 City of Lancaster. All Rights Reserved. | Website Created and Hosted by..."

This screenshot shows a more detailed view of the City of Lancaster website. It features a search bar at the top right and a navigation bar with links for Home, About Lancaster, What's Happening, I Want To..., and Departments. The main content area is organized into several columns:

- City Manager's Message:** A message from the city manager, dated August 29, 2006, thanking attendees of a recent event.
- Upcoming Meetings & Events:** A section listing upcoming events, including a Planning Commission Meeting and a Softball Tournament.
- News & Notices:** A section with a "News & Notices" header and a "Inside Lancaster" sub-header. It lists several news items, including "Lancaster Hosts First Hour of AV Fair - FREE for all!", "Lancaster Seeks 53-Red Contract Involvement", "City Strives for Diversity with Contract Classes", "Business Seminar Provides Guidance for Entrepreneurs", and "Participate in Downtown Lancaster Planning".
- Employee of the Month:** A section highlighting George Henderson as the Employee of the Month for July, with a photo and a brief biography.
- Staff Directory:** A section for finding city staff, with search filters for First Name and Last Name, and dropdown menus for All Departments and All Divisions.
- Service Directory:** A section for finding city services, with a search bar and dropdown menus for All Departments and All Divisions.

The footer at the bottom contains the same contact information as the first screenshot: "City of Lancaster | 44777 Fern Avenue, Lancaster, CA 93534 | 801-723-6000 - 801-723-6142 (Fax) | ©2006 City of Lancaster. All Rights Reserved. | Website Created and Hosted by..."

# Actions Needed

- Financial Director & County Administrator comments
- Accept recommendation of Website Committee to select Vision Internet, Inc.
- Allocate \$20,975.00 plus required software of \$5,500.00 totaling \$26,475.00 budgeted from County Commission
- Remain within budget of monies allocated
- Initiate negotiations for contract between County and Vision Internet
- Commission signature on contract when presented

# Virtualization Project

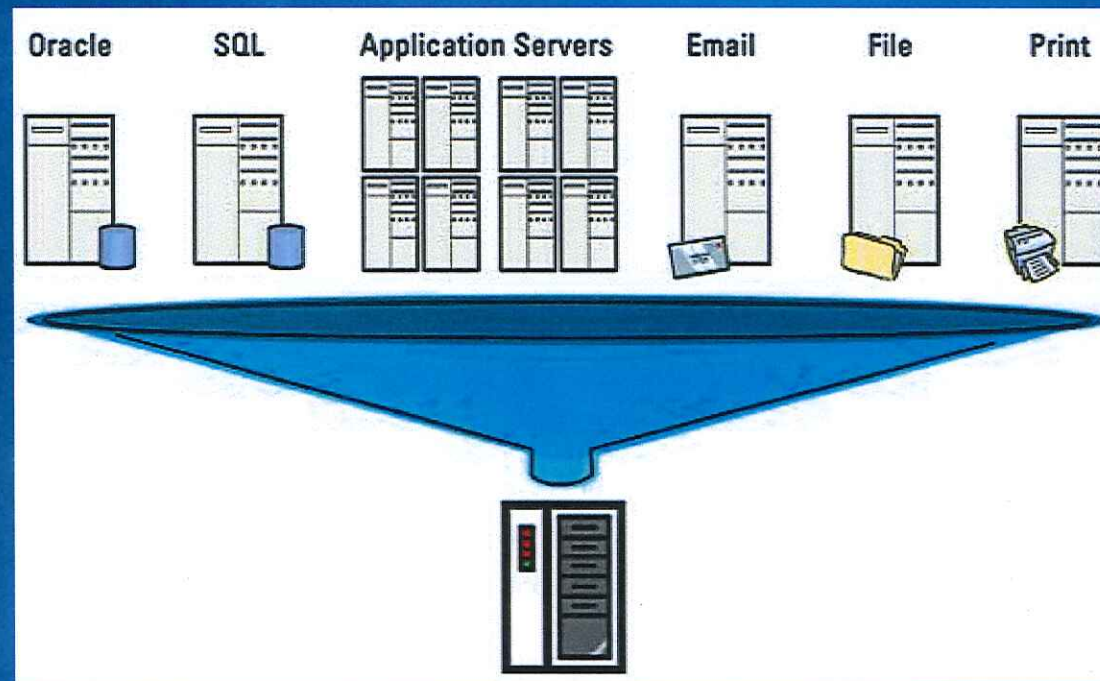
- SAN (Storage Area Network) for Downtown Campus
  - Cornerstone for core data infrastructure. This begins to build a secure, resilient & expandable server virtualization platform.
  - Manage the growth of the physical server needs in the County
  - Develop a new way to deliver resilient server and storage expansion
  - Consolidate the physical foot print of the existing 25 physical servers
  - Allows elected officials and department to participate collectively
  - Disaster Recovery System

# Virtualization Project

- Department and Elected Official Participation
  - Financially combine departments and elected official server technology needs
  - The elected officials will be able to use the system and maintain the same autonomy as before
    - We will use VLAN's and VM technologies
- Disaster Recovery Site
  - Emergency Communication Center
  - Homeland Security and Emergency Management
- Eliminates the need for servers to be in uncontrolled environments
  - Security & heating /cooling

# Virtualization Project

- 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.

# Virtualization Project

- Project Cost

| Items           | Approximate Cost |
|-----------------|------------------|
| SAN*            | \$23,000.00      |
| VM Servers      | \$18,600.00      |
| VMware          | \$7,200.00       |
| Switches        | \$2,600.00       |
| Labor           | \$2,200.00       |
| Backup Software | \$4,878.00       |
| TOTAL           | \$58,478.00      |

\*RFP Bid process

# Virtualization Project

- Project savings now and in the future
  - We have an immediate need to replace several physical servers and have no backup systems.

| Items             | Approximate Cost | Comments                   |
|-------------------|------------------|----------------------------|
| PA Server         | \$8,000.00       | Server has no storage left |
| Circuit Court     | \$10,500.00      | Server is not operational  |
| Domain Controller | \$7,500.00       | Secondary Security         |
| Backup Server     | \$6,500.00       | Manage Backup Systems      |
| Web Server        | \$6,500.00       | Host new system            |
| County Clerk #1   | \$7,500.00       | Server 2003                |
| County Clerk #2   | \$5,500.00       | Web Server (old)           |
| TOTAL             | \$52,000.00      |                            |

# Actions Needed

- Financial Director & County Administrator comments
- Move forward with the posting of the Storage Area network RFP
- Award RFP of SAN if in budget total and acquire other related hardware & software
- Initiate negotiations for contract between County and awarded SAN vendor
- Commission signature on contract when presented

# Windows Upgrade

- Develop a financial plan to decommission Windows XP Operating System!
  - Microsoft plans to ship the final public patches for Windows XP on April 8. After that, it will not deliver fixes for security vulnerabilities it and others find in the 13-year-old operating system
  - The result, even Microsoft has said, could be devastating. Last October, the company said that after April 8, Windows XP would face a future where machines are infected at a rate 66% higher than patches stopped previously
  - County wide system issue-Many departments have Windows XP and all need replacement asap

# Windows Upgrade

- "After April [2014], when we release monthly security updates for supported versions of Windows, attackers will try and reverse engineer them to identify any vulnerabilities that also exist in Windows XP," said Tim Rains, director of Microsoft's Trustworthy Computing group. "If they succeed, attackers will have the capability to develop exploit code to take advantage of them."
- Microsoft has justified its stoppage of Windows XP patches by reminding everyone that it has supported the OS longer than any others, which is true: Its normal practice is to patch an operating system for 10 years. And it has argued that Windows XP is old, outdated software that is less secure than its newer operating systems: Windows 7, Windows 8 and Windows 8.1.

by Gregg Keitzer on [Computerworld.com](http://Computerworld.com)

# Windows Upgrade

| Department               | Quantity |
|--------------------------|----------|
| Prosecutor's Office      | 9        |
| County Clerk             | 16       |
| Commission Office        | 2        |
| Emergency Communications | 20       |
| Emergency Management     | 7        |
| Sheriff's Office         | 10       |
| Maintenance Dept         | 2        |
| GIS                      | 1        |
| Engineering Dept         | 2        |
| Planning & Zoning        | 3        |
| Tax Office               | 2        |
| Animal Control           | 2        |
| TOTAL                    | 76       |

# Actions Needed

- Financial Director & County Administrator comments
- Determine financial resources to fund upgrades and workstation replacements for the County in the amount up to \$57,000
- County Commission approve funding for the project
- IT Department researches and determines best pricing, makes purchases and replaces each XP machine
  - Notifies each manager of machines being replaced and timing

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.

A Proposal for  
**Jefferson County Commission, WV**

---

Creating an Exceptional Website with Vision

**Adam Isern**  
Regional Sales Manager  
913.660.0617 / 310.656.3103 fax  
[aisern@visioninternet.com](mailto:aisern@visioninternet.com)



**Vision Internet**  
2530 Wilshire Blvd. 2nd fl  
Santa Monica, CA 90403  
888.263.8847  
[www.visioninternet.com](http://www.visioninternet.com)  
Date: March 26, 2014



## Letter of Transmittal

Dear Selection Committee Members,

Thank you for the opportunity to submit a proposal for the redesign of Jefferson County Commission website. Based on your specifications and the thoroughness of your RFP, we can see creating a comprehensive website designed to enhance the communication efforts of the County is a top priority. This is particularly exciting to us because we are always looking for opportunities to create showcase websites, just as we have done for Jasper County, IA and Chesterfield County, VA.

Many companies offer interactive tools, but only Vision Internet will take the time and care to implement a site unique to Jefferson County. We have created websites for large cities, like the City of Atlanta, and small cities like the Town of Dillon. These clients had different needs. You will, too. Each element of the site, including the graphic design, functionality, and ongoing services will be configured to suit Jefferson County, now and in the future.

Vision Internet is the ideal partner to lead your transformation:

- **Experience:** Our core team **has worked together over the past decade** to create hundreds of government websites across the US.
- **Expertise:** Our clients have won over 200 awards for our innovations. While other companies tout the ability to **apply** industry standards, we **invented** them.
- **Technology:** The visionCMS™ is designed for local government and incorporates modern Web 2.0 and mobile technology into a powerful system that makes updates a snap.
- **Design:** A Vision-quality design is more than eye-catching – it reflects your community and meticulous attention is given to every detail.
- **Pricing:** We provide competitive pricing and flexible payments. There are no required ongoing fees and the costs reflect real services provided.
- **Flexibility:** Enjoy a subscription-based maintenance plan, host in-house, or anything in between. No matter how you would like to engage with us for on-going services, we have a plan that will work for you!

In our accompanying proposal, we make a number of recommendations for your project. As you review these suggestions and our previous results, you will see that Vision Internet clearly stands apart and is the best choice for delivering quality results.

I look forward to talking with you soon and welcome the opportunity to clarify any questions or provide you with a personal demonstration of our capabilities.

Respectfully submitted,

A handwritten signature in blue ink that reads "Adam D. Isern".

Adam Isern  
Regional Sales Manager, Vision Internet Providers, Inc.



## EXECUTIVE SUMMARY

---

Vision Internet is the national leader in government website development. For more than a decade Vision Internet has led the evolution of government websites with innovations that become industry standards. While most companies were taking the cookie-cutter approach, Vision Internet stayed true to the idea that every community is unique and has individual needs, and that quality is paramount to success. As a result, Vision Internet has become synonymous **with quality and "the Vision-quality" has become the standard against which all others are measured.**

To create your award-worthy website, we will use our trademark Vision Process. Based upon strategic principals, we take you through a process of discovery. We get to know your community, understand your most important needs, and make recommendations to achieve successful results.

When complete, your website will have a stunning design that reflects your community and your visitors will easily find what they are looking for. We will organize your information by audience, topic, service, and/or department, create multiple paths to information, and implement a site search tool. The website will include advanced interactive components for navigating special types of content like news, events, and directories. It will improve outreach with tools like eNotification and Web 2.0 features like RSS Feeds, Social Media Integration, and Bookmark and Share.

To empower staff, reduce administration time, and give you complete control we will implement our advanced content management system - visionCMS™. visionCMS™ is a web-based system created from the ground up for local government. It empowers non-technical staff from different departments to maintain their own content while preserving consistency throughout the site. Its intuitive editor allows staff to incorporate text, images, documents, and links.

visionCMS™ allows you to control the delegation of authority. You can define the content that editors can update and the tasks they can perform. With the optional Approval Cycle, you can create any number of custom workflows that are unique on a per-department and/or type of content basis. This level of control and flexibility is unmatched in the industry.

While the visionCMS™ gives you control of content, Vision Internet gives you control of your website. You are allowed unlimited users, pages, and categories. Additionally, our visionLive™ subscription maintenance plan keeps you covered long-term, by including unlimited technical support, system upgrades and hosting for one set subscription fee. Best of all, as an alternative, you are still free to host the website in-house or with a third-party provider. No matter how you would like to engage with us for ongoing service, we have a plan that will work for you! It is this commitment to service, coupled with our industry expertise, creativity, and advanced technology that will produce a remarkable website for the County.



## INTRODUCTION/COMPANY BACKGROUND AND EXPERIENCE

### *Vendor Background and Qualifications*

#### Vendor References and Questions

| Vendor Information  |                                            |
|---------------------|--------------------------------------------|
| Company Name        | Vision Internet Providers, Inc.            |
| Address             | 2530 Wilshire Blvd., 2 <sup>nd</sup> Floor |
| City, State and Zip | Santa Monica, CA 90403                     |
| Name and Title      | Adam Isern, Regional Sales Manager         |
| Address             | 2530 Wilshire Blvd., 2 <sup>nd</sup> Floor |
| City, State and Zip | Santa Monica, CA 90403                     |
| Phone               | 913-660-0617                               |
| Email               | aisern@visioninternet.com                  |

#### 5.1.1. Provide a brief company history.

As an entrepreneur involved with business and non-profit organizations, Steven Chapin recognized the need for internet connectivity, hosting, and website services for small to medium size businesses. **This led to Mr. Chapin's creation of Vision Internet in 1995.** Since its inception in Santa Monica, California, Vision Internet has been regarded as a pioneer in the Internet industry.

In 1996, our company began providing website development services for non-profit and corporate clients. We were recognized as industry leaders in local, national, and international media that same year.

During the creation of the company, Mr. Chapin remained active in the community, supporting government, education, and non-profit organizations. This activity, along with strong travel industry experience, resulted in the creation of our first government related projects for the **City of Santa Monica's Convention and Visitors Bureau and the Danish Government.**

Since this early beginning, we have further developed our government experience and have been awarded with nearly 500 government and education contracts and many awards for our work.

**Throughout our company's history, we have taken a conservative approach towards growth, refusing outside funding and simply focusing on building a solid business based on our core values.** Our approach has paid off, bringing us through the **dot-com bubble and today's ever-changing economic climate.** Providing a high level of stability allows our company to enjoy the continued respect and commitment of clients, employees, and the community.



## References

### JASPER COUNTY, IOWA

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E-mail: [ljackson@co.jasper.ia.us](mailto:ljackson@co.jasper.ia.us)  
URL: [www.co.jasper.ia.us](http://www.co.jasper.ia.us)

### DALLAS COUNTY, IOWA

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URL: [www.co.dallas.ia.us](http://www.co.dallas.ia.us)

### LOWER MERION TOWNSHIP, PENNSYLVANIA

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Ardmore, PA 19003  
Phone number: 610-645-6221  
E-mail: [bviola@lowermerion.org](mailto:bviola@lowermerion.org)  
URL: [www.lowermerion.org](http://www.lowermerion.org)

### LEXINGTON-FAYETTE URBAN COUNTY, KENTUCKY

Contact name: Patrick Morrissey, Computer Analyst  
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Lexington, KY 40507  
Phone number: 859-425-2279  
E-mail: [patrick2@lfucg.com](mailto:patrick2@lfucg.com)  
URL: [www.lexingtonky.gov](http://www.lexingtonky.gov)

### CITY OF BRENTWOOD, TENNESSEE

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Brentwood, TN 37024  
Phone number: 615-371-0060  
E-mail: [bednar@brentwood-tn.org](mailto:bednar@brentwood-tn.org)  
URL: [www.brentwood-tn.org](http://www.brentwood-tn.org)



## Qualifications

### Highly Relevant Experience

Vision Internet has extensive experience serving government agencies with populations ranging from towns of less than one thousand residents to cities and counties of several million. We serve all levels of government agencies, educational institutions and non-profit organizations, including websites for cities, counties, state and federal agencies, special districts, economic development departments, transit, performing arts, workforce development, environmental services, tourism and visitors bureaus, and more. Below is a sampling of our clients:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>● Augusta County, VA</li> <li>● Campbell County School System, VA</li> <li>● Chatham County, NC</li> <li>● Chesterfield County, VA</li> <li>● Cherokee County, NC</li> <li>● <u>City of Atlanta, GA</u></li> <li>● City of Brentwood, TN</li> <li>● City of Charlottesville, VA</li> <li>● City of Germantown, TN</li> <li>● City of Hamilton, OH</li> <li>● City of Healdsburg, CA</li> <li>● City of Hendersonville, NC</li> <li>● City of Lynchburg, VA</li> </ul> | <ul style="list-style-type: none"> <li>● <u>City of San Francisco, CA</u></li> <li>● <u>City of West Hollywood, CA</u></li> <li>● City of Yonkers, NY</li> <li>● Dorchester County, SC</li> <li>● Jefferson County, NY</li> <li>● Lexington-Fayette Urban County, KY</li> <li>● Prince George County, VA</li> <li>● Town of Blacksburg, VA</li> <li>● Town of Chapel Hill, NC</li> <li>● Town of Glastonbury, CT</li> <li>● Town of Leesburg, VA</li> <li>● Town of Westport, CT</li> </ul> | <ul style="list-style-type: none"> <li>● Township of Lower Merion, PA</li> <li>● Vanderburgh County, IN</li> <li>● Village of Barrington, IL</li> <li>● Village of Elk Grove, IL</li> <li>● Village of Hoffman Estates, IL</li> <li>● Village of Lisle, IL</li> <li>● Village of Mount Prospect, IL</li> <li>● Village of Northbrook, IL</li> <li>● Virginia Highlands Community College, VA</li> <li>● Wake County Register of Deeds, NC</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

These organizations have placed their trust in Vision Internet because we have created some of the best government websites in the country. All told, Vision Internet clients have won over 200 industry awards for their websites. Scanning through our list of clients, it is easy to see that we have **the experience to ensure your project's success.**

### Unique Solutions Based Upon a Strategic Approach

Our approach is completely different than the template solutions offered by our competitors. They provide a cookie-cutter approach to government websites making your website look just like other websites. These can never match the results of a website built for your own unique needs.

Vision Internet is not simply a web design company; rather we take a strategic approach by understanding your needs first, then developing and implementing internet strategies which complement and extend your overall goals. While other firms are made up of technicians, our team members are well educated and have extensive business and government work experience in addition to their technical expertise. We are very knowledgeable in the area of strategic planning allowing us to have a better understanding of your overall challenges and objectives. We will implement a solution designed to solve your most pressing needs. Our tools



and components give you the assurance of proven reliability and are designed to fulfill your most important goals.

This translates into a website solution that will deliver on its full potential!

### Broad Technical Expertise

Vision Internet is a Microsoft Certified Partner and within our team, we have extensive experience in all the technologies required to build you a world-class solution. Our core technical skills include:

|                          |                                                                                  |
|--------------------------|----------------------------------------------------------------------------------|
| Web Programming:         | ASP.NET, ASP, HTML, CSS, XML, Ajax, JavaScript, PHP.                             |
| Application Programming: | C#, C++, Java, Visual Basic, IIS, and VB.Net.                                    |
| Database Technology:     | MS SQL Server, Oracle, MS Access, and MySQL.                                     |
| Graphic Design:          | Photoshop, Flash, Illustrator.                                                   |
| Platform:                | Windows Server, Linux.                                                           |
| Infrastructure           | Cisco Router, Firewall, and Windows Security.                                    |
| Other:                   | CMS, Web 2.0/Gov 2.0, Social Networking, e-Commerce platforms, and GIS software. |

Additionally, our team has overlapping skills and expertise in:

- Consulting and Strategic Planning
- Market Research
- Usability Testing
- Project Management
- Project Development
- Information Architecture
- Database Design and Administration
- Creative Direction and Graphic Design
- Website Hosting and Maintenance
- Section 508 Compliance (federal disabilities compliance)
- Quality Assurance
- Documentation and Training

*“There is a major difference between Vision Internet and other government website developers. Bottom line, Vision 'gets it' when it comes to government websites. They are on the forefront of website design, and their content management system is phenomenal, second to none.”*

**- Doug Schultz**  
Community Relations Coordinator  
Village of Hoffman Estates, IL

### National Scope

Because of our experience and exceptional results, we have an extensive customer list that includes clients in the states of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, Nevada, New Jersey, New York, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Virginia, Washington, West Virginia, Wisconsin, and Wyoming – in addition to many government and education clients in the state of West Virginia.

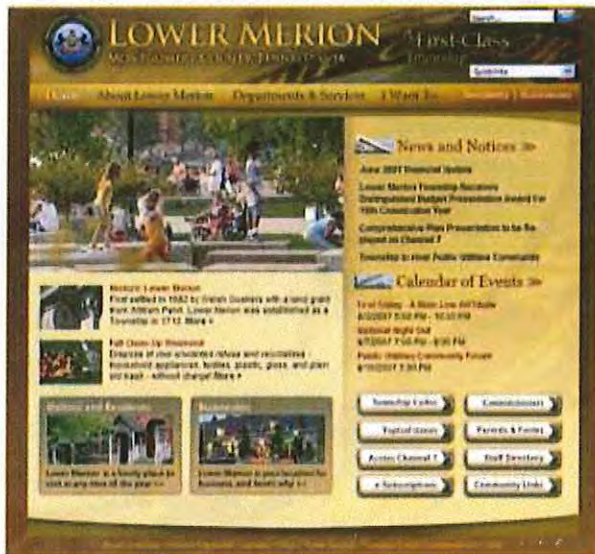


With Vision Internet, you can be confident in knowing that you are working with the national leader in government website development.

### *Project Experience*

Vision Internet, with its hundreds of government clients and over 200 awards for government related projects, is the national leader in local government websites. As you review these project profiles, we believe you will see that Vision Internet websites stand far above others. Many of the projects incorporate multiple objectives beyond simply information for residents. It is our strategic process that uncovers the additional needs and incorporates them into a more successful solution.

On the following pages are several project profiles that show a broad range of experience and capabilities that clearly demonstrate our expertise and ability to serve your needs. As you review them, you are sure to find examples that appeal to your personal tastes and preferences.



A top priority for the Township of Lower Merion is communication, and Vision Internet was chosen to create a website which would act as a new avenue of communication between the Township and its residents. Using the Vision Content Management System, Township staff - even those without any programming experience - are able to keep information throughout the website up-to-date, and items from the website's interactive calendar and news page can appear on department specific pages without duplicating content.

The design of the redeveloped homepage bring the Townships online presence to life with lively photographs of the citizens. Through the use of dropdown and left navigation menus, along with quicklinks, the website is easy to navigate and allows users to find important information quickly. A page dedicated solely to LMTV provides site visitors with links to the Township's video library and information specific to the Townships Government Access TV Channel.



*“The design process with our account representative was terrific. The vision Team was very thorough and worked with us to come up with the perfect design; one that reflects a sense-of-place to those visiting our site.”*

**- Millissa Reierson**  
Communications Manager

The City of Franklin wanted to redesign their outdated website in order to market the City in a fresh light. Their old site was disorganized, cluttered with content, and difficult to update. In addition to improving the design and navigation, the City wanted to increase the functionality of their new website to aid them in becoming more actively involved with the community.

Input from the City’s website team helped guide the Vision design team as they transformed the old site into a beautiful and vibrant City communication tool. An eclectic selection of images, including photographs of the historic Downtown district, showcases the beauty of the City. Meanwhile, navigation tools such as dropdown menus and quick links allow website visitors to easily navigate through the site. On-site training was held at the City’s offices to teach staff members how to make updates and changes to the new website using the Vision CMS.



Nestled in the scenic Blue Ridge Mountains of Western North Carolina, the City of Hendersonville is known by many as the “City of Four Seasons”. Historic Hendersonville boasts a lively downtown and Main Street with traditional southern hometown charm. Needing to focus some attention on the City’s online initiatives, Hendersonville chose to work with Vision Internet on the redevelopment of their existing website.

As the two teams worked through the Vision Process, they were able to create a website with increased functionality, well organized web pages, and intuitive navigation. The homepage design displays the most recent Upcoming Events and City Headlines, while intuitively designed quick links and drop down menus guide users through the hundreds of interior web pages with ease. The website also features Vision components such as the Form/Survey Tool, Officials’ Corner, and Multilingual Support.

Computerworld - A decade ago, Microsoft kicked off SDL, or Security Development Lifecycle, a now-widely-adopted process designed to bake security into software, and began building what has become an unmatched reputation in how a vendor writes more secure code, keeps customers informed about security issues, and backs that up with regular patches.

But the Redmond, Wash. company, which just touted SDL's 10-year history with a flashy, anecdote-filled [online presentation](#), seems willing to risk torching that hard-won reputation by pulling the plug on Windows XP.

Microsoft plans to ship the final public patches for Windows XP on April 8. After that, it will not deliver fixes for security vulnerabilities it and others find in the 13-year-old operating system.

The result, even Microsoft has said, could be devastating. Last October, the company said that after April 8, Windows XP would face a future where machines are infected at a rate 66% higher than before patches stopped.

### Windows XP lives

- **Microsoft tries to tempt XP diehards with \$100 discount on new PCs**
- **ATM operators eye Linux as alternative to Windows XP**
- **Microsoft dangles \$50 carrot in front of XP users**
- **US-CERT urges XP users to dump IE**
- **Perspective: Microsoft risks security reputation ruin by retiring XP**
- **Update: Microsoft reacts to XP upgrade critics with free file transfer tool**
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More on Windows ▶

"After April [2014], when we release monthly security updates for supported versions of Windows, attackers will try and reverse engineer them to identify any vulnerabilities that also exist in Windows XP," said Tim Rains, director of Microsoft's Trustworthy Computing group. "If they succeed, attackers will have the capability to develop exploit code to take advantage of them."

Microsoft has justified its stoppage of Windows XP patches by reminding everyone that it has supported the OS longer than any others, which is true: Its normal practice is to patch an operating system for 10 years. And it has argued that Windows XP is old, outdated software that is less secure than its newer operating systems: Windows 7, Windows 8 and Windows 8.1.

Again, true.

The problem that Microsoft has only occasionally touched on is that Windows XP powers a massive number of personal computers around the world. According to Internet measurement company Net Applications, 29.5% of the globe's PCs ran XP in February. Using estimates of the number of Windows PCs now in operation, that "user share" translates into approximately 488 million systems.

Four hundred and eighty-eight million.

If every PC sold in the next 12 months was one destined to replace an existing Windows XP system, it would take more than a year and a half -- about 20 months -- to eradicate XP. Windows XP isn't going anywhere.

Even if one discounts the 70% of the approximately 300 million XP machines in China that are not regularly updated with existing patches -- the 70% statistic comes from Microsoft -- that still leaves 278 million machines.

Microsoft has never faced this situation before, with a soon-to-be-retired OS running a third of all the Windows PCs worldwide. So on one hand it's not surprising that it has stuck to its guns, and is pushing XP into the sunset and forgetting it.

But by doing that, it could hurt itself as much as the customers who end up with an infected XP system.

There's the real possibility that large-scale infections of Windows XP will paint the Windows brand as insecure, fulfilling the implicit prophecy the company made late last year. To most people, Windows is Windows is Windows, with no distinction between XP and the newest, locked-down 8.1. And for those people, Windows *is* Microsoft because it's the best known of the company's software.

So if post-April headlines appear that shout, "Windows under massive attack," Microsoft's reassurances that the bug can be exploited only on XP, that newer editions of Windows are safe to use, will be lost amidst the noise.

Outside its own software, Microsoft has other reasons for worry. As the company has often said, it's not just Windows that it must keep secure, it's the entire Windows *ecosystem*, the gamut of software that runs on the platform. A bug in a third-party program, such as Adobe's like-a-sieve Flash Player, which has had to be patched 18 times in the face of ongoing attacks since 2010, reflects poorly not just on Adobe but also on Microsoft. That's because Windows powers 90% of the world's PCs.

That's one reason why Microsoft has reached out to third-party developers -- Adobe being just one -- to help them craft their own SDL-like processes, a fact last week's retrospective trumpeted when it said its SDL guidance had been downloaded more than 1 million times since 2008.

Co-founder and former CEO Bill Gates made the connection in an all-company email he sent in January 2002, the call to action memorandum that ultimately led to SDL. "Our new design approaches need to dramatically reduce the number of such issues that come up in the software that Microsoft, its partners and its customers create," Gates said. "Trustworthiness is a much broader concept than security, and winning our customers' trust involves more than just fixing bugs and achieving 'five-nines' availability. It's a fundamental challenge that spans the **entire computing ecosystem**, from individual chips all the way to global Internet services (*emphasis added*)."

Gates stepped down from his role as chairman of the board last month, and will spend more time at Microsoft advising new CEO Satya Nadella on product and technology issues.

By letting XP slide into retirement while it still powers so many PCs, Microsoft risks tainting the Windows brand as insecure and the Windows ecosystem as infection-prone. And if Windows XP becomes an ongoing cesspool of malware, it could ruin a decade of efforts to beef up the security of that brand and ecosystem.

The work has paid off. Most security professionals consider Microsoft the bar every other vendor should strive to meet. They have applauded the company's SDL processes, the fact it issues advisories of new threats accompanied by quick-and-dirty workarounds, its once-monthly patching schedule, and the informative -- nay, sometimes exhaustive -- descriptions of the those fixed flaws and how customers can defend against them.

Microsoft has good business reasons for retiring Windows XP from support: Most of its Windows revenue comes from licensing new copies of the operating system to OEMs (original equipment manufacturers), like Lenovo, Hewlett-Packard, Dell and dozens of others, for the approximately 300 million new PCs that factories will ship this year.

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[More on Windows](#) ▶

If it continued to support XP, Microsoft must think, its partners would sell fewer new computers -- in the main, that's how old operating systems are replaced, not by in-place upgrades -- and it would sell fewer copies of Windows. Microsoft doesn't make money off existing computers; it makes money off new computers. (Although there are signs that that is changing as the company strives for more services revenue.)

And Microsoft not only *can* call those business shots, it has the right to do so. Few argue otherwise.

But it could also be argued that by quitting XP, Microsoft risks an intangible: the company's reputation, and that of Windows, in the face of large-scale malware outbreaks that infect those unprotected machines. In turn, those PCs could -- as has happened in the past -- infect others, including any running newer editions that for one reason or another have not been patched in time.

If that happens, few -- even those running Windows 7 or Windows 8.1 who have argued that users are responsible for running the most up-to-date software -- will blame those still running XP. They'll blame Microsoft, as customers always do when stuff goes south.

Microsoft must have calculated that the risk to its reputation is warranted, that the damage would be less than the reduction of revenue if it continued to support XP, and the reduction of future revenue that would mean by setting a precedent.

Yet it has already set that precedent. When it extended XP's lifespan from the normal 10 years to almost 13, it established a policy that may need to be repeated years from now, as Windows 7, the standard edition for businesses, approaches its end of support in 2020. If Windows 8.1 and its successors don't change corporate opinion, Microsoft may be forced into acknowledging Windows 7's importance with a similar extension. It has already hinted as much by postponing the deadline by which OEMs must stop selling new business PCs with Windows 7 Professional pre-installed.

So far, Microsoft has done little but repeatedly tell customers that the end of XP is near and that they should move to Windows 8.1, either by upgrading the OS or by purchasing a new device with Windows 8.1 already installed. Both have been met with incredulity and derision by users stuck on XP.

Microsoft's one-beat drum -- Windows 8.1, Windows 8.1, only Windows 8.1 -- seems as tone-deaf as its initial refusal to recognize customer beefs about Windows 8 were more than the usual griping. When Julie Larson-Green, then the co-lead for Windows, said last May, "We're not stubborn" about changing Windows 8, she could have been talking about the company's kill-XP strategy.

If Microsoft did decide to change direction, it has several options that have been proposed by customers, analysts and other observers.

- **Do a 180-degree turn and continue to patch XP.** This would be the easiest to implement, but not to stomach, for Microsoft. The company could let natural replacement take its course, and keep patching XP until it reaches a lower share of all Windows PCs, that share set and publicized by Microsoft. The company could bolster its position by revealing the percentage of PCs running XP that access Windows Update, a telemetric mark it has declined to disclose, to show how prevalent XP really is, rather than make the media and customers rely on estimates from the likes of Net Applications.
- **Continue to support XP, but only with patches for critical vulnerabilities.** Microsoft's security team has already committed to crafting patches for critical and important vulnerabilities in Windows XP, as those will be provided to enterprises that have paid \$200 per PC for the first year of extra-extended support. (Those companies automatically receive all updates rated critical, but must pay extra, above and beyond the \$200 per machine fee, for those pegged important.) If it did this, it would probably have to refund those moneys, or perhaps automatically ship the important updates free of charge to companies that ponied up for the additional support.
- **Offer the extra-extended support to everyone for a fee.** Microsoft could offer a subscription to the uber-extended support to everyone, including the consumers and small- and mid-sized businesses (SMBs) not eligible for the corporate plan. Pricing the subscription would be the most difficult part of this decision: Low enough to entice a sizable number, high enough to be materially important as a replacement for the revenue Microsoft assumes it would lose in new licenses to OEMs. Customers have suggested numbers like \$50 or \$60 a year.
- **Revive Windows 7 and discount an XP-to-Windows 7 upgrade.** Microsoft has already removed Windows 7 Home Premium and Windows 7 Professional from its own sales

outlets, and stopped selling copies to middlemen like Newegg and Amazon. (Those retailers continue to sell the edition because they, or the distributors they rely on, have stockpiled copies.) By reviving Windows 7, and offering that as an upgrade from XP -- few XP PC owners seem interested in making the jump to the radically-redesigned Windows 8 -- Microsoft sells a license to Windows, if not to the newest Windows. A steep discount, perhaps to the \$39.99 it charged customers for the Windows 7-to-Windows 8 upgrade in late 2012 and early 2013, might entice a measurable number to ditch XP. Reducing the price even further -- to the \$19.99 Apple charged in 2012 for OS X 10.8, aka Mountain Lion -- should shake loose even more customers from XP, according to studies of upgrade pricing and user share changes.

- **Kick off a Windows XP PC trade-in program in cooperation with one or more OEMs.** If Microsoft is really serious about getting XP out of circulation, one approach would be to have customers turn in their old XP-powered PCs for a new device. Microsoft has run buyback programs before -- last year it tried to goose sales of Surface tablets and Windows smartphones by paying customers for their used iOS and Android mobile devices -- and could do much the same for aged XP PCs. The deal would probably have to be limited to its own retail stores, or possibly the stores-inside-stores it's created within the Best Buy chain, because of the need to verify eligibility and assist users in moving data, settings, even applications, from the old to the new systems. But the reach of Best Buy and its Geek Squad technical assistance could make a plan like this realistic.

Such a program could advance several goals Microsoft has set. It would promote Windows 8.1 devices, and be seen as a way to boost that edition's profile as much as to eradicate XP. If the devices, after a trade-in, were in the lowest-priced category -- Microsoft's reportedly cut Windows 8.1's license fee for sub-\$250 notebooks -- it might quiet the complaints from some current XP-forever users that they can't afford to upgrade and simultaneously attack Chrome OS-based Chromebooks, the cheap laptops that Microsoft seems to be very concerned about. Additionally, a trade-in or trade-up program would bring some XP users into the Microsoft Account fold, the single sign-on used to connect to the company's services, and so into the customer pool for those services.

## Windows XP lives

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More on Windows ▸

But because it's the most radical of moves, it's also the one least likely for Microsoft, conservative by nature, to make.



Undoubtedly, Microsoft has thought of those options, and likely many more: The company doesn't lack for brainy people, even though some of its marketing messaging has been off-

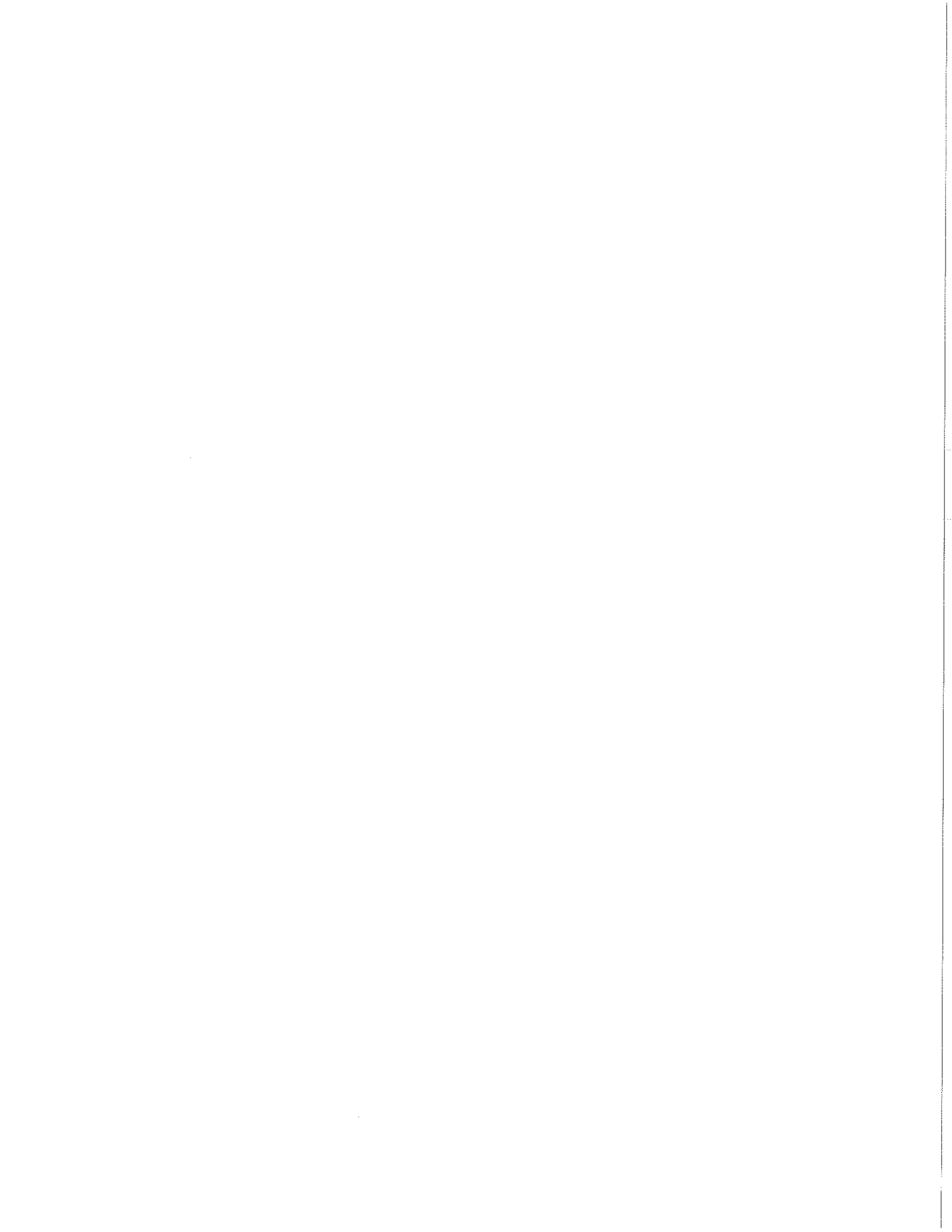
key. But by the evidence -- silence most of all -- it rejected them and decided to continue the march to XP patch cut-off.

That's a shame. Because once Windows's reputation and that of the ecosystem starts taking hits because unpatched XP systems become infected, it will be too late to do much more than watch that reputation swirl toward the drain.

None of the above suggestions are guaranteed to hasten the elimination of Windows XP from the rolls of active operating systems; ultimately, only time will do that. But by taking one or more of those steps, Microsoft could point to what it *has* done to help customers get off XP, rather than have others point out what it has *not* done. That could mean the difference between a tainted reputation and one still credible.

Microsoft cannot afford a stumble like the one which that result from XP turning on its owners and the company that made it, not when the PC business has stagnated, when its tablet strategy has yet to pay off and when that same strategy relies on an operating system named "Windows."

***Gregg Keizer** covers Microsoft, security issues, Apple, Web browsers and general technology breaking news for Computerworld. Follow Gregg on Twitter at  @gkeizer, on Google+ or subscribe to [Gregg's RSS feed](#) . His email address is [gkeizer@computerworld.com](mailto:gkeizer@computerworld.com).*



AGENDA REQUEST FORM  
www.jeffersoncountywv.org



Name: **Ronda Eddy**

Department or Organization: **Day Report Center**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **April 3**

*If a specific date is needed, please provide reason for specific date:* Deadline to submit Grant application (revised) is April 18.

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

Subject (*Wording to be placed on agenda*): **Community Corrections Grant Application for FY-15**

Please provide the County Commission with a description of your request or presentation, including any background information: Criminal Justice Board was notified **Berkeley County will not match funding with Jefferson County for Community Corrections grant to fund the Day Report Center for FY-15. The Criminal Justice Board voted to change the fiscal agent to Jefferson County on the Grant application that was submitted for FY-15 and move forward with requesting the funding for Jefferson County. These funds are necessary to provide Day Report services to the Adult Drug Court in FY-15, as well as services to probation, parole, family court, and DHHR clients. Additionally, a pre-trial officer position was added to the Grant application, as recommended by WVDJCS, to evaluate persons facing criminal charges in regional jails prior to adjudication for placement in pre-trial release programs through Day Report Centers in accordance with provisions under SB307.**

Is this a funding request? Y/N Funding was previously approved during budget process  
If so, how much? \$ **100,000.00**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Motion to allow the President of the County Commission to sign and submit the Community Corrections Grant application to fund the Day Report Center for FY-15, and to become the fiscal agent on the funds.

Attach supporting documents for request, or request may be denied. Documents Attached.  
If not attached, explain: Click here to enter text.

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

Contact information:  
Email address: reddy@berkeleywv.org Phone Number: 304-267-5000 ext 3960

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FOR COMMISSION STAFF USE ONLY- FINANCIAL IMPACT/COMMENTS

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|                                                                          |                                                      |
|--------------------------------------------------------------------------|------------------------------------------------------|
| <b>West Virginia Community Corrections<br/>Grant Program Application</b> | <b>General Administrative Information<br/>Page 1</b> |
|--------------------------------------------------------------------------|------------------------------------------------------|

|                                                                                                                                                                                                 |                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Applicant Agency:</u></b><br><b>Address:</b> Jefferson County Commission<br>124 E. Washington Street<br>Charles Town, WV<br><b>Phone:</b> 304-728-3284<br><b>Fax Number:</b> 304-725-7916 | <b><u>Type of Agency:</u></b><br><input type="checkbox"/> State<br><input checked="" type="checkbox"/> County<br><b><u>Type of Application:</u></b><br><input type="checkbox"/> For State Funds<br><input type="checkbox"/> No State Funds |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Project Director:</u></b> Ronda Eddy<br><b>PD Title:</b> 106 E. Washington Street<br><b>Address:</b> Charles Town, WV 25414<br><br><b>Phone:</b> 304-728-3257<br><b>Fax:</b> 304-728-3614<br><b>Email:</b> reddy@berkeleywv.org | <b><u>Fiscal Officer:</u></b> Debbie Keyser<br><b>FO Title:</b> County Administrator<br><b>Address:</b> 124 E. Washington Street<br>Charles Town, WV<br><br><b>Phone:</b> 304-728-3284<br><b>Fax:</b> 304-725-7916<br><b>Email:</b> dkeyser@jeffersonwv.org |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**State Funds Requested:** 232,877.00      **Amount Awarded:**  
**Local Funds Utilized:** 99,804.00      (for DJCS use only)  
**Project Period:** July 1, 2014 – June 30, 2015

**Number of years previously funded:** 6      **Estimated Number to be Served:** 100  
**Geographic Area(s) Served:** Berkeley, Jefferson, Morgan  
**Total Population:** 177,510 (211 US Census)  
**Project Title:** Jefferson Day Report Center

**Project Description:** The JDRC is an alternative sentence program that combines close supervision with intensive treatment programs to offenders sentenced or referred by criminal justice agencies.

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

|                                                                                                                         |                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Authorized Official:</u></b> Walter Pellish<br><b>Address:</b> 124 E. Washington Street<br>Charles Town, WV 25414 | <b><u>AO Title:</u></b> President<br><b>Phone:</b> 304-728-3284<br><b>Fax:</b> 304-725-7916<br><b>E-Mail:</b> walterpellish@mac.com |
| <b>Signature:</b>                                                                                                       | <b>Date:</b>                                                                                                                        |

|                                                                          |                                  |
|--------------------------------------------------------------------------|----------------------------------|
| <b>West Virginia Community Corrections<br/>Grant Program Application</b> | <b>Budget Summary<br/>Page 2</b> |
|--------------------------------------------------------------------------|----------------------------------|

|                                                   |                                |
|---------------------------------------------------|--------------------------------|
| Applicant: <b>Jefferson County<br/>Commission</b> | FEIN Number: <b>55-6000296</b> |
|---------------------------------------------------|--------------------------------|

| Budget Category       | WV Community Corrections Requested Funds (A) | Local (Match) Funds (B) | Total Budget (A + B) |
|-----------------------|----------------------------------------------|-------------------------|----------------------|
| Personnel/Contractual | 198,127                                      | 65,648                  | 263,775              |
| Travel/Training       | 4,000                                        |                         | 4,000                |
| Equipment             |                                              |                         |                      |
| Other                 | 30,750                                       | 34,156                  | 64,906               |
| <b>Totals</b>         | <b>232,877</b>                               | <b>99,804</b>           | <b>332,681</b>       |

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

#### Funding Strategy

| Funding Source(s)           | Amount         | Status |
|-----------------------------|----------------|--------|
| Jefferson County Commission | 99,804         | A      |
| State of West Virginia      | 232,877        | A      |
|                             |                |        |
|                             |                |        |
|                             |                |        |
|                             |                |        |
|                             |                |        |
| <b>Total</b>                | <b>332,681</b> |        |

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

Amount - Enter the amount received or anticipated for each

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

P – Projected grant, loan or donation

A – Application submitted (**apart from this CC Grant Application**) and under review

C – Funds Committed

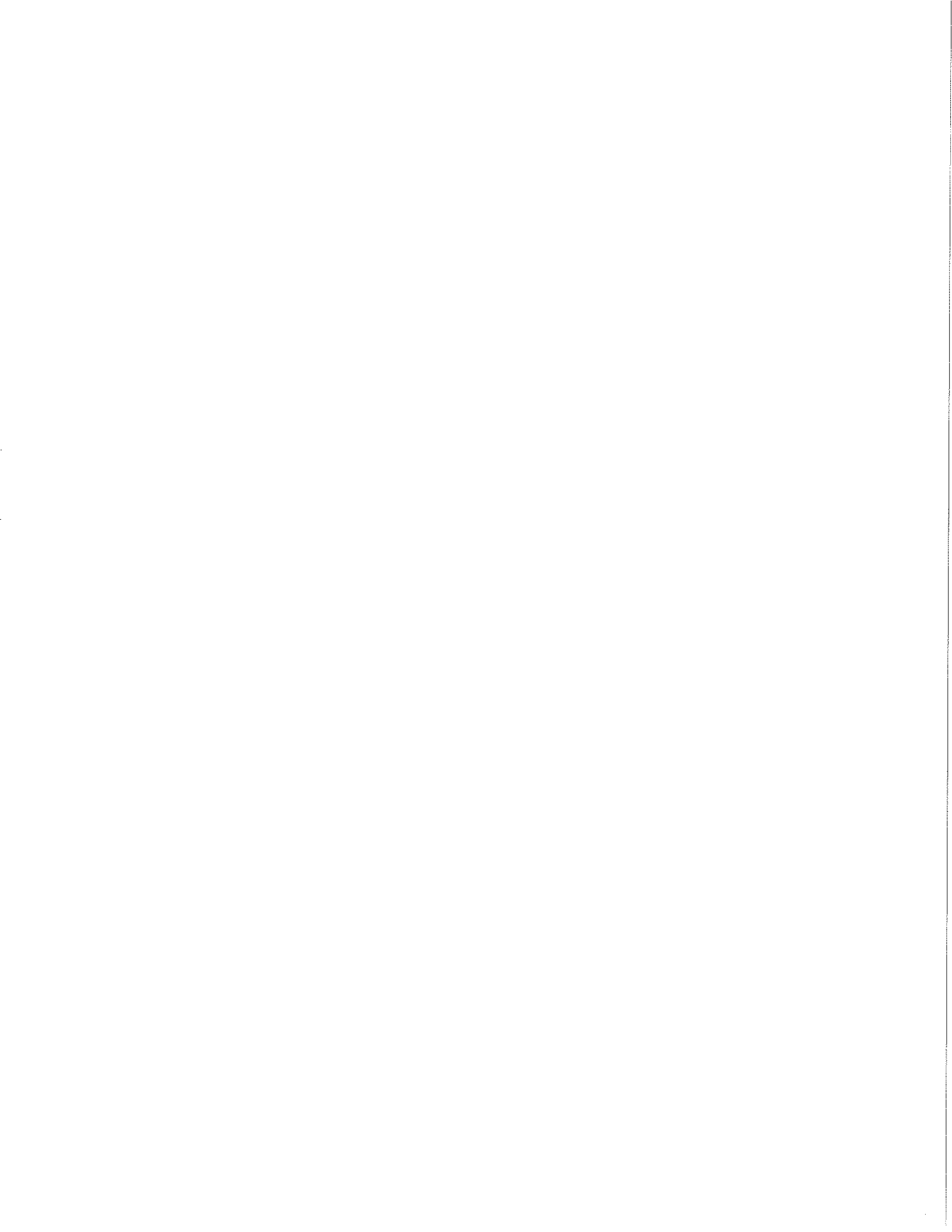
R – Funds received, appropriated or on hand

**West Virginia Community Corrections  
Grant Program Application**

**Budget Detail  
Page 3**

| Detailed Project Cost by Budget Category | Requested Community Corrections Funds | Local Funds Utilized | Grant Funds Approved   |
|------------------------------------------|---------------------------------------|----------------------|------------------------|
| <b><u>Personnel / Contractual:</u></b>   | 198,127                               | 65,648               | (DJCS Use Only)        |
| <u>See attached Excel Spreadsheet</u>    |                                       |                      |                        |
| <b><u>Travel / Training:</u></b>         | 4,000                                 |                      |                        |
| <b><u>Equipment (\$1,000/unit):</u></b>  |                                       |                      |                        |
| <b><u>Other:</u></b>                     | 30,750                                | 34,156               |                        |
| <b>Total Requested WVCC Funds</b>        | <b>232,877</b>                        |                      |                        |
| <b>Total Local Matching Funds</b>        |                                       | <b>99,804</b>        |                        |
| <b>Total Funds APPROVED for Project</b>  |                                       |                      | <b>(For DJCS Only)</b> |

| <b>DRC Employees</b>      | <b>Position</b>    | <b>FY-15 (CC Funds)</b> | <b>CASH MATCH</b> | <b>Total</b>      |
|---------------------------|--------------------|-------------------------|-------------------|-------------------|
| Ronda Eddy                | Executive Director | 50,020.00               | 6980.00           | 57,000.00         |
|                           | FICA               | 3,715.00                | 524.00            | 4,239.00          |
| Judy Adkins               | Admin. Asst.       | 20,308.00               | 2692.00           | 23,000.00         |
|                           | FICA               | 1,523.00                | 202.00            | 1,725.00          |
| John Mason                | Substance Abuse    | 40,154.00               | 4846.00           | 45,000.00         |
|                           | FICA               | 3,011.00                | 363.00            | 3,374.00          |
| Amy Bearman               | DRC Officer        | 26,231.00               | 3769.00           | 30,000.00         |
|                           | FICA               | 1,967.00                | 283.00            | 2,250.00          |
| VACANT - New Position     | Pre-Trial Officer  | 26,231.00               | 3769.00           | 30,000.00         |
|                           | FICA               | 1,967.00                | 283.00            | 2,250.00          |
| <b>Contractural:</b>      |                    |                         |                   |                   |
| BIPPS                     |                    | 3,000.00                |                   | 3,000.00          |
| Counselors                |                    | 20,000.00               | 6,000.00          | 26,000.00         |
| Community Svc. Coord.     | CCS-Jefferson      |                         | 21,000.00         | 21,000.00         |
|                           | FICA               |                         | 1,575.00          | 1,575.00          |
| Community Svc. Coord.     |                    |                         | 12,500.00         | 12,500.00         |
| <b>PART TIME</b>          |                    |                         | 862.00            | 862.00            |
| Total Personnel/Contract  |                    | 198,127.00              | 65,648.00         | 263,775.00        |
| <b>Travel/Training</b>    |                    | 4,000.00                |                   | 4,000.00          |
| <b>OTHER</b>              |                    |                         |                   |                   |
| Utilities:                |                    | 7,000.00                |                   | 7,000.00          |
| Rent                      |                    |                         | 30,000.00         |                   |
| Drug Testing Supplies     |                    | 5,000.00                |                   | 5,000.00          |
| Drug Lab Testing          |                    | 10,000.00               |                   | 10,000.00         |
| LS/CMI                    |                    | 750.00                  |                   | 750.00            |
| BRIM - Liability/Property |                    | 4,000.00                |                   | 4,000.00          |
| Brickstreet               |                    | 4,000.00                |                   | 4,000.00          |
| Unemployment/WF           |                    |                         | 4,156.00          | 4,156.00          |
| Total Other               |                    | 30,750.00               | 34,156.00         | 34,906.00         |
| <b>TOTAL</b>              |                    | <b>232,877.00</b>       | <b>99,804.00</b>  | <b>332,681.00</b> |



AGENDA REQUEST FORM

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



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: April 3, 2014

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

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

Subject (Wording to be placed on agenda):

Fire Dept. allocation distribution methodology 2014-2015 ONLY

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

Discuss direct contribution to Fire Companies through contracts with the Co. Commission for fiscal year 2014-2015 only.

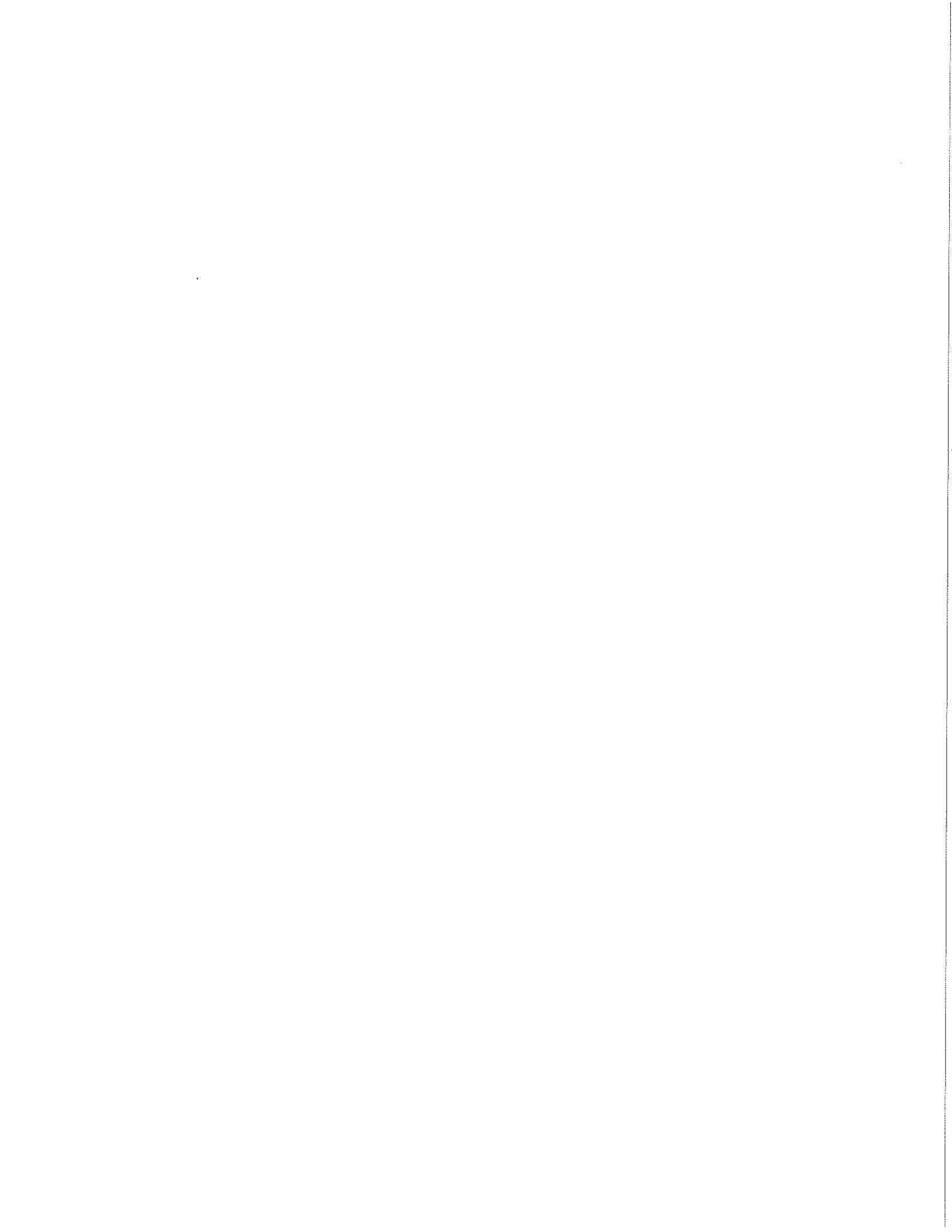
Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

Are documents attachments? Yes  No

If not, explain:

Is a projector needed? Yes  No

Contact information: Jane Tabb  
Email address: Vinemont@frontiernet.net  
Phone number: 304-725-4325



AGENDA REQUEST FORM

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



Name: Jane Tabb

Department or Organization: Co. Com.

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: April 3, 2014

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

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

Subject (Wording to be placed on agenda):

Ambulance fee in reference to Apartment Buildings

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

~~Right~~ Draft ordinance would charge \$40/apartment even though apartment buildings are "commercial" by the assessor.

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

I move that apartment buildings be considered commercial.

Are documents attachments? Yes  No  for ambulance fee collection.

If not, explain:

Is a projector needed? Yes

No

Contact information:

Email address: Vinemont@frontiernet.net

Phone number: 304-725-4325

## Proposed Amendments to Ambulance Fee Ordinance

p. 2: Residential Unit – Delete “apartments” in line 5 and substitute “townhomes”

Add: Apartment Building shall be considered commercial and assess the commercial Special Emergency ambulance Fee.

Jane Tabb for April 3, 2014 CC meeting.

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



Name: Sandy Slusher McDonald, Deputy County Administrator

Department or Organization: **Jefferson County Commission**

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

Date Requested – 1<sup>st</sup> Choice: **April 3, 2014**

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

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

Subject (Wording to be placed on agenda): **Set Date and Time to Lay the Levy**

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

- ✚ **Under West Virginia Law (§7-1-3), County Commissions have the superintendence and administration of the fiscal affairs of their county. Governmental budgets in West Virginia must maintain a state of being balanced from their submission to the State Auditor's Office through the end of each Fiscal Year, and this requirement covers both of the County's major funds: General and Coal Severance.**
- ✚ **The budget is determined and the levy rate is set by the Commission during the period between the 3<sup>rd</sup> and the 28<sup>th</sup> day of March. The budget (also known as the levy estimate) is forwarded to the State Auditor's Office for approval, and following that, the Commission reconvenes on the 3<sup>rd</sup> Tuesday in April to officially lay the levy. This task entails a final approval of the levy rate, which dictates the property tax rate for all real property in the County.**

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):

**Motion to set the date and time for Tuesday, April 15, 2014 at 10:00 a.m. to Lay the Levy**

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

**NOTICE OF SPECIAL SESSION OF THE COUNTY COMMISSION OF  
JEFFERSON COUNTY**

**TO LAY THE LEVY**

The County Commission of Jefferson County, will hold a Special Session on Tuesday, April 15, 2014, at 10:00 a.m. in the County Commission Meeting Room located at the Old Charles Town Library Meeting Room, 200 E. Washington Street, (Samuel Street Entrance) Charles Town, West Virginia 25414.

The purpose of the Special Session is to officially Lay the Levy.

The public is invited to attend.

By Order of the County Commission of Jefferson County  
Walt Pellish, President

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



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **April 3, 2014**

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

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

Subject (*Wording to be placed on agenda*): **Resolution to declare April as Fair Housing Month in Jefferson County.**

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 Resolution to declare April as Fair Housing month in Jefferson County.

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

**RESOLUTION TO DECLARE APRIL AS FAIR HOUSING MONTH**

- WHEREAS,** April marks the anniversary of the passage of the Fair Housing Act of 1968, which sought to eliminate discrimination in housing opportunities and to affirmatively further housing choices for all Americans; and
- WHEREAS,** the ongoing struggle for dignity and housing opportunity for all is not the exclusive province of the Federal government; and
- WHEREAS,** vigorous local efforts to combat discrimination can be as effective, if not more so, than Federal efforts; and
- WHEREAS,** illegal barriers to equal opportunity in housing, no matter how subtle, diminish the rights of all;

**NOW, THEREFORE, BE IT RESOLVED,**

that in the pursuit of the shared goal and responsibility of providing equal housing opportunities for all men and women, the County Commission of Jefferson County, West Virginia, does hereby join in the national celebration by proclaiming

**APRIL, 2014**

as

**FAIR HOUSING MONTH**

and encourages all agencies, institutions and individuals, public and private, in Jefferson County to abide by the letter and the spirit of the Fair Housing law.

Signed and sealed this 3<sup>rd</sup> day of April, 2014.

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**Walt Pellish, Commission President**



## WEST VIRGINIA DEVELOPMENT OFFICE

1900 Kanawha Boulevard East • Charleston, WV 25305-0311  
(304) 558-2234 • (800) 982-3386 • WVDO.org

March 4, 2014

Dear Local Government Official:

April 2014 marks the forty-sixth anniversary of the enactment of Title VIII of the Civil Rights Act of 1968 – Fair Housing Law. Fair Housing Law prohibits discrimination in the sale or rental of housing based upon race, color, religion, sex, national origin, disability or familial status.

Governor Tomblin has proclaimed April 2014 as Fair Housing Month for the State of West Virginia. This proclamation is in observance of this anniversary and in an effort to emphasize that it is the policy of the State of West Virginia to provide its citizens with equal opportunity and access to housing.

This letter is to encourage you and the leaders in your community to implement appropriate activities to promote fair housing, not only during the month of April, but to be demonstrated on an ongoing basis throughout the year.

Please review and initiate local policies designed to affirmatively promote fair housing, including the passage of a fair housing resolution or the issuance of a special proclamation to bring the message of fair housing to the citizens of your community.

As the recipient of funds through the U.S. Department of Housing and Urban Development (HUD), the State of West Virginia is required to affirmatively further fair housing. The State must undertake fair housing planning as part of the 2015-2019 Consolidated Plan for the use of HUD funds. We invite you to participate in the attached survey to identify impediments that may exist in your community as part of the 2015-2019 Consolidated Plan.

If you need additional information, please contact April McComas at 304-558-2234, extension 52051, or send email to [April.L.McComas@wv.gov](mailto:April.L.McComas@wv.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Jo Thompson".

Mary Jo Thompson  
Director  
Community Development Division

MJT:am

Enclosures

# Proclamation

by Governor Earl Ray Tomblin

**Whereas,** equal opportunity in housing is a right guaranteed to all Americans under Title VIII of the Civil Rights Act of 1968; and

**Whereas,** the 46<sup>th</sup> anniversary of the National Fair Housing Law provides an opportunity for Americans to rededicate themselves to the principle of freedom of choice and to reacquaint themselves with the rights and responsibilities that are theirs under the law; and

**Whereas,** implementation of the Fair Housing Policy of West Virginia requires positive commitment, involvement and support from each and every one of our citizens; and

**Whereas,** the departments and agencies of the State of West Virginia provide leadership in an effort to make fair housing a right that can be realized by all of our citizens.

**Now, Therefore,** Be it Resolved that I, Earl Ray Tomblin, Governor of the Great State of West Virginia, do hereby proclaim *April 2014* as:

## *Fair Housing Month*

in the Mountain State and encourage all citizens to support the practice and policy of fair housing in their personal lives, as well as in their workday duties.

**In Witness Whereof,** I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.

**Done** at the Capitol, City of Charleston, State of West Virginia, this the Twenty-Eighth day of January, in the year of our Lord, Two Thousand Fourteen, and in the One Hundred Fifty-First year of the State.



*Earl Ray Tomblin*  
Earl Ray Tomblin  
Governor

By the Governor,  
*Natalie E. Tennant*  
Natalie E. Tennant  
Secretary of State



## **CDBG-Small Cities Block Grant, Neighborhood Stabilization Program 2014 Update to the Analysis of Impediments**

### **2. Survey Instructions/Survey Form**

As the recipient of funds through the U.S. Department of Housing and Urban Development (HUD), the State of West Virginia is required to affirmatively further fair housing. The State must undertake fair housing planning as part of the 2015-2019 Consolidated Plan for the use of HUD funds.

This Consolidated Plan represents funding strategies for the following programs: Community Development Block Grant (CDBG-Small Cities), Home Investment Partnership Program (HOME), Emergency Shelter Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA), in non-entitlement areas.

The Consolidated Plan includes an "Analysis of Impediments" to fair housing choice and periodic updates.

This update seeks to obtain community involvement concerning the status of previously identified impediments and to identify any new impediments that may exist in your community that prevent freedom of choice in housing situations as well as seek opinions on what actions may be utilized to overcome the effects of these impediments.

An impediment to fair housing choice is defined as:

*Any actions, omissions or decisions taken because of race, color, religion, sex, disability, national origin or familial status that have the cause or effect of restricting housing choices or the availability of housing.*

On the following page, you will find a list of 12 previously identified impediments. Considering the organization, town, city, county or region you serve, please rate each one low, medium or high in relation to your perception of its impact on fair housing choice in your area.

**Submit your report and completed survey to April McComas, West Virginia Development Office,  
Building 6, Room 553, Charleston, West Virginia 25305,  
[April.L.McComas@wv.gov](mailto:April.L.McComas@wv.gov), 304-957-2051 by May 31, 2014.**



**CDBG-Small Cities Block Grant, Neighborhood Stabilization Program  
2014 Update to the Analysis of Impediments**

**Survey Form/Completed by (Unit of Local Government): \_\_\_\_\_**

1. Resistance to Group Home location.  
a. Low    Medium    High
2. Discrimination in Rental Housing.  
a. Low    Medium    High
3. Infrastructure Quality in areas with a concentration of minority residents.  
a. Low    Medium    High
4. Incidences of Hate Violence.  
a. Low    Medium    High
5. Discrimination in Housing Brokerage Services.  
*(Realtors refusing or reluctant to show minorities ownership or rental opportunities in certain areas.)*  
a. Low    Medium    High
6. Incidences of Red-Lining by Lending Institutions.  
a. Low    Medium    High
7. Discrimination Against Victims of Domestic Violence.  
a. Low    Medium    High
8. Resistance to Low-Income Housing Development  
a. Low    Medium    High
9. Lack of understanding by project administrators, units of local government, architects, contractors and citizens of the Accessibility Requirements of the Fair Housing Act.  
a. Low    Medium    High
10. Lack of affordable housing in West Virginia.  
a. Low    Medium    High
11. Lack of transitional and permanent supportive housing for homeless persons and families in West Virginia.  
a. Low    Medium    High
12. Lack of land use planning and zoning and the effects this could adversely have on affordable residential construction and rehab.  
a. Low    Medium    High

**Submit your report and completed survey to April McComas, West Virginia Development Office,  
Building 6, Room 553, Charleston, West Virginia 25305,  
[April.L.McComas@wv.gov](mailto:April.L.McComas@wv.gov), 304-957-2051 by May 31, 2014.**



## CDBG-Small Cities Block Grant, Neighborhood Stabilization Program

### 1. Fair Housing Month Activity Report

A report from each CDBG-Small Cities and Neighborhood grant recipient must be submitted to the West Virginia Development Office by May 31, 2014. Include the date for each activity and submit copies or screenshots of printed material or website data.

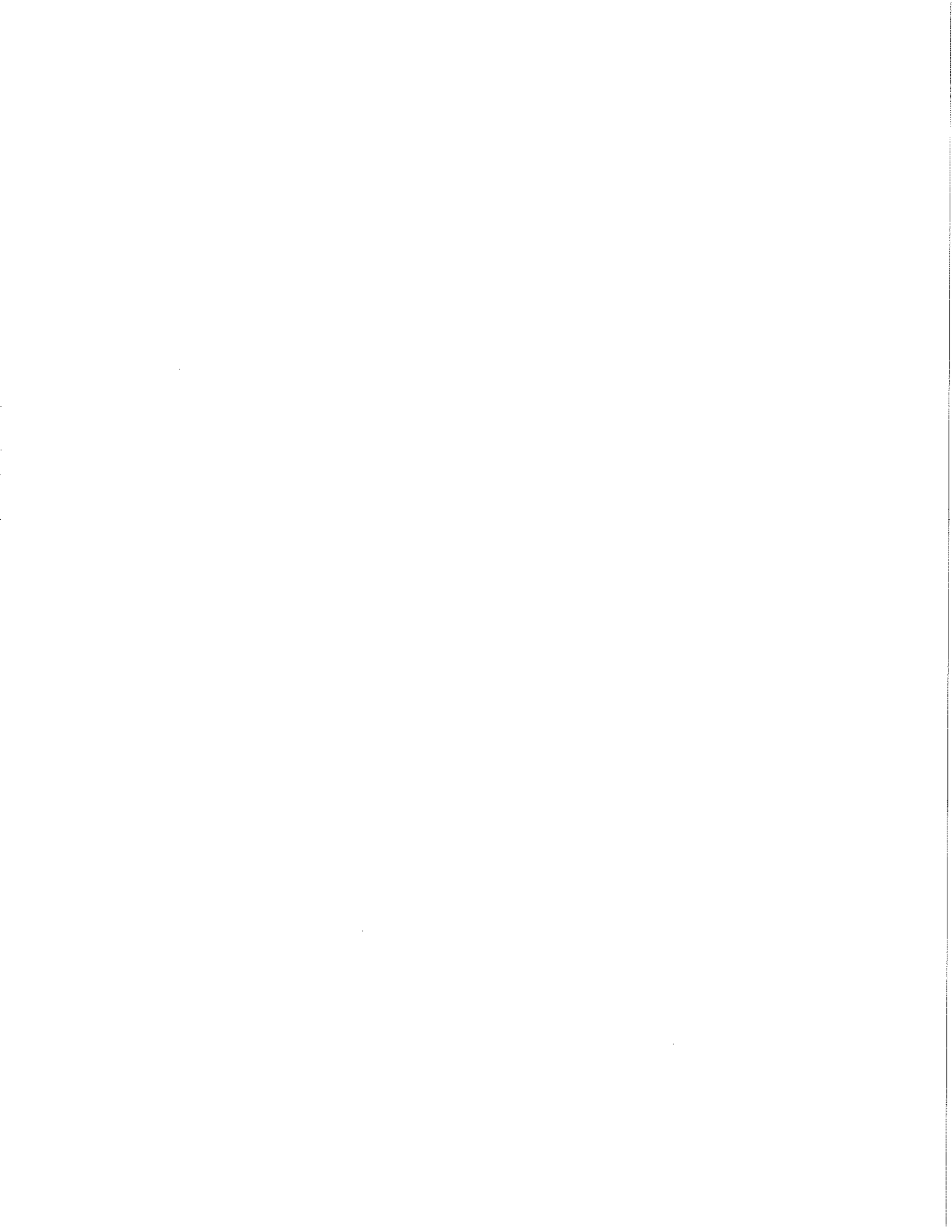
A summary of activities and reference materials used to affirmatively further fair housing may include:

- **Advertising:** The Equal Opportunity logo or slogan should be used in all signs, ads, brochures and written communication. Advertising media may include, but is not limited to, newspapers, radio or television, brochures, leaflets, bulletin boards, and signs.
- **Fair Housing Poster:** Property owners should display the HUD fair housing poster in rental offices and locations where potential tenants may visit.
- **Project Sign:** Property owners should post, in a conspicuous position at all project sites, a sign displaying prominently either the HUD approved Equal Housing Opportunity logo or slogan or statement.

Additional examples for fair housing support and resource materials are as follows:

- Declare April as Fair Housing Month in the form of a resolution, attachment 8-7 in the SCBG Handbook, Chapter 8, available online at: [www.wvcommerce.org](http://www.wvcommerce.org).
- Housing information can be found at: [www.hud.gov/offices/fheo/index.cfm](http://www.hud.gov/offices/fheo/index.cfm); [www.fairhousing.com](http://www.fairhousing.com); [www.justice.gov/crt/about/hce/](http://www.justice.gov/crt/about/hce/); [www.nationalfairhousing.org](http://www.nationalfairhousing.org).
- Provide a link from your website to the agencies listed above, especially the HUD website.
- Add Equal Opportunity Employer (EOE) or This Community Supports Fair Housing Practices to your letterhead.
- Use the Equal Housing symbol in general publications. This logo is available at the HUD website: [www.hud.gov/library/bookshelf15/hudgraphics/fheologo.cfm](http://www.hud.gov/library/bookshelf15/hudgraphics/fheologo.cfm).

Submit your report to April McComas,  
West Virginia Development Office, Building 6, Room 553, Charleston, West Virginia 25305,  
[April.L.McComas@wv.gov](mailto:April.L.McComas@wv.gov), 304-957-2051 by May 31, 2014.



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



Name: Tom Trumble

Department or Organization: **Jefferson County Health Department**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **April 03, 2014**

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

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

Subject (*Wording to be placed on agenda*): **Request approval to use Jefferson County Commission meeting room on Friday, April 25, 2014.**

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 request for the Jefferson County Health Department to use the Jefferson County Commission meeting room on the evening of Friday, April 25 from 6 – 9 pm.

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: April 25, 2014  
Meeting Time: 6pm to 9pm  
Organization Name: Jefferson County Health Department  
Purpose of Meeting: Discussion on lessons learned from the Elk River Chemical spill, Charleston, WV

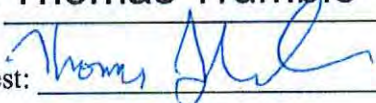
Please attach a brief description of your organization. (You may attach other printed materials.)

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): Thomas Trumble

Signature of Person Making Request:  Date: 3/28/2014

Contact Person: \_\_\_\_\_

(If other than the representative signing above)

Representative's Address: 1948 Wiltshire Road Ste. 1

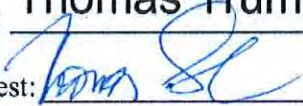
Kearneysville, WV 25430

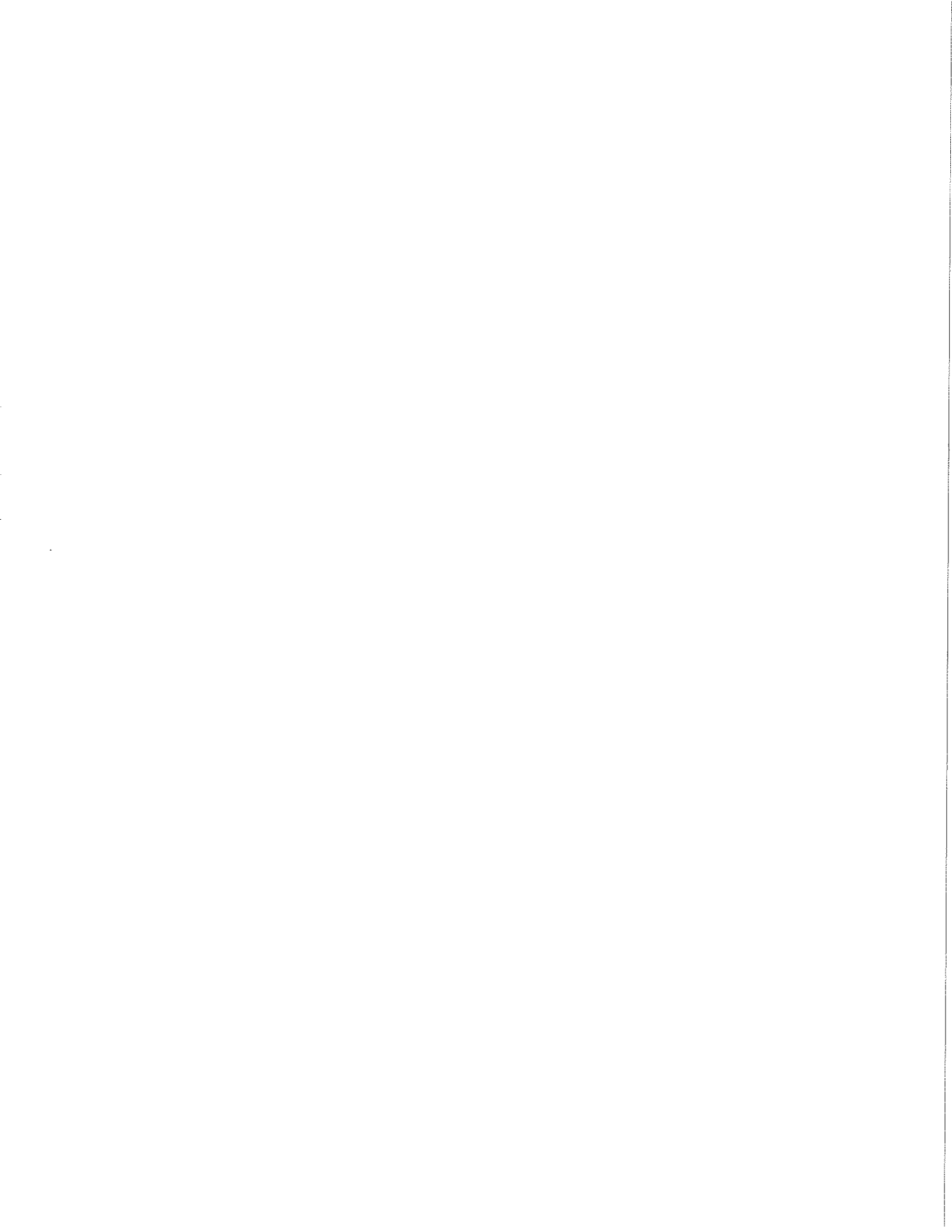
Telephone: (304)728-8416 Fax: (304)728-3319

**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): Thomas Trumble  
Signature of Person Making Request:  Date: 3/28/2014  
Contact Person: \_\_\_\_\_  
(If other than the representative signing above)  
Representative's Address: 1948 Wiltshire Road, Ste. 1  
Kearneysville, WV 25430  
Telephone: (304)728-8416 Fax: (304)728-3319  
E-mail: ttrumble@frontiernet.net



Director of Finance Summary  
April 3, 2014

As of March 27, 2014 the cash balance in the General Fund is \$3,170,109 and Capital Outlay is \$5,122,510. The cash balance in the General Fund is consistent with cash flow projections.

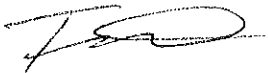
Currently the FY14 budget reflects a budget deficit of \$1,032,690. The attached document reflects variances within the budget that have not been adjusted. Taking into consideration the budget variances the revised deficit is \$152,890. I will continue to look for opportunities to reduce the budget deficit as it is important to reduce this deficit to zero to avoid cash flow concerns in July.

Attached are two internal budget revisions. Revision number 9 moves \$1,718 from the Homeland Security supply line to computer hardware. This revision is to fund computers that were paid out of the computer hardware line. Revision number 10 is a request from the Sheriff to transfer funds within the Dog Warden budget in order to fund a position that was overlooked in preparing the FY14 budget.

Budget revision number 26 is a combined request of two departments. \$19,500 is requested to be moved by the Sheriff from the Sheriff's budget to the Dog Warden budget to fully fund the above referenced position. A \$21,531 transfer is being requested by the County Clerk to reverse a portion of a reduction that was processed in January 2014.

Attached is a detailed budget to actual listing by department as of February 28, 2014.

Respectfully Submitted



Tim A. Stanton

FY14 Budget Variances  
3/27/2014

|                             |             |                               |
|-----------------------------|-------------|-------------------------------|
| Deficit                     | (1,032,690) |                               |
| Surplus from Tax Lien Sale  | (36,114)    | 001-301-TT-007                |
| Delinq Land                 | 5,450       | 001-301-TT-008                |
| Federal Grants              | 14,857      | 001-322-IG-000                |
| 911 Fees                    | 225,000     | 001-346-CS-000                |
| Table Games                 | (58,000)    | 001-370-OT-000                |
| Video Lottery               | 255,000     | 001-373-OT-001                |
| Total Revenue Variances     | 406,193     |                               |
| Payroll & Benefits          | 272,426     | Payroll analysis done 3/13/14 |
| Ozone contribution          | 21,633      | 001-401-05-568-000            |
| Regional Jail               | 32,000      | 001-704-344-000               |
| Solid Waste                 | 7,379       | 001-808-05-567                |
| Region 9 dues               | 21,692      | 001-429-05-567                |
| Contingency                 | 118,477     | 001-699-675-000               |
| Total Expenditure Variances | 473,607     |                               |
| Revised Deficit             | (152,890)   |                               |





RESOLUTION

At a regular session of the Jefferson County Commission, held on the 3rd day of April 2014, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number #26 to the General County Fund, a copy of which is entered as part of this record.

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

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

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

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

**REQUEST FOR REVISION TO APPROVED BUDGET**

CONTROL NUMBER

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

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

**2014**  
 FY  
**1**  
 FUND  
**26**  
 REV. NO.  
**1 of 1**  
 PG. OF NO.

Jefferson County Commission  
 GOVERNMENT ENTITY

Person To Contact Regarding  
 Budget Revision: **Tim Stanton**  
 Phone: **304-724-8425 ext 1008**  
 Fax: **304-725-7916**

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

COUNTY  
 Government Type

**REVENUES: (net each acct.)**

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | PREVIOUSLY APPROVED AMOUNT | (INCREASE) | (DECREASE) | REVISED AMOUNT |
|----------------|---------------------|----------------------------|------------|------------|----------------|
|                | #N/A                |                            |            |            | #VALUE!        |
|                | #N/A                |                            |            |            |                |
|                | #N/A                |                            |            |            |                |
|                | #N/A                |                            |            |            |                |
|                | #N/A                |                            |            |            |                |
|                | #N/A                |                            |            |            |                |

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)**

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

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION       | PREVIOUSLY APPROVED AMOUNT | (INCREASE) | (DECREASE) | REVISED AMOUNT |
|----------------|---------------------------|----------------------------|------------|------------|----------------|
| 413            | Elections-County Clerk    | 321,299                    | 21,531     |            | 342,830        |
| 699            | Contingencies             | 2,221,931                  |            | 21,531     | 2,200,400      |
| 700            | Sheriff-Law Enforcement   | 3,529,830                  |            | 19,500     | 3,510,330      |
| 716            | Dog Warden/Humane Society | 315,894                    | 19,500     |            | 335,394        |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |

**NET INCREASE/(DECREASE) Expenditures**

APPROVED BY THE STATE AUDITOR

BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Director, Local Government Services Division

AUTHORIZED SIGNATURE  
 OF ENTITY

APPROVAL  
 DATE

**Budget Revision Summary**

**Budget Revision #26 of FY14**

Account to increase is:

|                     |                    |          |
|---------------------|--------------------|----------|
| Dog Warden Salaries | 001-716-01-103-000 | \$19,500 |
|---------------------|--------------------|----------|

Accounts to decrease are:

|                             |                           |          |
|-----------------------------|---------------------------|----------|
| Sheriff Contracted Services | 001-700-02-230-000-PS-000 | \$ 7,500 |
|-----------------------------|---------------------------|----------|

|                           |                           |          |
|---------------------------|---------------------------|----------|
| Sheriff Computer Hardware | 001-700-03-354-000-PS-000 | \$12,000 |
|---------------------------|---------------------------|----------|

To fund a position within the Dog Warden department

Accounts to increase are:

|                          |                    |          |
|--------------------------|--------------------|----------|
| Elections part-time help | 001-413-01-108-002 | \$20,000 |
|--------------------------|--------------------|----------|

|                |                    |          |
|----------------|--------------------|----------|
| Elections FICA | 001-413-01-104-000 | \$ 1,241 |
|----------------|--------------------|----------|

|                    |                    |        |
|--------------------|--------------------|--------|
| Elections Medicare | 001-413-01-104-001 | \$ 290 |
|--------------------|--------------------|--------|

Account to decrease is:

|             |                    |          |
|-------------|--------------------|----------|
| Contingency | 001-699-06-675-000 | \$21,531 |
|-------------|--------------------|----------|

On 1/23/14 County Clerk reduced election part-time help by \$37,879, on 3/13/14 County Clerk made determination that \$20,000 of the \$37,879 is needed. Original budget reduction was budget revision number 20.

JEFFERSON COUNTY COMMISSION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL FUND  
 AS OF 02/2014

| ACCOUNT DESCRIPTION                         | ----- C U R R E N T M O N T H ----- |            |                              | ----- Y E A R - T O - D A Y ----- |            |                              |
|---------------------------------------------|-------------------------------------|------------|------------------------------|-----------------------------------|------------|------------------------------|
|                                             | BUDGET                              | ACTUAL     | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                            | ACTUAL     | ACTUAL OVER/<br>UNDER BUDGET |
| REVENUES                                    |                                     |            |                              |                                   |            |                              |
| 001-299-00-002<br>UNENCUMBERED BALANCE BUDG |                                     |            |                              | 1315872.00                        |            | -1315872.00                  |
| 001-301-TT-000<br>PUBLIC UTILITIES          |                                     | 290.58     | 290.58                       | 544424.00                         | 278397.71  | -266026.29                   |
| 001-301-TT-001<br>AD VALOREM TAXES-CURRENT  |                                     | 2462687.10 | 2462687.10                   | 10287722.00                       | 8593286.41 | -1694435.59                  |
| 001-301-TT-002<br>AD VALOREM TAXES-1ST YEAR |                                     | 2823.56    | 2823.56                      | 633000.00                         | 621565.38  | -11434.62                    |
| 001-301-TT-003<br>AD VALOREM TAXES-2ND YEAR |                                     | 316.63     | 316.63                       | 8000.00                           | 4889.84    | -3110.16                     |
| 001-301-TT-004<br>AD VALOREM TAXES-3RD YEAR |                                     | 55.22      | 55.22                        | 1000.00                           | 1388.53    | 388.53                       |
| 001-301-TT-005<br>AD VALOREM TAXES-4TH & PY |                                     | 33.86      | 33.86                        | 1801.00                           | 1060.30    | -740.70                      |
| 001-301-TT-006<br>SUPPLEMENTAL TAXES        |                                     | 16068.02   | 16068.02                     | 209607.00                         | 123052.35  | -86554.65                    |
| 001-301-TT-007<br>SURPLUS                   |                                     |            |                              | 36114.00                          |            | -36114.00                    |
| 001-301-TT-008<br>DELINQ & NONENTERED LAND  |                                     |            |                              | 15491.00                          | 20941.63   | 5450.63                      |
| 001-301-TT-099<br>TAX DISCOUNTS             |                                     | -61301.69  | -61301.69                    |                                   | -203182.03 | -203182.03                   |
| 001-302-TT-000<br>TAX PENALTIES&INT/PUB FEE |                                     | 7104.23    | 7104.23                      | 306500.00                         | 239074.64  | -67425.36                    |
| 001-304-OT-000<br>PROPERTY TRANSFER TAX     |                                     | 27245.90   | 27245.90                     | 1204108.00                        | 1051861.80 | -152246.20                   |
| 001-306-OT-000<br>GAS/OIL SEVERANCE TAX     |                                     |            |                              | 20000.00                          | 5293.85    | -14706.15                    |
| 001-307-OT-000<br>HORSE RACING TAX          |                                     | 648.40     | 648.40                       | 15676.00                          | 8845.28    | -6830.72                     |
| 001-308-OT-000<br>WINE AND LIQUOR TAX       |                                     |            |                              | 28074.00                          | 22172.37   | -5901.63                     |
| 001-309-OT-000<br>HOTEL OCCUPANCY TAX       |                                     | 18827.82   | 18827.82                     | 556447.00                         | 346952.58  | -209494.42                   |
| 001-317-LP-000<br>LICENSE - DECAL FEES      |                                     |            |                              | 70.00                             | 42.00      | -28.00                       |
| 001-318-LP-000<br>BUILDING PERMIT FEES      |                                     |            |                              | 164000.00                         | 45064.64   | -118935.36                   |
| 001-319-LP-000<br>MISC PERMITS              |                                     |            |                              | 112.00                            | 102.00     | -10.00                       |
| 001-322-IG-000<br>FEDERAL GOVERNMENT GRANTS |                                     | 4906.70    | 4906.70                      | 140000.00                         | 154857.85  | 14857.85                     |
| 001-322-IG-001<br>REIM:MARTINSBURG DRUG GRT |                                     |            |                              |                                   | 709.86     | 709.86                       |
| 001-323-IG-000<br>STATE GOVERNMENT GRANTS   |                                     |            |                              | 6196.00                           |            | -6196.00                     |
| 001-325-IG-000<br>FEDERAL PAYMENT IN LIEU   |                                     |            |                              | 9949.00                           | 9949.00    |                              |
| 001-329-CS-000<br>SHERIFF'S SERVICE PROCESS |                                     |            |                              | 18000.00                          | 9625.00    | -8375.00                     |
| 001-330-CS-000<br>SHERIFF'S EARNING         | -14500.00                           | 822.00     | 15322.00                     | 15093.00                          | 7190.55    | -7902.45                     |
| 001-330-CS-001<br>SHERIFF EARN - ARREST M/C | 14500.00                            | 1264.50    | -13235.50                    | 14500.00                          | 8460.80    | -6039.20                     |
| 001-331-CS-000<br>COUNTY CLERK'S EARNINGS   |                                     | 33489.80   | 33489.80                     | 220431.00                         | 128633.80  | -91797.20                    |
| 001-331-CS-001<br>CO CLK-VOTER REGISTR FEES |                                     | -18918.00  | -18918.00                    |                                   |            |                              |
| 001-331-CS-002<br>CO CLK PRESERVATION FUND  |                                     | 96.10      | 96.10                        |                                   | 1026.30    | 1026.30                      |
| 001-332-CS-000<br>CIRCUIT CLERK'S EARNINGS  |                                     |            |                              | 72754.00                          | 38023.47   | -34730.53                    |
| 001-333-CS-000<br>PROSECUTING ATTY EARNINGS |                                     |            |                              | 638.00                            | 658.64     | 20.64                        |
| 001-334-CS-000<br>ACCIDENT REPORTS          |                                     | 280.00     | 280.00                       | 3765.00                           | 2330.00    | -1435.00                     |
| 001-336-CS-000<br>MAP SALES                 |                                     | 229.00     | 229.00                       | 4809.00                           | 2557.00    | -2252.00                     |
| 001-340-CS-000<br>RENT - MAGISTRATE COURT   |                                     | 3750.00    | 3750.00                      | 45000.00                          | 30000.00   | -15000.00                    |

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

REPORT DATE 03/27/2014  
 SYSTEM DATE 03/27/2014  
 FILES ID A

JEFFERSON COUNTY COMMISSION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL FUND  
 AS OF 02/2014

PAGE 2  
 TIME 10:08:52  
 USER TSTANTON

| ACCOUNT DESCRIPTION                         | ----- C U R R E N T M O N T H ----- |            |                              | ----- Y E A R - T O - D A T E ----- |             |                              |
|---------------------------------------------|-------------------------------------|------------|------------------------------|-------------------------------------|-------------|------------------------------|
|                                             | BUDGET                              | ACTUAL     | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                              | ACTUAL      | ACTUAL OVER/<br>UNDER BUDGET |
| 001-346-CS-000<br>EMG COMM - 911 FEE        |                                     | 100942.81  | 100942.81                    | 1140000.00                          | 976724.30   | -163275.70                   |
| 001-346-CS-001<br>EMG COMMUNICATIONS- SIGNS |                                     |            |                              | 451.00                              | 11.45       | -439.55                      |
| 001-348-CS-000<br>FRANCHISE AGREEMENTS      |                                     | 98801.31   | 98801.31                     | 396641.00                           | 300199.50   | -96441.50                    |
| 001-350-CS-000<br>IRP FEES-INTNATL REG PGM  |                                     | 219.04     | 219.04                       | 10744.00                            | 6133.97     | -4610.03                     |
| 001-362-CS-000<br>JAIL FEES                 |                                     |            |                              | 100594.00                           | 85650.54    | -14943.46                    |
| 001-365-II-000<br>INTEREST EARNED           |                                     | 632.05     | 632.05                       | 11412.00                            | 7573.97     | -3838.03                     |
| 001-365-II-001<br>INTEREST EARNED-CD CLERK  |                                     | 32.53      | 32.53                        | 800.00                              | 566.07      | -233.93                      |
| 001-365-II-002<br>INTEREST EARNED-CIR CLERK |                                     |            |                              | 1200.00                             | 443.14      | -756.86                      |
| 001-365-II-004<br>INT EARNED TAX OFF-ST FEE |                                     | 9.09       | 9.09                         | 1400.00                             | 402.04      | -997.96                      |
| 001-365-II-005<br>INTEREST EARND-RACING TAX |                                     | 2.64       | 2.64                         | 240.00                              | 20.57       | -219.43                      |
| 001-365-II-006<br>INTEREST EARNED-VIDEO LOT |                                     | 68.50      | 68.50                        | 2000.00                             | 1459.90     | -540.10                      |
| 001-366-MM-000<br>MISCELLANEOUS REVENUE     |                                     | 2.42       | 2.42                         | 38.00                               | 183.72      | 145.72                       |
| 001-367-MM-000<br>SHERIFF'S COMMISSIDN      |                                     |            |                              | 11915.00                            | 11738.17    | -176.83                      |
| 001-370-OT-000<br>TABLE GAMES               |                                     | 75206.51   | 75206.51                     | 1163539.00                          | 713126.76   | -450412.24                   |
| 001-373-OT-000<br>VIDEO LOTTERY             |                                     | 195716.18  | 195716.18                    | 3210301.00                          | 2372111.62  | -838189.38                   |
| 001-373-OT-001<br>LOCAL - VIDEO LOTTERY     |                                     | 7699.39    | 7699.39                      | 93000.00                            | 63119.55    | -29880.45                    |
| 001-382-MM-000<br>REIMBURSEMENTS            |                                     | 31054.13   | 31054.13                     | 352026.00                           | 289726.78   | -62299.22                    |
| 001-382-MM-001<br>REIM:CIRCUIT CLK t/COUNTY |                                     |            |                              | 11000.00                            | 6131.00     | -4869.00                     |
| 001-388-TR-000<br>CONTR/TRANS FROM OTH FUND |                                     |            |                              |                                     | 1763.69     | 1763.69                      |
| 001-392-TR-000<br>CONCEALED WEAP FUND REIMB |                                     | 1625.00    | 1625.00                      |                                     | 1625.00     | 1625.00                      |
| 001-394-TR-000<br>GEN SCH FUND REIMB        |                                     | 19564.79   | 19564.79                     | 291000.00                           | 167912.07   | -123087.93                   |
| 001-399-TR-000<br>TRANS/ASSR VAL FUND       |                                     |            |                              | 517374.00                           |             | -517374.00                   |
| TOTALS FOR GENERAL FUND                     |                                     | 3032296.12 | 3032296.12                   | 23216328.00                         | 16563417.84 | -6652910.16                  |
| TOTALS FOR REVENUES                         |                                     | 3032296.12 | 3032296.12                   | 23216328.00                         | 16563417.84 | -6652910.16                  |

JEFFERSON COUNTY COMMISSION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL FUND  
 AS OF 02/2014

| ACCOUNT DESCRIPTION                                     | ----- C U R R E N T M O N T H ----- |           |                              | ----- Y E A R - T O - D A T E ----- |            |                              |
|---------------------------------------------------------|-------------------------------------|-----------|------------------------------|-------------------------------------|------------|------------------------------|
|                                                         | BUDGET                              | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                              | ACTUAL     | ACTUAL OVER/<br>UNDER BUDGET |
| EXPENDITURES                                            |                                     |           |                              |                                     |            |                              |
| 001-401-01-101-000-GG-000<br>CO COMM OFFICIAL SALARY    |                                     | 14215.40  | -14215.40                    | 184800.00                           | 127938.44  | 56861.56                     |
| 001-401-01-103-000-GG-000<br>CO COMM SALARY/WAGES       |                                     | 21547.06  | -21547.06                    | 303376.98                           | 170043.12  | 133333.86                    |
| 001-401-01-104-000-GG-000<br>CO COMM FICA EXPENSE       |                                     | 2218.90   | -2218.90                     | 30639.01                            | 18486.47   | 12152.54                     |
| 001-401-01-104-001-GG-000<br>CO COMM MEDICARE EXPENSE   |                                     | 518.94    | -518.94                      | 7165.57                             | 4323.48    | 2842.09                      |
| 001-401-01-105-000-GG-000<br>CO COMM GROUP INSURANCE    |                                     | 4903.91   | -4903.91                     | 59579.70                            | 39974.32   | 19605.38                     |
| 001-401-01-106-000-GG-000<br>CO COMM RETIREMENT         |                                     | 4397.81   | -4397.81                     | 71510.74                            | 35943.00   | 35567.74                     |
| 001-401-01-108-001-GG-000<br>CO COMM OVERTIME           |                                     | 253.50    | -253.50                      | 1000.00                             | 2043.69    | -1043.69                     |
| 001-401-01-108-002-GG-000<br>CO COMM EXTRA HELP         |                                     |           |                              | 1000.00                             | 385.00     | 615.00                       |
| 001-401-02-214-000-GG-000<br>CO COMM TRAVEL             |                                     | 710.32    | -710.32                      | 8000.00                             | 2074.45    | 5925.55                      |
| 001-401-02-216-000-GG-000<br>CO COMM MAIN/REP-EQUIPMNT  |                                     |           |                              | 4000.00                             | 510.00     | 3490.00                      |
| 001-401-02-218-000-GG-000<br>CO COMM POSTAGE            |                                     |           |                              | 350.00                              | 31.05      | 318.95                       |
| 001-401-02-219-001-GG-000<br>CO COMM BRIEL BLDG RENT    |                                     | 9638.92   | -9638.92                     | 115700.00                           | 86750.28   | 28949.72                     |
| 001-401-02-220-000-GG-000<br>CO COMM ADS/LEGAL PUBS     |                                     | 485.48    | -485.48                      | 10000.00                            | 5685.79    | 4314.21                      |
| 001-401-02-221-000-GG-000<br>CO COMM TRAIN/EDUCATION    |                                     |           |                              | 12300.00                            | 298.00     | 12002.00                     |
| 001-401-02-222-000-GG-000<br>CO COMM DUES/SUBSCRIPTION  |                                     |           |                              | 10000.00                            | 5165.00    | 4835.00                      |
| 001-401-02-223-000-GG-000<br>CO COMM PROF SERVICES      |                                     | 41.79     | -41.79                       | 40000.00                            | 22301.15   | 17698.85                     |
| 001-401-02-223-001-GG-000<br>CO COMM PROF SRVS - HRA    |                                     | 8551.23   | -8551.23                     | 190000.00                           | 75912.63   | 114087.37                    |
| 001-401-02-223-002-GG-000<br>Employee Asst Program      |                                     | 322.20    | -322.20                      | 4000.00                             | 2577.60    | 1422.40                      |
| 001-401-02-224-000-GG-000<br>CO COMM AUDIT COSTS        |                                     |           |                              | 35000.00                            | 17100.00   | 17900.00                     |
| 001-401-02-226-000-GG-000<br>CO COMM INSURANCE BONDS    |                                     | 1383.00   | -1383.00                     | 256212.00                           | 242942.00  | 13270.00                     |
| 001-401-02-226-001-GG-000<br>CO COMM INSUR WRKS COMP    |                                     | 28522.25  | -28522.25                    | 180000.00                           | 96372.86   | 83627.14                     |
| 001-401-02-230-000-GG-000<br>CO COMM CONTRCTD SERVICES  |                                     | 281.79    | -281.79                      | 36000.00                            | 11584.58   | 24415.42                     |
| 001-401-02-239-000-GG-000<br>CO COMM INSUR PREM RET     |                                     | 6668.00   | -6668.00                     | 85000.00                            | 53344.00   | 31656.00                     |
| 001-401-03-341-000-GG-000<br>CO COMM MATERIAL/SUPPLIES  |                                     | 59.05     | -59.05                       | 12000.00                            | 2251.61    | 9748.39                      |
| 001-401-05-568-000-GG-000<br>CO COMM OTHR CONTRIBUTION  |                                     |           |                              | 111290.00                           | 109290.00  | 2000.00                      |
| 001-401-05-568-000-GG-001<br>CO COMM CONTRIBUTN - OZONE |                                     |           |                              | 21633.00                            |            | 21633.00                     |
| TOTALS FOR COUNTY COMMISSION                            |                                     | 104719.55 | -104719.55                   | 1790557.00                          | 1133328.52 | 657228.48                    |
| 001-402-01-101-000-GG-000<br>CO CLK OFFICIAL SALARY     |                                     | 4264.62   | -4264.62                     | 55440.00                            | 38381.58   | 17058.42                     |
| 001-402-01-103-000-GG-000<br>CO CLK SALARY AND WAGES    |                                     | 33185.58  | -33185.58                    | 475811.41                           | 299864.75  | 175946.66                    |
| 001-402-01-104-000-GG-000<br>CO CLK FICA EXPENSE        |                                     | 2265.53   | -2265.53                     | 33743.59                            | 20578.77   | 13164.82                     |
| 001-402-01-104-001-GG-000<br>CO CLK MEDICARE EXPENSE    |                                     | 529.82    | -529.82                      | 7891.65                             | 4812.88    | 3078.77                      |
| 001-402-01-105-000-GG-000<br>CO CLK GROUP INSURANCE     |                                     | 11450.95  | -11450.95                    | 160832.83                           | 91587.41   | 69245.42                     |
| 001-402-01-106-000-GG-000<br>CO CLK RETIREMENT          |                                     | 5487.60   | -5487.60                     | 78191.45                            | 49685.24   | 28506.21                     |
| 001-402-01-108-001-GG-000<br>CO CLK OVERTIME            |                                     | 395.39    | -395.39                      | 8000.00                             | 4411.86    | 3588.14                      |
| 001-402-01-108-002-GG-000                               |                                     |           |                              |                                     |            |                              |

CO CLK P/TIME/EXTRA HELP  
001-402-02-212-000-GG-000  
CO CLK PRINTING  
001-402-02-214-000-GG-000

5000.00

5000.00

2000.00

2000.00

JEFFERSON COUNTY COMMISSION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL FUND  
 AS OF 02/2014

| ACCOUNT DESCRIPTION       | ----- C U R R E N T M O N T H ----- |          |                              | ----- Y E A R - T O - D A T E ----- |           |                              |
|---------------------------|-------------------------------------|----------|------------------------------|-------------------------------------|-----------|------------------------------|
|                           | BUDGET                              | ACTUAL   | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                              | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET |
| CO CLK TRAVEL             |                                     |          |                              | 5000.00                             | 2596.45   | 2403.55                      |
| 001-402-02-216-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CO CLK MAIN/REP EQUIPMENT |                                     |          |                              | 3500.00                             |           | 3500.00                      |
| 001-402-02-218-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CO CLK POSTAGE            |                                     |          |                              | 200.00                              | 92.02     | 107.98                       |
| 001-402-02-220-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CO CLK ADS/LEGAL PUBS     |                                     | 325.90   | -325.90                      | 5500.00                             | 1503.24   | 3996.76                      |
| 001-402-02-221-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CO CLK TRAIN/EDUCATION    |                                     |          |                              | 6500.00                             | 419.00    | 6081.00                      |
| 001-402-02-222-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CO CLK DUES/SUBSCRIPTION  |                                     |          |                              | 5000.00                             | 225.28    | 4774.72                      |
| 001-402-02-223-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CO CLK PROF SERVICES      |                                     |          |                              | 3200.00                             |           | 3200.00                      |
| 001-402-02-230-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CO CLK CONTRACTED SERVICE |                                     | 1469.08  | -1469.08                     | 56090.00                            | 12194.24  | 43895.76                     |
| 001-402-03-341-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CO CLK MAT/SUPPLIES       |                                     | 724.15   | -724.15                      | 28272.07                            | 2361.73   | 25910.34                     |
| 001-402-03-342-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CO CLK RECORD BOOKS       |                                     |          |                              | 5000.00                             |           | 5000.00                      |
| 001-402-03-349-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CO CLK CHGS BO GOV UNITS  |                                     |          |                              | 800.00                              |           | 800.00                       |
| 001-402-03-353-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CO CLK COMPUTER SOFTWARE  |                                     |          |                              | 10000.00                            |           | 10000.00                     |
| TOTALS FOR COUNTY CLERK   |                                     | 60098.62 | -60098.62                    | 955973.00                           | 528714.45 | 427258.55                    |
| 001-403-01-101-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK OFFICIAL SALARY   |                                     | 4264.62  | -4264.62                     | 55440.00                            | 38381.58  | 17058.42                     |
| 001-403-01-103-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK SALARY AND WAGES  |                                     | 26676.16 | -26676.16                    | 361219.00                           | 231728.86 | 129490.14                    |
| 001-403-01-104-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK FICA EXPENSE      |                                     | 1813.27  | -1813.27                     | 27288.70                            | 16083.76  | 11204.94                     |
| 001-403-01-104-001-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK MEDICARE EXPENSE  |                                     | 424.09   | -424.09                      | 6128.55                             | 3761.46   | 2367.09                      |
| 001-403-01-105-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK GROUP INSURANCE   |                                     | 10625.69 | -10625.69                    | 97668.22                            | 86688.76  | 10979.46                     |
| 001-403-01-106-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK RETIREMENT        |                                     | 4486.38  | -4486.38                     | 60560.53                            | 39301.20  | 21259.33                     |
| 001-403-01-108-001-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK OVERTIME          |                                     |          |                              | 1000.00                             | 934.38    | 65.62                        |
| 001-403-01-108-002-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK P-TIME/EXTRA HELP |                                     | 267.76   | -267.76                      | 5000.00                             | 3159.89   | 1840.11                      |
| 001-403-02-211-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK TELEPHONE         |                                     |          |                              | 250.00                              |           | 250.00                       |
| 001-403-02-212-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK PRINTING          |                                     |          |                              | 2050.00                             |           | 2050.00                      |
| 001-403-02-214-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK TRAVEL            |                                     |          |                              | 2500.00                             | 947.09    | 1552.91                      |
| 001-403-02-220-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK ADS/LEGAL PUBS    |                                     |          |                              | 120.00                              | 74.25     | 45.75                        |
| 001-403-02-221-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK TRAIN/EDUCATION   |                                     |          |                              | 600.00                              | 175.00    | 425.00                       |
| 001-403-02-222-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK OUES/SUBSCRIPTION |                                     |          |                              | 100.00                              |           | 100.00                       |
| 001-403-02-230-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK CONTRCTD SERVICES |                                     | 3853.48  | -3853.48                     | 17675.00                            | 15127.94  | 2547.06                      |
| 001-403-03-341-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK MATERIALS/SUPPLY  |                                     | 937.23   | -937.23                      | 13250.00                            | 7422.16   | 5827.84                      |
| 001-403-03-342-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK RECORD BOOKS      |                                     |          |                              | 2500.00                             | 1378.01   | 1121.99                      |
| 001-403-03-353-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK COMPUTER SOFTWARE |                                     |          |                              | 2000.00                             |           | 2000.00                      |
| 001-403-03-355-000-GG-000 |                                     |          |                              |                                     |           |                              |
| CIR CLK IT SUPPORT        |                                     | 1159.00  | -1159.00                     | 5000.00                             | 1159.00   | 3841.00                      |
| TOTALS FOR CIRCUIT CLERK  |                                     | 54507.68 | -54507.68                    | 660350.00                           | 446323.34 | 214026.66                    |
| 001-404-01-101-000-GG-000 |                                     |          |                              |                                     |           |                              |
| SHRF TAX OFFICIAL SALARY  |                                     | 3452.40  | -3452.40                     | 44880.00                            | 31070.80  | 13809.20                     |
| 001-404-01-102-001-GG-000 |                                     |          |                              |                                     |           |                              |
| SHRF TAX COMMISSION/SUPPL |                                     |          |                              | 15000.00                            | 15000.00  |                              |
| 001-404-01-103-000-GG-000 |                                     |          |                              |                                     |           |                              |

|                                                    |          |           |           |           |          |
|----------------------------------------------------|----------|-----------|-----------|-----------|----------|
| SHRF TAX SALARY/WAGES<br>001-404-01-104-000-GG-000 | 23897.04 | -23897.04 | 307247.68 | 215073.36 | 92174.32 |
| SHRF TAX FICA EXPENSE<br>001-404-01-104-001-GG-000 | 1724.16  | -1724.16  | 24621.92  | 16850.95  | 7770.97  |

REPORT DATE 03/27/2014  
 SYSTEM DATE 03/27/2014  
 FILES ID A

JEFFERSON COUNTY COMMISSION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL FUND  
 AS OF 02/2014

PAGE 5  
 TIME 10:08:52  
 USER TSTANTON

| ACCOUNT DESCRIPTION                                    | ----- C U R R E N T M O N T H ----- |           |                              | ----- Y E A R - T O - D A T E ----- |            |                              |
|--------------------------------------------------------|-------------------------------------|-----------|------------------------------|-------------------------------------|------------|------------------------------|
|                                                        | BUDGET                              | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                              | ACTUAL     | ACTUAL OVER/<br>UNDER BUDGET |
| SHRF TAX MEDICARE EXPENSE<br>001-404-01-105-000-GG-000 |                                     | 403.24    | -403.24                      | 5758.35                             | 3940.97    | 1817.38                      |
| SHRF TAX GROUP INSURANCE<br>001-404-01-106-000-GG-000  |                                     | 6682.94   | -6682.94                     | 95249.20                            | 53453.44   | 41795.76                     |
| SHRF TAX RETIREMENT<br>001-404-01-108-001-GG-000       |                                     | 4146.53   | -4146.53                     | 57583.85                            | 40326.68   | 17257.17                     |
| SHRF TAX OVERTIME<br>001-404-02-212-000-GG-000         |                                     | 1247.32   | -1247.32                     | 30000.00                            | 16971.29   | 13028.71                     |
| SHRF TAX PRINTING<br>001-404-02-214-000-GG-000         |                                     |           |                              | 12000.00                            | 3909.78    | 8090.22                      |
| SHRF TAX TRAVEL<br>001-404-02-216-000-GG-000           |                                     |           |                              | 1000.00                             |            | 1000.00                      |
| SHRF TAX MAIN/REP-EQUIPMT<br>001-404-02-220-000-GG-000 |                                     |           |                              | 2000.00                             |            | 2000.00                      |
| SHRF TAX ADS/LEGAL PUBS<br>001-404-02-221-000-GG-000   |                                     |           |                              | 15000.00                            | 6554.12    | 8445.88                      |
| SHRF TAX TRAIN/EDUCATION<br>001-404-02-222-000-GG-000  |                                     |           |                              | 1000.00                             | 29.72      | 970.28                       |
| SHRF TAX DUES/SUBSCRIPTIO<br>001-404-02-223-000-GG-000 |                                     |           |                              | 50.00                               | 40.00      | 10.00                        |
| SHRF TAX PROF SERVICES<br>001-404-02-229-000-GG-000    |                                     |           |                              | 4200.00                             | 4000.00    | 200.00                       |
| SHRF TAX COURT COSTS/DAMA<br>001-404-02-230-000-GG-000 |                                     |           |                              | 1000.00                             |            | 1000.00                      |
| SHRF TAX CONTRCTD SERVICE<br>001-404-02-232-000-GG-000 |                                     | 152.97    | -152.97                      | 15000.00                            | 8819.75    | 6180.25                      |
| SHRF TAX BANK CHARGES<br>001-404-03-341-000-GG-000     |                                     | 57.59     | -57.59                       | 500.00                              | 211.96     | 288.04                       |
| SHRF TAX MATERIAL/SUPPLIE<br>001-404-03-341-000-GG-000 |                                     |           |                              | 3000.00                             | 1442.34    | 1557.66                      |
| TOTALS FOR SHERIFF AND TREASURER                       |                                     | 41764.19  | -41764.19                    | 635091.00                           | 417695.16  | 217395.84                    |
| 001-405-01-101-000-GG-000<br>PROS ATTY OFFICIAL SALARY |                                     | 7430.76   | -7430.76                     | 96600.00                            | 66876.96   | 29723.04                     |
| 001-405-01-103-000-GG-000<br>PROS ATTY SALARY/WAGES    |                                     | 85558.14  | -85558.14                    | 1132627.49                          | 769012.83  | 363614.66                    |
| 001-405-01-104-000-GG-000<br>PROS ATTY FICA EXPENSE    |                                     | 5671.10   | -5671.10                     | 79981.99                            | 51712.03   | 28269.96                     |
| 001-405-01-104-001-GG-000<br>PROS ATTY MEDICARE EXPENS |                                     | 1326.36   | -1326.36                     | 17910.80                            | 12094.37   | 5816.43                      |
| 001-405-01-105-000-GG-000<br>PROS ATTY GROUP INSURANCE |                                     | 15348.50  | -15348.50                    | 224107.92                           | 121157.54  | 102950.38                    |
| 001-405-01-106-000-GG-000<br>PROS ATTY RETIREMENT      |                                     | 13483.40  | -13483.40                    | 179107.80                           | 120142.07  | 58965.73                     |
| 001-405-01-108-002-GG-000<br>PR ATTNY P/TIME/EXTRA HLP |                                     |           |                              | 6000.00                             | 10055.50   | -4055.50                     |
| 001-405-02-212-000-GG-000<br>PROS ATTY PRINTING        |                                     |           |                              | 500.00                              |            | 500.00                       |
| 001-405-02-214-000-GG-000<br>PROS ATTY TRAVEL          |                                     | 1516.83   | -1516.83                     | 14700.00                            | 10439.04   | 4260.96                      |
| 001-405-02-216-000-GG-000<br>PROS ATTY MAIN/REP EQUIPM |                                     |           |                              | 5300.00                             |            | 5300.00                      |
| 001-405-02-218-000-GG-000<br>PROS ATTY POSTAGE         |                                     | 35.48     | -35.48                       | 420.00                              | 270.40     | 149.60                       |
| 001-405-02-219-000-GG-000<br>PROS ATTY BLDG EQUIP RENT |                                     |           |                              | 300.00                              |            | 300.00                       |
| 001-405-02-220-000-GG-000<br>PROS ATTY ADS/LEGAL PUBS  |                                     |           |                              | 2100.00                             | 81.00      | 2019.00                      |
| 001-405-02-221-000-GG-000<br>PROS ATTY TRAIN/EDUCATION |                                     |           |                              | 10500.00                            | 2653.45    | 7846.55                      |
| 001-405-02-222-000-GG-000<br>PROS ATTY DUES/SUBSCRIPTI |                                     | 2151.45   | -2151.45                     | 68250.00                            | 37374.73   | 30875.27                     |
| 001-405-02-223-000-GG-000<br>PROS ATTY PROF SERVICES   |                                     | 402.35    | -402.35                      | 19415.00                            | 13393.04   | 6021.96                      |
| 001-405-02-230-000-GG-000<br>PROS ATTY CONTRCTD SERVIC |                                     | 511.11    | -511.11                      | 5250.00                             | 5572.67    | -322.67                      |
| 001-405-03-341-000-GG-000<br>PROS ATTY MATERIAL/SUPPLY |                                     | 2326.73   | -2326.73                     | 31500.00                            | 13774.01   | 17725.99                     |
| TOTALS FOR PROSECUTING ATTORNEY                        |                                     | 135762.21 | -135762.21                   | 1894571.00                          | 1234609.64 | 659961.36                    |
| 001-406-01-101-000-GG-000                              |                                     |           |                              |                                     |            |                              |

|                                                   |         |          |          |          |          |
|---------------------------------------------------|---------|----------|----------|----------|----------|
| ASSR OFFICIAL SALARY<br>001-406-01-102-002-GG-000 | 3452.30 | -3452.30 | 44880.00 | 31070.80 | 13809.20 |
| ASSR SUPPLEMENT<br>001-406-01-103-000-GG-000      |         |          | 19488.00 | 19488.00 |          |

JEFFERSON COUNTY COMMISSION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL FUND  
 AS DF 02/2014

| ACCOUNT DESCRIPTION                                    | ----- C U R R E N T M O N T H ----- |          |                              | ----- Y E A R - T O - D A T E ----- |           |                              |
|--------------------------------------------------------|-------------------------------------|----------|------------------------------|-------------------------------------|-----------|------------------------------|
|                                                        | BUDGET                              | ACTUAL   | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                              | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET |
| ASSR SALARY AND WAGES<br>001-406-01-104-000-GG-000     |                                     | 19810.42 | -19810.42                    | 258919.65                           | 178293.78 | 80625.87                     |
| ASSR FICA EXPENSE<br>001-406-01-104-001-GG-000         |                                     | 1380.97  | -1380.97                     | 24781.57                            | 15896.01  | 8885.56                      |
| ASSR MEDICARE EXPENSE<br>001-406-01-105-000-GG-000     |                                     | 322.95   | -322.95                      | 5570.73                             | 3717.52   | 1853.21                      |
| ASSR GROUP INSURANCE<br>001-406-01-106-000-GG-000      |                                     | 7174.04  | -7174.04                     | 85873.42                            | 57380.56  | 28492.86                     |
| ASSR RETIREMENT<br>001-406-01-108-001-GG-000           |                                     | 3373.08  | -3373.08                     | 49324.20                            | 33608.18  | 15716.02                     |
| ASSR OVERTIME<br>001-406-01-108-002-GG-000             |                                     |          |                              | 16878.00                            | 2928.76   | 13949.24                     |
| ASSR PARTTIME<br>001-406-02-212-000-GG-000             |                                     | 210.88   | -210.88                      | 38000.00                            | 34227.06  | 3772.94                      |
| ASSR PRINTING<br>001-406-02-214-000-GG-000             |                                     |          |                              | 7000.00                             |           | 7000.00                      |
| ASSR TRAVEL<br>001-406-02-216-000-GG-000               |                                     |          |                              | 3324.43                             | 289.80    | 3034.63                      |
| ASSR MAINT/REPAIR EQUIP<br>001-406-02-220-000-GG-000   |                                     |          |                              | 4000.00                             |           | 4000.00                      |
| ASSR ADS/LEGAL PUBS<br>001-406-02-222-000-GG-000       |                                     |          |                              | 2000.00                             | 675.09    | 1324.91                      |
| ASSR DUES/SUBSCRIPTIONS<br>001-406-02-230-000-GG-000   |                                     |          |                              | 500.00                              | 100.00    | 400.00                       |
| ASSR CONTRACTED SERVICES<br>001-406-03-341-000-GG-000  |                                     | 152.97   | -152.97                      | 3000.00                             | 2335.76   | 664.24                       |
| ASSR MATERIAL/SUPPLIES<br>001-406-03-342-000-GG-000    |                                     | 188.97   | -188.97                      | 7000.00                             | 2330.16   | 4669.84                      |
| ASSR RECORD BOOKS                                      |                                     | 1034.10  | -1034.10                     | 1500.00                             | 1034.10   | 465.90                       |
| TOTALS FOR ASSESSOR                                    |                                     | 37100.68 | -37100.68                    | 572040.00                           | 383375.58 | 188664.42                    |
| 001-407-01-103-000-GG-000<br>ASSR VF SALARY AND WAGES  |                                     | 25259.10 | -25259.10                    | 337418.40                           | 217867.90 | 119550.50                    |
| 001-407-01-104-000-GG-000<br>ASSR VF FICA EXPENSE      |                                     | 1472.80  | -1472.80                     | 20584.59                            | 12981.99  | 7602.60                      |
| 001-407-01-104-001-GG-000<br>ASSR VF MEDICARE EXPENSE  |                                     | 344.42   | -344.42                      | 4814.27                             | 3036.03   | 1778.24                      |
| 001-407-01-105-000-GG-000<br>ASSR VF GROUP INSURANCE   |                                     | 7204.02  | -7204.02                     | 98870.08                            | 57598.47  | 41271.61                     |
| 001-407-01-106-000-GG-000<br>ASSR VF RETIREMENT        |                                     | 3662.56  | -3662.56                     | 49015.66                            | 32109.80  | 16905.86                     |
| 001-407-01-108-001-GG-000<br>ASSR VF OVERTIME          |                                     |          |                              | 6671.00                             | 3579.57   | 3091.43                      |
| TOTALS FOR ASSESSOR'S VALUATION FUND                   |                                     | 37942.90 | -37942.90                    | 517374.00                           | 327173.76 | 190200.24                    |
| 001-408-03-349-000-GG-000<br>ST COMPNET CHG BO GOV UNI |                                     | 10701.08 | -10701.08                    | 47197.00                            | 40145.66  | 7051.34                      |
| TOTALS FOR STATEWIDE COMPUTER NET                      |                                     | 10701.08 | -10701.08                    | 47197.00                            | 40145.66  | 7051.34                      |
| 001-412-01-103-000-GG-000<br>AG AGT SALARY AND WAGES   |                                     | 4567.76  | -4567.76                     | 59380.84                            | 41109.84  | 18271.00                     |
| 001-412-01-104-000-GG-000<br>AG AGT FICA EXPENSE       |                                     | 279.68   | -279.68                      | 3712.61                             | 2490.28   | 1222.33                      |
| 001-412-01-104-001-GG-000<br>AG AGT MEDICARE EXPENSE   |                                     | 65.40    | -65.40                       | 868.27                              | 582.36    | 285.91                       |
| 001-412-01-105-000-GG-000<br>AG AGT GROUP INSURANCE    |                                     | 1621.43  | -1621.43                     | 19450.36                            | 12968.08  | 6482.28                      |
| 001-412-01-106-000-GG-000<br>AG AGT RETIREMENT         |                                     | 674.15   | -674.15                      | 8682.92                             | 5991.63   | 2691.29                      |
| 001-412-01-108-001-GG-000<br>AG AGT OVERTIME           |                                     | 81.55    | -81.55                       | 427.00                              | 212.03    | 214.97                       |
| 001-412-02-211-000-GG-000<br>AG AGT TELEPHONE          |                                     | 46.50    | -46.50                       | 2600.00                             | 2297.56   | 302.44                       |
| 001-412-02-214-000-GG-000<br>AG AGT TRAVEL             |                                     |          |                              | 8000.00                             | 3212.09   | 4787.91                      |
| 001-412-02-216-000-GG-000<br>AG AGT MAINT/REPAIR EQUIP |                                     |          |                              | 1500.00                             |           | 1500.00                      |
| 001-412-02-219-000-GG-000<br>AG AGT BLDG/EQUIP RENT    |                                     |          |                              |                                     | 1915.00   | -1915.00                     |

|                           |       |        |         |         |         |
|---------------------------|-------|--------|---------|---------|---------|
| 001-412-02-222-000-GG-000 |       |        |         |         |         |
| AG AGT DUES/SUBSCRIPTIONS |       |        | 200.00  | 50.00   | 150.00  |
| 001-412-02-230-000-GG-000 |       |        |         |         |         |
| AG AGT CONTRACTED SERVICE | 80.50 | -80.50 | 8400.00 | 1120.73 | 7279.27 |

JEFFERSON COUNTY COMMISSION  
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 GENERAL FUND  
 AS OF 02/2014

| ACCOUNT DESCRIPTION                                    | ----- C U R R E N T M O N T H ----- |          |                              | ----- Y E A R - T O - D A T E ----- |           |                              |
|--------------------------------------------------------|-------------------------------------|----------|------------------------------|-------------------------------------|-----------|------------------------------|
|                                                        | BUDGET                              | ACTUAL   | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                              | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET |
| 001-412-03-341-000-GG-000<br>AG AGT MATERIAL/SUPPLIES  |                                     |          |                              | 2500.00                             | 1727.01   | 772.99                       |
| 001-412-03-354-000-GG-000<br>AG AGT COMPUTER HARDWARE  |                                     |          |                              | 1000.00                             |           | 1000.00                      |
| 001-412-05-567-000-GG-000<br>AG AGT TRANS TO ENTITIES  |                                     |          |                              | 22000.00                            | 16500.00  | 5500.00                      |
| TOTALS FOR AGRICULTURAL AGENT                          |                                     | 7416.97  | -7416.97                     | 138722.00                           | 90176.61  | 48545.39                     |
| 001-413-01-103-000-GG-000<br>ELEC CO CLK SALARY/WAGES  |                                     | 6249.70  | -6249.70                     | 81245.58                            | 56247.30  | 24998.28                     |
| 001-413-01-104-000-GG-000<br>ELEC CO CLK FICA EXPENSE  |                                     | 360.36   | -360.36                      | 11229.75                            | 3283.92   | 7945.83                      |
| 001-413-01-104-001-GG-000<br>ELEC CO CLK MEDICARE EXP  |                                     | 84.26    | -84.26                       | 2626.32                             | 767.98    | 1858.34                      |
| 001-413-01-105-000-GG-000<br>ELECTION CO CLK GROUP INS |                                     | 2454.26  | -2454.26                     | 31952.01                            | 19630.72  | 12321.29                     |
| 001-413-01-106-000-GG-000<br>ELEC CO CLK RETIREMENT    |                                     | 906.22   | -906.22                      | 13520.67                            | 8187.42   | 5333.25                      |
| 001-413-01-108-001-GG-000<br>ELEC CO CLK OVERTIME      |                                     |          |                              | 12000.00                            | 216.89    | 11783.11                     |
| 001-413-01-108-002-GG-000<br>ELEC COCLK P/TIME EX HELP |                                     |          |                              | 87879.00                            |           | 87879.00                     |
| 001-413-02-212-000-GG-000<br>ELEC CO CLK PRINTING      |                                     |          |                              | 650.00                              |           | 650.00                       |
| 001-413-02-214-000-GG-000<br>ELEC CO CLK TRAVEL        |                                     |          |                              | 3750.00                             | 964.00    | 2786.00                      |
| 001-413-02-216-000-GG-000<br>ELEC CO CLK MAIN/REP EQUI |                                     | 60.90    | -60.90                       | 24850.00                            | 585.68    | 24264.32                     |
| 001-413-02-219-000-GG-000<br>ELEC CO CLK BLD/EQUIP RNT |                                     |          |                              | 3150.00                             |           | 3150.00                      |
| 001-413-02-220-000-GG-000<br>ELEC CO CLK ADS/LEGAL PUB |                                     |          |                              | 4750.00                             |           | 4750.00                      |
| 001-413-03-341-000-GG-000<br>ELEC CO CLK MAT/SUPPLIES  |                                     |          |                              | 86976.67                            | 10702.69  | 76273.98                     |
| TOTALS FOR ELECTIONS COUNTY CLERK                      |                                     | 10115.70 | -10115.70                    | 364580.00                           | 100586.60 | 263993.40                    |
| 001-415-02-211-000-GG-000<br>MAG CT TELEPHONE          |                                     | 227.77   | -227.77                      | 1015.00                             | 681.65    | 333.35                       |
| TOTALS FOR MAGISTRATE COURT                            |                                     | 227.77   | -227.77                      | 1015.00                             | 681.65    | 333.35                       |
| 001-424-01-103-000-GG-000<br>CTHSE SALARY/WAGES        |                                     | 39391.84 | -39391.84                    | 512094.00                           | 349223.10 | 162870.90                    |
| 001-424-01-104-000-GG-000<br>CTHSE FICA EXPENSE        |                                     | 2659.54  | -2659.54                     | 33299.83                            | 21934.53  | 11365.30                     |
| 001-424-01-104-001-GG-000<br>CTHSE MEDICARE EXPENSE    |                                     | 621.98   | -621.98                      | 7787.86                             | 5129.85   | 2658.01                      |
| 001-424-01-105-000-GG-000<br>CTHSE GROUP INSURANCE     |                                     | 11367.66 | -11367.66                    | 136371.69                           | 90921.12  | 45450.57                     |
| 001-424-01-106-000-GG-000<br>CTHSE RETIREMENT          |                                     | 6418.29  | -6418.29                     | 77878.62                            | 52910.37  | 24968.25                     |
| 001-424-01-108-001-GG-000<br>CTHSE OVERTIME            |                                     | 4872.09  | -4872.09                     | 25000.00                            | 15675.43  | 9324.57                      |
| 001-424-02-211-000-GG-000<br>CTHSE TELEPHONE           |                                     | 42339.47 | -42339.47                    | 250000.00                           | 195731.47 | 54268.53                     |
| 001-424-02-213-001-GG-000<br>CTHSE ELECTRICITY         |                                     | 2172.29  | -2172.29                     | 21500.00                            | 16423.98  | 5076.02                      |
| 001-424-02-213-002-GG-000<br>CTHSE FUEL OIL            |                                     | 2705.00  | -2705.00                     | 7000.00                             | 7051.47   | -51.47                       |
| 001-424-02-213-003-GG-000<br>CTHSE WATER/SEWER         |                                     | 60.96    | -60.96                       | 3000.00                             | 505.97    | 2494.03                      |
| 001-424-02-214-000-GG-000<br>CTHSE TRAVEL              |                                     |          |                              | 2000.00                             |           | 2000.00                      |
| 001-424-02-215-000-GG-000<br>CTHSE MAINT/REPAIR-BLDG   |                                     | 6268.31  | -6268.31                     | 25000.00                            | 11015.05  | 13984.95                     |
| 001-424-02-216-000-GG-000<br>CTHSE MAINT/REPAIR EQUIP  |                                     | 7942.41  | -7942.41                     | 12000.00                            | 20286.54  | -8286.54                     |
| 001-424-02-218-000-GG-000<br>CTHSE POSTAGE             |                                     | 979.98   | -979.98                      | 120000.00                           | 48464.38  | 71535.62                     |
| 001-424-02-219-000-GG-000                              |                                     |          |                              |                                     |           |                              |

|                           |        |         |         |        |         |
|---------------------------|--------|---------|---------|--------|---------|
| CTHSE BLDG/EQUIP RENT     | 110.08 | -110.08 | 2000.00 | 932.58 | 1067.42 |
| 001-424-02-220-000-GG-000 |        |         |         |        |         |
| CTHSE ADS/LEGAL PUBS      |        |         | 1000.00 |        | 1000.00 |
| 001-424-02-221-000-GG-000 |        |         |         |        |         |

JEFFERSON COUNTY COMMISSION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL FUND  
 AS OF 02/2014

| ACCOUNT DESCRIPTION                  | ----- C U R R E N T M O N T H ----- |           |                              | ----- Y E A R - T O - D A T E ----- |           |                              |
|--------------------------------------|-------------------------------------|-----------|------------------------------|-------------------------------------|-----------|------------------------------|
|                                      | BUDGET                              | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                              | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET |
| CTHSE TRAINING & EDUCAT              |                                     |           |                              | 3000.00                             |           | 3000.00                      |
| 001-424-02-222-000-GG-000            |                                     |           |                              |                                     |           |                              |
| CTHSE DUES/SUBSCRIPTIONS             |                                     |           |                              | 1500.00                             | 761.50    | 738.50                       |
| 001-424-02-223-000-GG-000            |                                     |           |                              |                                     |           |                              |
| CTHSE PROFESSIONAL SVCS              |                                     | 300.00    | -300.00                      | 12000.00                            | 3799.25   | 8200.75                      |
| 001-424-02-230-000-GG-000            |                                     |           |                              |                                     |           |                              |
| CTHSE CONTRACTED SERVICES            |                                     | 304.00    | -304.00                      | 15000.00                            | 2725.75   | 12274.25                     |
| 001-424-03-341-000-GG-000            |                                     |           |                              |                                     |           |                              |
| CTHSE MATERIAL/SUPPLIES              |                                     | 143.18    | -143.18                      | 50000.00                            | 7024.29   | 42975.71                     |
| 001-424-03-345-000-GG-000            |                                     |           |                              |                                     |           |                              |
| CTHSE - UNIFORMS                     |                                     |           |                              | 2200.00                             | 523.80    | 1676.20                      |
| TOTALS FOR COURTHOUSE                |                                     | 128657.08 | -128657.08                   | 1319632.00                          | 851040.43 | 468591.57                    |
| 001-425-02-213-001-GG-000            |                                     |           |                              |                                     |           |                              |
| OTH BLDGS ELECTRICITY                |                                     | 22961.85  | -22961.85                    | 182500.00                           | 134061.99 | 48438.01                     |
| 001-425-02-213-002-GG-000            |                                     |           |                              |                                     |           |                              |
| OTH BLDGS FUEL OIL                   |                                     | 6550.95   | -6550.95                     | 35000.00                            | 11771.46  | 23228.54                     |
| 001-425-02-213-003-GG-000            |                                     |           |                              |                                     |           |                              |
| OTH BLDGS WATER/SEWER                |                                     | 1610.50   | -1610.50                     | 23000.00                            | 11172.33  | 11827.67                     |
| 001-425-02-213-004-GG-000            |                                     |           |                              |                                     |           |                              |
| OTH BLDGS OTHER UTILITIES            |                                     | 1149.09   | -1149.09                     | 20000.00                            | 9228.37   | 10771.63                     |
| 001-425-02-215-000-GG-000            |                                     |           |                              |                                     |           |                              |
| OTH BLDGS MAINT/REP-BLOG             |                                     | 540.50    | -540.50                      | 100000.00                           | 12877.06  | 87122.94                     |
| 001-425-02-216-000-GG-000            |                                     |           |                              |                                     |           |                              |
| OTH BLDG MAIN/REP EQUIP              |                                     | 189.00    | -189.00                      | 25000.00                            | 812.97    | 24187.03                     |
| 001-425-02-219-000-GG-000            |                                     |           |                              |                                     |           |                              |
| OTH BLDG - EQUIPMENT RENT            |                                     |           |                              | 2000.00                             | 1377.45   | 622.55                       |
| 001-425-02-219-005-GG-000            |                                     |           |                              |                                     |           |                              |
| CHARLES TOWN LIBRARY RENT            |                                     | 1500.00   | -1500.00                     | 18000.00                            | 12000.00  | 6000.00                      |
| 001-425-02-223-000-GG-000            |                                     |           |                              |                                     |           |                              |
| OTH BLDG PRDFESSIOAL SVC             |                                     | 3470.00   | -3470.00                     | 35000.00                            | 16314.35  | 18685.65                     |
| 001-425-02-230-000-GG-000            |                                     |           |                              |                                     |           |                              |
| OTH BLDGS CONTRACTED SVC             |                                     | 15773.43  | -15773.43                    | 220000.00                           | 126913.30 | 93086.70                     |
| 001-425-03-341-000-GG-000            |                                     |           |                              |                                     |           |                              |
| OTH BLDGS MATERIAL/SUPPLY            |                                     | 5432.02   | -5432.02                     | 90000.00                            | 66772.52  | 23227.48                     |
| TOTALS FOR OTHER BUILDINGS           |                                     | 59177.34  | -59177.34                    | 750500.00                           | 403301.80 | 347198.20                    |
| 001-428-01-103-000-GG-000            |                                     |           |                              |                                     |           |                              |
| DATA PROC SALARY & WAGES             |                                     | 4998.64   | -4998.64                     | 137933.93                           | 31010.37  | 106923.56                    |
| 001-428-01-104-000-GG-000            |                                     |           |                              |                                     |           |                              |
| DATA PROC FICA                       |                                     | 307.56    | -307.56                      | 8551.90                             | 1902.63   | 6649.27                      |
| 001-428-01-104-001-GG-000            |                                     |           |                              |                                     |           |                              |
| DATA PROC MEDICARE                   |                                     | 71.93     | -71.93                       | 2000.04                             | 444.97    | 1555.07                      |
| 001-428-01-105-000-GG-000            |                                     |           |                              |                                     |           |                              |
| DATA PROC GROUP INSURANCE            |                                     | 810.72    | -810.72                      | 8104.45                             | 4863.20   | 3241.25                      |
| 001-428-01-106-000-GG-000            |                                     |           |                              |                                     |           |                              |
| DATA PROC RETIREMENT                 |                                     | 512.66    | -512.66                      | 20000.42                            | 3506.29   | 16494.13                     |
| 001-428-02-223-000-GG-000            |                                     |           |                              |                                     |           |                              |
| DATA PROC PROFESSIONL SVC            |                                     | 6000.00   | -6000.00                     | 19564.70                            | 40829.50  | -21264.80                    |
| 001-428-03-341-000-GG-000            |                                     |           |                              |                                     |           |                              |
| DATA PROC MATERIAL/SUPPLY            |                                     | 281.02    | -281.02                      | 12718.00                            | 10954.58  | 1763.42                      |
| 001-428-03-354-000-GG-000            |                                     |           |                              |                                     |           |                              |
| DATA PROC COMPUTER HARD              |                                     |           |                              | 100000.00                           | 44394.01  | 55605.99                     |
| 001-428-03-356-000-GG-000            |                                     |           |                              |                                     |           |                              |
| DATA PROC LIC & ANN FEES             |                                     |           |                              | 97260.56                            | 17202.70  | 80057.86                     |
| TOTALS FOR DATA PROCESSING           |                                     | 12982.53  | -12982.53                    | 406134.00                           | 155108.25 | 251025.75                    |
| 001-429-05-567-000-GG-000            |                                     |           |                              |                                     |           |                              |
| RDA CONTRIB OTH GOV UNITS            |                                     |           |                              | 41487.00                            | 19794.26  | 21692.74                     |
| TOTALS FOR REGIONAL DEVELOPMENT AUTH |                                     |           |                              | 41487.00                            | 19794.26  | 21692.74                     |
| 001-431-01-103-000-GG-000            |                                     |           |                              |                                     |           |                              |
| ECON DEV SALARY AND WAGES            |                                     | 15126.06  | -15126.06                    | 236859.18                           | 155971.87 | 80887.31                     |
| 001-431-01-104-000-GG-000            |                                     |           |                              |                                     |           |                              |
| ECON DEV FICA EXPENSE                |                                     | 886.12    | -886.12                      | 14685.27                            | 9259.88   | 5425.39                      |
| 001-431-01-104-001-GG-000            |                                     |           |                              |                                     |           |                              |
| ECON DEV MEDICARE EXPENSE            |                                     | 207.22    | -207.22                      | 3434.46                             | 2165.71   | 1268.75                      |
| 001-431-01-105-000-GG-000            |                                     |           |                              |                                     |           |                              |

|                                                       |         |          |          |          |          |
|-------------------------------------------------------|---------|----------|----------|----------|----------|
| ECON DEV GROUP INSURANCE<br>001-431-01-106-000-GG-000 | 4085.50 | -4085.50 | 57041.51 | 36652.37 | 20389.14 |
| ECON DEV RETIREMENT<br>001-431-05-568-000-GG-000      | 2193.28 | -2193.28 | 34344.58 | 22615.95 | 11728.63 |

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| ACCOUNT DESCRIPTION                                    | ----- C U R R E N T M O N T H ----- |          |                              | ----- Y E A R - T O - D A Y ----- |           |                              |
|--------------------------------------------------------|-------------------------------------|----------|------------------------------|-----------------------------------|-----------|------------------------------|
|                                                        | BUDGET                              | ACTUAL   | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                            | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET |
| ECON DEV OTH CONTRIBUTION                              |                                     |          |                              | 112516.00                         | 88222.75  | 24293.25                     |
| 001-431-05-568-001-GG-000<br>Other Cont-Airport Auth   |                                     |          |                              | 5000.00                           |           | 5000.00                      |
| TOTALS FOR ECONOMIC DEVELOPMENT                        |                                     | 22498.18 | -22498.18                    | 463881.00                         | 314888.53 | 148992.47                    |
| 001-433-01-103-000-GG-000<br>GIS SALARY AND WAGES      | 1065.00                             | 11344.30 | -10279.30                    | 147475.51                         | 102098.70 | 45376.81                     |
| 001-433-01-104-000-GG-000<br>GIS FICA EXPENSE          | 66.00                               | 756.86   | -690.86                      | 10420.65                          | 6865.85   | 3554.80                      |
| 001-433-01-104-001-GG-000<br>GIS MEDICARE EXPENSE      | 15.00                               | 177.00   | -162.00                      | 2436.65                           | 1605.76   | 830.89                       |
| 001-433-01-105-000-GG-000<br>GIS GROUP INSURANCE       |                                     | 2432.14  | -2432.14                     | 29175.67                          | 19452.08  | 9723.59                      |
| 001-433-01-106-000-GG-000<br>GIS RETIREMENT            | 155.00                              | 1644.92  | -1489.92                     | 21384.52                          | 14804.28  | 6580.24                      |
| 001-433-01-108-002-GG-000<br>GIS P/TIME/EXTRA HELP     | -1301.00                            | 1012.50  | -2313.50                     | 19299.00                          | 9705.00   | 9594.00                      |
| 001-433-02-214-000-GG-000<br>GIS TRAVEL                |                                     |          |                              | 925.00                            | 95.52     | 829.48                       |
| 001-433-02-221-000-GG-000<br>GIS TRAIN/EDUCATION       |                                     |          |                              | 850.00                            |           | 850.00                       |
| 001-433-02-222-000-GG-000<br>GIS DUES/SUBSCRIPTION     |                                     |          |                              | 190.00                            |           | 190.00                       |
| 001-433-02-230-000-GG-000<br>GIS CONTRACTED SERVICES   |                                     | 7326.48  | -7326.48                     | 35890.00                          | 11390.96  | 24499.04                     |
| 001-433-03-341-000-GG-000<br>GIS MAT/SUPPLIES          |                                     |          |                              | 6000.00                           | 715.44    | 5284.56                      |
| 001-433-03-353-000-GG-000<br>GIS COMPUTER SOFTWARE     |                                     |          |                              | 50.00                             | 49.95     | .05                          |
| TOTALS FOR GIS/ADDRESSING DEPT                         |                                     | 24694.20 | -24694.20                    | 274097.00                         | 166783.54 | 107313.46                    |
| 001-439-01-103-000-GG-000<br>PLANNING SALARY AND WAGES |                                     | 23625.50 | -23625.50                    | 310317.25                         | 211931.90 | 98385.35                     |
| 001-439-01-104-000-GG-000<br>PLANNING FICA EXPENSE     |                                     | 1404.16  | -1404.16                     | 19673.67                          | 12944.01  | 6729.66                      |
| 001-439-01-104-001-GG-000<br>PLANNING MEDICARE EXPENSE |                                     | 328.40   | -328.40                      | 4601.10                           | 3027.25   | 1573.85                      |
| 001-439-01-105-000-GG-000<br>PLANNING GROUP INSURANCE  |                                     | 6503.33  | -6503.33                     | 74461.39                          | 48458.52  | 26002.87                     |
| 001-439-01-106-000-GG-000<br>PLANNING RETIREMENT       |                                     | 3425.70  | -3425.70                     | 45141.00                          | 30730.18  | 14410.82                     |
| 001-439-01-108-001-GG-000<br>PLANNING OVERTIME         |                                     |          |                              | 1000.00                           | 60.00     | 940.00                       |
| 001-439-01-108-002-GG-000<br>PLANNING PTIME/EXTRA HELP |                                     |          |                              | 3535.00                           | 3535.00   |                              |
| 001-439-02-214-000-GG-000<br>PLANNING TRAVEL           |                                     |          |                              | 500.00                            | 109.23    | 390.77                       |
| 001-439-02-216-000-GG-000<br>PLANNING MAIN/REP EQUIPMT |                                     | 521.11   | -521.11                      | 7500.00                           | 4984.20   | 2515.80                      |
| 001-439-02-220-000-GG-000<br>PLANNING ADS/LEGAL PUBS   |                                     | 36.94    | -36.94                       | 1000.00                           | 196.86    | 803.14                       |
| 001-439-02-221-000-GG-000<br>PLANNING TRAIN/EOUCATION  |                                     |          |                              | 700.00                            | 15.00     | 685.00                       |
| 001-439-02-222-000-GG-000<br>PLANNING DUES/SUBSCRIPTNS |                                     |          |                              | 600.00                            | 118.98    | 481.02                       |
| 001-439-02-223-000-GG-000<br>PLANNING PROFESSIONAL SVC |                                     |          |                              | 4500.00                           | 4370.48   | 129.52                       |
| 001-439-03-341-000-GG-000<br>PLANNING MATERIAL/SUPPLY  |                                     |          |                              | 5000.59                           | 1170.64   | 3829.95                      |
| 001-439-03-353-000-GG-000<br>PLANNING COMPUTER SFTWRE  |                                     |          |                              | 200.00                            | 47.69     | 152.31                       |
| TOTALS FOR PLANNING AND ZONING                         |                                     | 35845.14 | -35845.14                    | 478730.00                         | 321699.94 | 157030.06                    |
| 001-440-01-103-000-GG-000<br>ENGINEER SALARY & WAGES   |                                     | 39167.24 | -39167.24                    | 511594.43                         | 352505.16 | 159089.27                    |
| 001-440-01-104-000-GG-000<br>ENGINEER FICA EXPENSE     |                                     | 2396.68  | -2396.68                     | 32462.91                          | 22085.09  | 10377.82                     |
| 001-440-01-104-001-GG-000<br>ENGINEER MEDICARE EXPENSE |                                     | 560.48   | -560.48                      | 7592.13                           | 5164.96   | 2427.17                      |

|                                                       |         |          |          |          |          |
|-------------------------------------------------------|---------|----------|----------|----------|----------|
| 001-440-01-105-000-GG-000<br>ENGINEER GROUP INSURANCE | 7296.46 | -7296.46 | 87527.21 | 58356.56 | 29170.65 |
| 001-440-01-106-000-GG-000<br>ENGINEER RETIREMENT      | 5679.26 | -5679.26 | 75921.32 | 51645.84 | 24275.48 |

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| ACCOUNT DESCRIPTION                                    | ----- C U R R E N T M O N T H ----- |           |                              | ----- Y E A R - T O - D A T E ----- |            |                              |
|--------------------------------------------------------|-------------------------------------|-----------|------------------------------|-------------------------------------|------------|------------------------------|
|                                                        | BUDGET                              | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                              | ACTUAL     | ACTUAL OVER/<br>UNDER BUDGET |
| 001-440-01-108-001-GG-000<br>ENGINEER OVERTIME         |                                     |           |                              | 12000.00                            | 3672.65    | 8327.35                      |
| 001-440-01-108-002-GG-000<br>ENGINEER PT/EXTRA HELP    |                                     |           |                              |                                     | 2855.66    | -2855.66                     |
| 001-440-02-212-000-GG-000<br>ENGINEER PRINTING         |                                     |           |                              | 800.00                              |            | 800.00                       |
| 001-440-02-214-000-GG-000<br>ENGINEER TRAVEL           |                                     | 97.00     | -97.00                       | 3580.00                             | 2353.20    | 1226.80                      |
| 001-440-02-216-000-GG-000<br>ENGINEER MAIN/REP EQUIPMT |                                     |           |                              | 3500.00                             |            | 3500.00                      |
| 001-440-02-220-000-GG-000<br>ENGINEER ADS/LEGAL PUBS   |                                     |           |                              | 4000.00                             |            | 4000.00                      |
| 001-440-02-221-000-GG-000<br>ENGINEER TRAIN/EDUCATION  |                                     | 150.00    | -150.00                      | 2894.00                             | 969.00     | 1925.00                      |
| 001-440-02-222-000-GG-000<br>ENGINEER DUES/SUBSCRIPTNS |                                     | 120.00    | -120.00                      | 935.00                              | 480.00     | 455.00                       |
| 001-440-02-230-000-GG-000<br>ENGINEER CONTRACTED SVCS  |                                     | 555.04    | -555.04                      | 6623.00                             | 5792.18    | 830.82                       |
| 001-440-03-341-000-GG-000<br>ENGINEER MATERIAL/SUPPLY  |                                     | 195.08    | -195.08                      | 3823.00                             | 1525.01    | 2297.99                      |
| 001-440-03-353-000-GG-000<br>ENGINEER COMPUTER SOFTWRE |                                     |           |                              | 1000.00                             |            | 1000.00                      |
| TOTALS FOR ENGINEERING                                 |                                     | 56217.24  | -56217.24                    | 754253.00                           | 507405.31  | 246847.69                    |
| 001-442-05-566-000-GG-000<br>GRT TRANS T/O FUNDS       |                                     |           |                              | 25000.00                            | 6250.00    | 18750.00                     |
| TOTALS FOR FEDERAL GRANTS                              |                                     |           |                              | 25000.00                            | 6250.00    | 18750.00                     |
| 001-443-05-566-000-GG-000<br>GRT - TRANS T/O FUNDS     |                                     |           |                              | 22000.00                            |            | 22000.00                     |
| TOTALS FOR STATE GRANTS                                |                                     |           |                              | 22000.00                            |            | 22000.00                     |
| 001-451-01-103-000-GG-000<br>ZONING SALARY AND WAGES   |                                     | 3154.36   | -3154.36                     | 97577.19                            | 32982.72   | 64594.47                     |
| 001-451-01-104-000-GG-000<br>ZONING FICA EXPENSE       |                                     | 165.64    | -165.64                      | 6111.79                             | 1805.61    | 4306.18                      |
| 001-451-01-104-001-GG-000<br>ZONING MEDICARE EXPENSE   |                                     | 38.74     | -38.74                       | 1429.37                             | 422.26     | 1007.11                      |
| 001-451-01-105-000-GG-000<br>ZONING GROUP INSURANCE    |                                     | 1560.22   | -1560.22                     | 18718.90                            | 12480.08   | 6238.82                      |
| 001-451-01-106-000-GG-000<br>ZONING RETIREMENT         |                                     | 457.38    | -457.38                      | 14293.69                            | 4208.74    | 10084.95                     |
| 001-451-01-108-001-GG-000<br>ZONING OVERTIME           |                                     |           |                              | 1000.00                             |            | 1000.00                      |
| 001-451-02-220-000-GG-000<br>ZONING ADS/LEGAL PUBS     |                                     | 226.60    | -226.60                      | 2000.00                             | 739.10     | 1260.90                      |
| 001-451-02-222-000-GG-000<br>ZONING DUES/SUBSCRIPTIONS |                                     |           |                              | 525.00                              | 95.00      | 430.00                       |
| 001-451-03-341-000-GG-000<br>ZONING MATERIAL/SUPPLY    |                                     | 40.38     | -40.38                       | 293.06                              | 117.07     | 175.99                       |
| TOTALS FOR DEPT OF ZONING                              |                                     | 5643.32   | -5643.32                     | 141949.00                           | 52850.58   | 89098.42                     |
| 001-699-06-675-000-GG-000<br>CONTING -ACTUARIAL RESERV |                                     |           |                              | 140008.00                           |            | 140008.00                    |
| TOTALS FOR CONTINGENCIES                               |                                     |           |                              | 140008.00                           |            | 140008.00                    |
| 001-700-01-103-000-PS-000<br>LAW ENF SALARY AND WAGES  |                                     | 146918.28 | -146918.28                   | 1985631.95                          | 1322326.23 | 663305.72                    |
| 001-700-01-103-001-PS-000<br>LAW ENF INCREMENTAL PAY   |                                     |           |                              | 16857.14                            | 7140.00    | 9717.14                      |
| 001-700-01-103-003-PS-000<br>LAW ENF DUI GRANT         |                                     | -11003.87 | 11003.87                     | 35000.00                            | 14200.05   | 20799.95                     |
| 001-700-01-103-004-PS-000<br>LAW ENF OTHER GRANTS      |                                     | 13967.39  | -13967.39                    | 17196.00                            | 13967.39   | 3228.61                      |
| 001-700-01-104-000-PS-000<br>LAW ENF FICA EXPENSE      |                                     | 11927.47  | -11927.47                    | 124996.57                           | 105256.05  | 19740.52                     |
| 001-700-01-104-001-PS-000                              |                                     |           |                              |                                     |            |                              |

|                                                       |          |           |           |           |           |
|-------------------------------------------------------|----------|-----------|-----------|-----------|-----------|
| LAW ENF MEDICARE EXPENSE<br>001-700-01-105-001-PS-000 | 2789.52  | -2789.52  | 27883.85  | 24616.41  | 3267.44   |
| LAW ENF GROUP INSURANCE<br>001-700-01-106-000-PS-000  | 35333.55 | -35333.55 | 440638.14 | 282502.52 | 158135.62 |

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| ACCOUNT DESCRIPTION                                    | ----- C U R R E N T M O N T H ----- |           |                              | ----- Y E A R - T O - D A T E ----- |            |                              |
|--------------------------------------------------------|-------------------------------------|-----------|------------------------------|-------------------------------------|------------|------------------------------|
|                                                        | BUDGET                              | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                              | ACTUAL     | ACTUAL OVER/<br>UNDER BUDGET |
| LAW ENF RETIREMENT WWDPRS<br>001-700-01-108-001-PS-000 |                                     | 23891.41  | -23891.41                    | 256304.93                           | 206722.12  | 49582.81                     |
| LAW ENF OVERTIME<br>001-700-01-108-002-PS-000          |                                     | 29625.03  | -29625.03                    | 188536.12                           | 205501.04  | -16964.92                    |
| LAW ENF P-TIME/EXTRA HELP<br>001-700-01-108-003-PS-000 |                                     | 337.46    | -337.46                      | 2153.00                             | 3303.95    | -1150.95                     |
| LAW ENF CIR CT BAILIFFS<br>001-700-01-108-004-PS-000   |                                     | 16933.76  | -16933.76                    | 282146.80                           | 171834.52  | 110312.28                    |
| LAW ENF TRIP GUARDS<br>001-700-02-212-000-PS-000       |                                     | 417.19    | -417.19                      | 17262.50                            | 7719.02    | 9543.48                      |
| LAW ENF PRINTING<br>001-700-02-214-000-PS-000          |                                     |           |                              | 1425.00                             | 562.00     | 863.00                       |
| LAW ENF TRAVEL<br>001-700-02-216-000-PS-000            |                                     | 114.73    | -114.73                      | 8000.00                             | 2909.32    | 5090.68                      |
| LAW ENF MAIN/REP EQUIPMNT<br>001-700-02-218-000-PS-000 |                                     |           |                              | 5225.00                             |            | 5225.00                      |
| LAW ENF POSTAGE<br>001-700-02-220-000-PS-000           |                                     |           |                              | 2000.00                             | 754.67     | 1245.33                      |
| LAW ENF ADS/LEGAL PUBS<br>001-700-02-221-000-PS-000    |                                     |           |                              | 4750.00                             | 333.34     | 4416.66                      |
| LAW ENF TRAIN/EDUCATION<br>001-700-02-222-000-PS-000   |                                     | 825.00    | -825.00                      | 20000.00                            | 15688.51   | 4311.49                      |
| LAW ENF DUES/SUBSCRIPTION<br>001-700-02-223-000-PS-000 |                                     |           |                              | 5000.00                             | 3280.00    | 1720.00                      |
| LAW ENF PROFESSIONAL SVCS<br>001-700-02-230-000-PS-000 |                                     |           |                              | 5700.00                             | 3713.56    | 1986.44                      |
| LAW ENF CONTRACTED SVCS<br>001-700-03-341-000-PS-000   |                                     | 354.04    | -354.04                      | 24000.00                            | 7412.27    | 16587.73                     |
| LAW ENF MATERIAL/SUPPLY<br>001-700-03-343-000-PS-000   |                                     | 220.62    | -220.62                      | 43000.00                            | 31111.86   | 11888.14                     |
| LAW ENF AUTO SUPPLIES<br>001-700-03-345-000-PS-000     |                                     |           |                              | 5000.00                             | 4929.61    | 70.39                        |
| LAW ENF UNIFORMS<br>001-700-03-353-000-PS-000          |                                     |           |                              | 48000.00                            | 18313.90   | 29686.10                     |
| LAW ENF COMPUTER SOFTWARE<br>001-700-03-354-000-PS-000 |                                     |           |                              | 3000.00                             | 49.95      | 2950.05                      |
| LAW ENF COMPUTER HARDWARE<br>001-700-03-355-000-PS-000 |                                     |           |                              | 13000.00                            | 73.53      | 12926.47                     |
| LAW ENF IT SUPPORT                                     |                                     |           |                              | 3000.00                             |            | 3000.00                      |
| TOTALS FOR SHERIFF LAW ENFORCEMENT                     |                                     | 272651.58 | -272651.58                   | 3585707.00                          | 2454221.82 | 1131485.18                   |
| 001-701-03-345-000-PS-000<br>SHRF SVC/P UNIFORMS       |                                     |           |                              | 18000.00                            | 17205.93   | 794.07                       |
| TOTALS FOR SHERIFF SVC OF PROCESS                      |                                     |           |                              | 18000.00                            | 17205.93   | 794.07                       |
| 001-704-03-344-000-PS-000<br>REG JAIL CARE/FEED PRSNRS |                                     | 99395.00  | -99395.00                    | 1200000.00                          | 778530.75  | 421469.25                    |
| TOTALS FOR REGIONAL JAIL                               |                                     | 99395.00  | -99395.00                    | 1200000.00                          | 778530.75  | 421469.25                    |
| 001-711-01-103-000-PS-000<br>EMERG SVC SALARY/WAGES    |                                     | 11829.94  | -11829.94                    | 153789.08                           | 106469.46  | 47319.62                     |
| 001-711-01-104-000-PS-000<br>EMERG SVC FICA EXPENSE    |                                     | 719.18    | -719.18                      | 9534.92                             | 6479.68    | 3055.24                      |
| 001-711-01-104-001-PS-000<br>EMERG SVC MEDICARE EXPNSE |                                     | 168.22    | -168.22                      | 2229.94                             | 1515.60    | 714.34                       |
| 001-711-01-105-000-PS-000<br>EMERG SVC GROUP INSURANCE |                                     | 2432.16   | -2432.16                     | 29175.66                            | 19452.24   | 9723.42                      |
| 001-711-01-106-000-PS-000<br>EMERG SVC RETIREMENT      |                                     | 1715.34   | -1715.34                     | 22299.42                            | 15438.06   | 6861.36                      |
| 001-711-02-212-000-PS-000<br>EMERG SVC PRINTING        |                                     |           |                              | 1000.00                             |            | 1000.00                      |
| 001-711-02-214-000-PS-000<br>EMERG SVC TRAVEL          |                                     | 153.00    | -153.00                      | 5800.00                             | 1767.10    | 4032.90                      |
| 001-711-02-216-000-PS-000<br>EMERG SVC MAIN/REP EQUIP  |                                     |           |                              | 4600.00                             |            | 4600.00                      |
| 001-711-02-219-001-PS-000<br>EMERG SVC BLDG EQUIP RENT |                                     |           |                              | 50.00                               |            | 50.00                        |
| 001-711-02-220-000-PS-000<br>EMERG SVC ADS/LEGAL PUBS  |                                     |           |                              | 250.00                              |            | 250.00                       |

|                                                        |         |        |         |
|--------------------------------------------------------|---------|--------|---------|
| 001-711-02-221-000-PS-000<br>EMERG SVC TRAIN/EDUCATION | 4515.00 | 556.82 | 3958.18 |
| 001-711-02-222-000-PS-000<br>EMERG SVC DUES/SUBSCRIPTN | 1345.00 | 889.00 | 456.00  |

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| ACCOUNT DESCRIPTION                                     | ----- C U R R E N T M O N T H ----- |           |                              | ----- Y E A R - T O - D A T E ----- |            |                              |
|---------------------------------------------------------|-------------------------------------|-----------|------------------------------|-------------------------------------|------------|------------------------------|
|                                                         | BUDGET                              | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                              | ACTUAL     | ACTUAL OVER/<br>UNDER BUDGET |
| 001-711-02-223-000-PS-000<br>EMERG SVC PROF SERVICES    |                                     |           |                              | 17500.00                            |            | 17500.00                     |
| 001-711-02-230-000-PS-000<br>EMERG SVC CONTRCT SERVICE  |                                     | 150.00    | -150.00                      | 6500.00                             | 4207.40    | 2292.60                      |
| 001-711-03-341-000-PS-000<br>EMERG SVC MAT/SUPPLIES     |                                     | 12.00     | -12.00                       | 8860.98                             | 2038.98    | 6822.00                      |
| 001-711-03-354-000-PS-000<br>EMERG SVC COMPUTER HARDWR  |                                     |           |                              | 4500.00                             |            | 4500.00                      |
| TOTALS FOR EMERGENCY SERVICES                           |                                     | 17179.84  | -17179.84                    | 271950.00                           | 158814.34  | 113135.66                    |
| 001-712-01-103-000-PS-911<br>COMM CTR SALARY AND WAGES  |                                     | 82810.95  | -82810.95                    | 1106630.60                          | 760057.74  | 346572.86                    |
| 001-712-01-104-000-PS-911<br>COMM CTR FICA EXPENSE      |                                     | 5530.29   | -5530.29                     | 79528.79                            | 49399.38   | 30129.41                     |
| 001-712-01-104-001-PS-911<br>COMM CTR MEDICARE EXPENSE  |                                     | 1293.40   | -1293.40                     | 17819.31                            | 11553.32   | 6265.99                      |
| 001-712-01-105-000-PS-911<br>COMM CTR GROUP INSURANCE   |                                     | 27735.62  | -27735.62                    | 333496.21                           | 222594.15  | 110902.06                    |
| 001-712-01-106-000-PS-911<br>COMM CTR RETIREMENT        |                                     | 13191.55  | -13191.55                    | 169219.65                           | 115750.59  | 53469.06                     |
| 001-712-01-108-001-PS-911<br>COMM CTR OVERTIME          |                                     | 8642.63   | -8642.63                     | 55062.00                            | 43758.52   | 11303.48                     |
| 001-712-01-108-002-PS-911<br>COMM CTR PARTTIME          |                                     | 3201.24   | -3201.24                     | 61885.44                            | 37206.82   | 24678.62                     |
| 001-712-02-211-000-PS-911<br>COMM CTR TELEPHONE         |                                     | 6507.76   | -6507.76                     | 124560.00                           | 36810.34   | 87749.66                     |
| 001-712-02-212-000-PS-911<br>COMM CTR PRINTING          |                                     |           |                              | 3000.00                             | 1954.00    | 1046.00                      |
| 001-712-02-214-000-PS-911<br>COMM CTR TRAVEL            |                                     |           |                              | 3000.00                             | 1389.05    | 1610.95                      |
| 001-712-02-216-000-PS-911<br>COMM CTR MAIN/REP EQUIP    |                                     | 1070.45   | -1070.45                     | 90993.00                            | 65131.05   | 25861.95                     |
| 001-712-02-220-000-PS-911<br>COMM CTR ADS/LEGAL PUBS    |                                     |           |                              | 250.00                              | 69.69      | 180.31                       |
| 001-712-02-221-000-PS-911<br>COMM CTR TRAIN/EDUCATION   |                                     | 190.00    | -190.00                      | 5500.00                             | 2030.00    | 3470.00                      |
| 001-712-02-222-000-PS-911<br>COMM CTR DUES/SUBSCRIPTNS  |                                     |           |                              | 1190.00                             | 1323.33    | -133.33                      |
| 001-712-02-223-000-PS-911<br>COMM CTR PROF SERVICES     |                                     | 1000.00   | -1000.00                     | 19600.00                            | 10300.00   | 9300.00                      |
| 001-712-02-230-000-PS-911<br>COMM CTR CONTRCTD SERVICE  |                                     | 296.15    | -296.15                      | 9000.00                             | 3656.30    | 5343.70                      |
| 001-712-03-341-000-PS-911<br>COMM CTR MAT/SUPPLIES      |                                     | 346.07    | -346.07                      | 15000.00                            | 2611.26    | 12388.74                     |
| 001-712-03-353-000-PS-911<br>COMM CTR COMPUTER SOFTWARE |                                     |           |                              | 1000.00                             | 49.95      | 950.05                       |
| 001-712-03-354-000-PS-911<br>COMM CTR COMPUTER HARDWAR  |                                     |           |                              | 27196.00                            | 10996.53   | 16199.47                     |
| 001-712-03-355-000-PS-911<br>COMM CTR IT SUPPORT        |                                     |           |                              | 9500.00                             | 10000.00   | -500.00                      |
| TOTALS FOR COMMUNICATIONS CENTER                        |                                     | 151816.11 | -151816.11                   | 2133431.00                          | 1386642.02 | 746788.98                    |
| 001-715-05-567-000-PS-000<br>AMB AUTH TRANS TO ENTITIE  |                                     |           |                              | 1751353.00                          | 1648289.75 | 103063.25                    |
| TOTALS FOR AMBULANCE AUTHORITY                          |                                     |           |                              | 1751353.00                          | 1648289.75 | 103063.25                    |
| 001-716-01-103-000-PS-000<br>DOG WARD SALARY/WAGES      |                                     | 14099.54  | -14099.54                    | 151578.63                           | 123433.48  | 28145.15                     |
| 001-716-01-104-000-PS-000<br>DOG WARD FICA EXPENSE      |                                     | 1038.67   | -1038.67                     | 13515.11                            | 8275.63    | 5239.48                      |
| 001-716-01-104-001-PS-000<br>DOG WARD MEDICARE EXP      |                                     | 242.90    | -242.90                      | 3031.64                             | 1935.41    | 1096.23                      |
| 001-716-01-105-000-PS-000<br>DOG WARD GROUP INSURANCE   |                                     | 4090.02   | -4090.02                     | 65220.21                            | 32699.11   | 32521.10                     |
| 001-716-01-106-000-PS-000<br>DOG WARD RETIREMENT        |                                     | 2323.19   | -2323.19                     | 30316.41                            | 19685.41   | 10631.00                     |
| 001-716-01-108-006-PS-000<br>DOG WARD OVERTIME          |                                     | 1922.34   | -1922.34                     | 25000.00                            | 12327.72   | 12672.28                     |
| 001-716-02-212-000-PS-000                               |                                     |           |                              |                                     |            |                              |

|                                                       |         |        |        |
|-------------------------------------------------------|---------|--------|--------|
| DOG WARD PRINTING<br>001-716-02-213-014-PS-000        | 1000.00 | 234.00 | 766.00 |
| DOG WARD OTHER UTILITIES<br>001-716-02-214-000-PS-000 | 1200.00 | 510.81 | 689.19 |

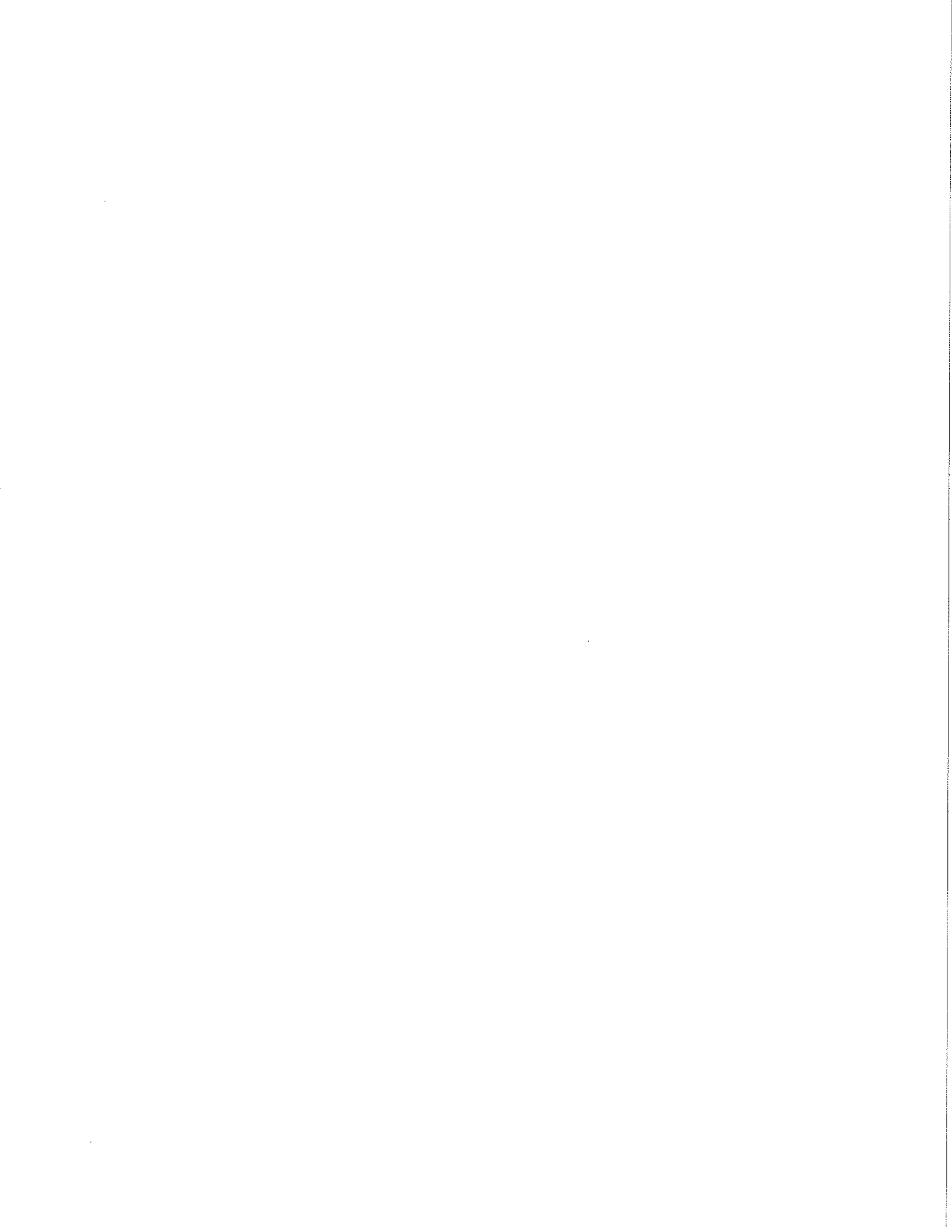
JEFFERSON COUNTY COMMISSION  
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 GENERAL FUND  
 AS OF 02/2014

| ACCOUNT DESCRIPTION                                    | ----- C U R R E N T M O N T H ----- |          |                              | ----- Y E A R - T O - D A T E ----- |           |                              |
|--------------------------------------------------------|-------------------------------------|----------|------------------------------|-------------------------------------|-----------|------------------------------|
|                                                        | BUDGET                              | ACTUAL   | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                              | ACTUAL    | ACTUAL OVER/<br>UNDER BUDGET |
| DOG WARD TRAVEL                                        |                                     |          |                              | 2000.00                             | 650.44    | 1349.56                      |
| 001-716-02-219-000-PS-000<br>DOG WARD BLDG/EQUIP RENT  |                                     |          |                              | 1200.00                             |           | 1200.00                      |
| 001-716-02-220-000-PS-000<br>DOG WARD ADS/LEGAL PUBS   |                                     |          |                              | 1000.00                             | 568.85    | 431.15                       |
| 001-716-02-221-000-PS-000<br>DOG WARD TRAIN/EDUCATION  |                                     |          |                              | 4000.00                             | 860.50    | 3139.50                      |
| 001-716-02-222-000-PS-000<br>DOG WARD DUES/SUBSCRIPTNS |                                     | 8.70     | -8.70                        | 500.00                              | 221.20    | 278.80                       |
| 001-716-02-223-000-PS-000<br>DOG WARD PROF SERVICES    |                                     | -323.50  | 323.50                       | 12000.00                            | 10350.10  | 1649.90                      |
| 001-716-02-230-000-PS-000<br>DOG WARD CONTRCTD SERVICE |                                     |          |                              | 4000.00                             | 1267.00   | 2733.00                      |
| 001-716-03-341-000-PS-000<br>DOG WARD MAT/SUPPLIES     |                                     | 10.99    | -10.99                       | 10000.00                            | 2181.60   | 7818.40                      |
| 001-716-03-343-000-PS-000<br>DOG WARD AUTO SUPPLIES    |                                     |          |                              | 1000.00                             | 400.00    | 600.00                       |
| 001-716-03-345-000-PS-000<br>DOG WARD UNIFORMS         |                                     |          |                              | 2000.00                             | 2302.97   | -302.97                      |
| 001-716-03-354-000-PS-000<br>DOG WARD CDMPUTER HARDWAR |                                     |          |                              | 1000.00                             |           | 1000.00                      |
| 001-716-03-355-000-PS-000<br>DOG WARD IT SUPPORT       |                                     |          |                              | 2500.00                             |           | 2500.00                      |
| TOTALS FOR DOG WARDEN                                  |                                     | 23412.85 | -23412.85                    | 332062.00                           | 217904.23 | 114157.77                    |
| 001-717-01-103-000-GG-000<br>Salary/Wages              |                                     | 3339.16  | -3339.16                     | 43409.09                            | 30052.44  | 13356.65                     |
| 001-717-01-104-000-GG-000<br>Central Garage FICA       |                                     | 204.68   | -204.68                      | 3069.59                             | 1856.59   | 1213.00                      |
| 001-717-01-104-001-GG-000<br>Central Garage Midicare   |                                     | 47.86    | -47.86                       | 687.43                              | 434.14    | 253.29                       |
| 001-717-01-105-000-GG-000<br>Central Garage Group Ins  |                                     | 810.72   | -810.72                      | 9725.00                             | 6484.08   | 3240.92                      |
| 001-717-01-106-000-GG-000<br>Retirement, Central Garg  |                                     | 484.18   | -484.18                      | 6511.89                             | 4385.99   | 2125.90                      |
| 001-717-01-108-001-GG-000<br>Overtime, Central Garage  |                                     |          |                              | 750.00                              | 195.63    | 554.37                       |
| 001-717-02-214-000-GG-000<br>CENTRAL GARAGE TRAVEL     |                                     |          |                              | 500.00                              |           | 500.00                       |
| 001-717-02-216-000-GG-000<br>CENTRAL GARAGE MAINT/RPRS |                                     |          |                              | 750.00                              |           | 750.00                       |
| 001-717-02-217-000-GG-000<br>CNTRL GARAGE MNT/RPR AUTO |                                     | 311.62   | -311.62                      | 8000.00                             | 3440.12   | 4559.88                      |
| 001-717-02-219-000-GG-000<br>CNTRL GRG BLDG/EQUIP RNTL |                                     |          |                              | 500.00                              |           | 500.00                       |
| 001-717-02-220-000-GG-000<br>CNTRL GARAGE AD/LEGAL PUB |                                     |          |                              | 250.00                              |           | 250.00                       |
| 001-717-02-221-000-GG-000<br>CNTRL GRG TRAIN & EDUC    |                                     |          |                              | 500.00                              |           | 500.00                       |
| 001-717-02-222-000-GG-000<br>CNTRL GARAGE DUES/SUBCRPT |                                     |          |                              | 250.00                              |           | 250.00                       |
| 001-717-02-223-000-GG-000<br>CENTRAL GARAGE PROF SRVCS |                                     |          |                              | 1800.00                             | 608.00    | 1192.00                      |
| 001-717-03-341-000-GG-000<br>CNTRL GRG MATERIALS & SUP |                                     | 2190.49  | -2190.49                     | 50000.00                            | 25118.91  | 24881.09                     |
| 001-717-03-342-000-GG-000<br>CNTRL GRG RECORD BOOKS    |                                     |          |                              | 500.00                              |           | 500.00                       |
| 001-717-03-343-001-GG-000<br>CENTRAL GARAGE FUEL ONLY  |                                     | 14203.78 | -14203.78                    | 225000.00                           | 141785.09 | 83214.91                     |
| TOTALS FOR DEPT 717                                    |                                     | 21592.49 | -21592.49                    | 352203.00                           | 214360.99 | 137842.01                    |
| 001-808-05-567-000-HS-000<br>SWA CONTRIB OTH GOV UNITS |                                     |          |                              | 21438.00                            |           | 21438.00                     |
| TOTALS FOR SOLID WASTE AUTHORITY                       |                                     |          |                              | 21438.00                            |           | 21438.00                     |
| 001-900-05-567-000-CR-000<br>P/REC HOTEL/MOTEL CONTRIB |                                     | 16191.13 | -16191.13                    | 250000.00                           | 156302.09 | 93697.91                     |
| 001-900-05-567-003-CR-000<br>P/REC PERSONNEL CONTRIB   |                                     |          |                              | 270769.00                           | 207613.50 | 63155.50                     |

|                                                     |         |          |         |         |
|-----------------------------------------------------|---------|----------|---------|---------|
| 001-900-05-567-004-CR-000<br>P/REC FIREWORKS        | 8000.00 | -8000.00 | 8000.00 | 8000.00 |
| 001-900-05-567-005-CR-000<br>P/REC SCHOLARSHIP FUND | 5000.00 | -5000.00 | 5000.00 | 5000.00 |

JEFFERSON COUNTY COMMISSION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL FUND  
 AS OF 02/2014

| ACCOUNT DESCRIPTION                                     | ----- C U R R E N T M O N T H ----- |            |                              | ----- Y E A R - T O - D A T E ----- |             |                              |
|---------------------------------------------------------|-------------------------------------|------------|------------------------------|-------------------------------------|-------------|------------------------------|
|                                                         | BUDGET                              | ACTUAL     | ACTUAL OVER/<br>UNDER BUDGET | BUDGET                              | ACTUAL      | ACTUAL OVER/<br>UNDER BUDGET |
| 001-900-05-567-006-CR-000<br>P/REC AUDIT FEES           |                                     | 10000.00   | -10000.00                    | 10000.00                            | 10000.00    |                              |
| TOTALS FOR PARKS AND RECREATION                         |                                     | 39191.13   | -39191.13                    | 543769.00                           | 386915.59   | 156853.41                    |
| 001-903-05-567-000-CR-000<br>ART/HMNTS HTL/MTL CONTRIB  |                                     | 1542.01    | -1542.01                     | 26250.00                            | 14885.91    | 11364.09                     |
| TOTALS FOR DEPT 903                                     |                                     | 1542.01    | -1542.01                     | 26250.00                            | 14885.91    | 11364.09                     |
| 001-909-05-567-000-CR-000<br>HIS COM CONT OTH GOV UNIT  |                                     | 1542.01    | -1542.01                     | 26250.00                            | 14885.91    | 11364.09                     |
| TOTALS FOR HISTORICAL COMMISSION                        |                                     | 1542.01    | -1542.01                     | 26250.00                            | 14885.91    | 11364.09                     |
| 001-911-05-567-000-CR-000<br>VIS CTR CONT OTH GOV UNIT  |                                     | 19275.15   | -19275.15                    | 278224.00                           | 186073.92   | 92150.08                     |
| TOTALS FOR VISITOR'S BUREAU                             |                                     | 19275.15   | -19275.15                    | 278224.00                           | 186073.92   | 92150.08                     |
| 001-916-05-567-000-SS-000<br>LIB CONTR CAPITAL PROJECT  |                                     |            |                              | 244400.00                           | 187200.00   | 57200.00                     |
| TOTALS FOR LIBRARIES                                    |                                     |            |                              | 244400.00                           | 187200.00   | 57200.00                     |
| 001-953-05-567-000-SS-000<br>PUBTRAN CONTR OTHR GOV UN  |                                     |            |                              | 6850.00                             | 6850.00     |                              |
| TOTALS FOR PUBTRAN                                      |                                     |            |                              | 6850.00                             | 6850.00     |                              |
| 001-975-04-459-000-CP-000<br>CO CLK CAP/OUT-EQUIPMENT   |                                     |            |                              | 29300.00                            | 23155.15    | 6144.85                      |
| TOTALS FOR COUNTY CLERK CAP OUT                         |                                     |            |                              | 29300.00                            | 23155.15    | 6144.85                      |
| TOTALS FOR GENERAL FUND                                 |                                     | 1493670.55 | -1493670.55                  | 23216328.00                         | 15197869.92 | 8018458.08                   |
| TOTALS FOR EXPENDITURES                                 |                                     | 1493670.55 | -1493670.55                  | 23216328.00                         | 15197869.92 | 8018458.08                   |
| EXCESS OF REVENUE OVER EXPENDITURES<br>FOR GENERAL FUND |                                     | 1538625.57 | 1538625.57                   |                                     | 1365547.92  | 1365547.92                   |
| OTHER ADJUSTMENTS TO FUND BALANCE                       |                                     |            |                              |                                     | 14693.68    |                              |
| FUND BALANCES - JULY 1                                  |                                     |            |                              |                                     | 2881166.13  |                              |
| FUND BALANCES - FEBRUARY 28                             |                                     |            |                              |                                     | 4261407.73  |                              |



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



Name: **Ginny Fite, President**

Department or Organization: **Arts & Humanities Alliance of Jefferson County**

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

Date Requested – 1<sup>st</sup> Choice: **April 3, 2014**

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

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

Subject (*Wording to be placed on agenda*): **Presentation of annual report for the previous fiscal year**

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: [Gnnfite9@gmail.com](mailto:Gnnfite9@gmail.com)

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.



Annual Report 2013

Arts & Humanities Alliance  
of Jefferson County

# AHA's Mission

- ▶ AHA! promotes the arts and humanities by creating cultural partnerships
- ▶ Our Objectives
  - **Advocate** for the arts and humanities at the local, county and state level
  - **Create** new cultural alliances that enhance the quality of life in the county
  - **Provide** direct grants to artists, cultural projects and arts education



Hands-on art making at Artomatic@Jefferson

# Financials FY 2013

- ▶ **Total Assets \$36,290**
- ▶ Net assets/equity \$35,317
- ▶ Membership income \$5,085
- ▶ Hotel/Motel Tax income \$21,839
- ▶ Donations \$1,780
- ▶ **Grants Awarded \$19, 916**
  - Community Arts Impact Award Grants \$9,300
  - Teaching Arts Creatively (TAC) Grants \$10,616
- ▶ **Grant Funding Received \$6,308**
  - WVCOA \$5,308 earmarked for TAC
  - EcoLab \$1,000



# Engaging Children in Art

- ▶ Total \$ 10,616 in Teaching Arts Creatively grants awarded in 2013
- ◉ 19 teachers supported by awards
- ◉ 12 Schools included
- ◉ Over 3,000 children affected



# Supporting Community Arts Efforts

## \$9,300 in Community Arts Impact Awards in 2013

- ▶ 9 CAIA grants awarded in 2013
  - ◉ South Jefferson Public Library
  - ◉ Potomac Audubon Valley Society
  - ◉ Bolivar-Harpers Ferry Community Art Walk
  - ◉ Goose Route Arts Collaborative
  - ◉ Shepherdstown Community Club
  - ◉ Contemporary American Theater Festival
  - ◉ Charles Washington Orchestra
  - ◉ “Art on the Bus” – Eastern Panhandle Transit Authority
  - ◉ The Slant Factory art exhibition



Westwind Potters at Harpers Ferry Women's Club for Harpers Ferry/Bolivar Art Walk, a CAIA recipient

# Bringing Art to the Public



- ⦿ Jefferson County artists in collaboration with AHA
- ⦿ Over 100 artists
- ⦿ 47 Performances – music, dance, comedy
- ⦿ 18 Literary readings
- ⦿ 4 Free Workshops
- ⦿ Open entry, uncurated
- ⦿ Artists made over \$9,000 in sales
- ⦿ Over 4,000 visitors
- ⦿ Visitors from Maryland, Virginia, Pennsylvania, DC and beyond!
- ⦿ Free and open to the public



# Bringing Art to the Public

## ▶ Six AHA Fire Hall Gallery Exhibits



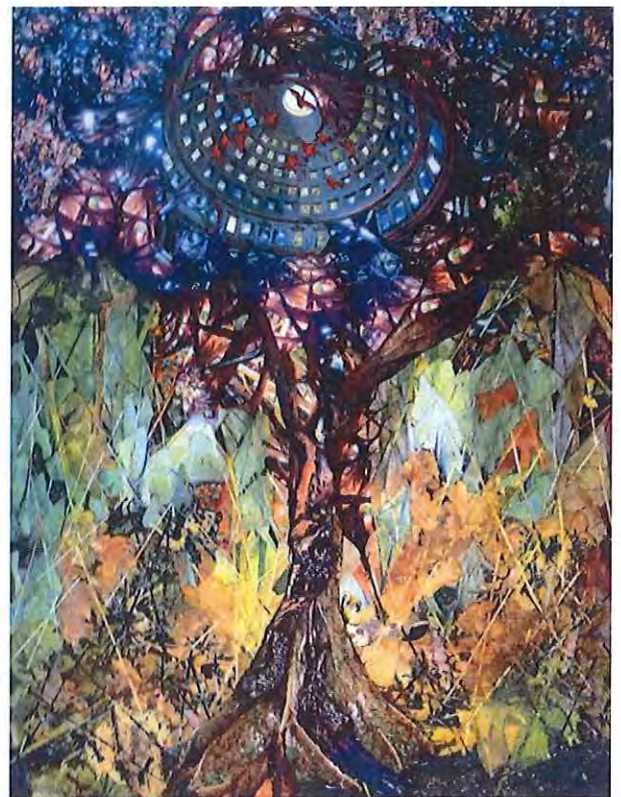
| 2013 EXHIBITION SCHEDULE<br><i>(Art and Humanity: Influence of Johnson County)</i>           |                                                                                            |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>JANUARY</b><br>Beth Taylor<br>(Photography)                                               | <b>MARCH</b><br>Rhonda Smith<br>(Photography, Collage)                                     |
| <br>Opening Reception: Saturday, 1/19/13, 5:30 - 7:30<br>Exhibition Dates: 1/19/13 - 1/26/13 | <br>Opening Reception: Friday, 3/1/13, 5:30 - 7:30<br>Exhibition Dates: 3/1 - 3/28/13      |
| <b>MAY</b><br>Millions County Photography Project<br>(Photography)                           | <b>JULY</b><br>Fran Miller<br>(Painting)                                                   |
| <br>Opening Reception: Saturday, 5/4/13, 5:30 - 7:30<br>Exhibition Dates: 5/4 - 5/20/13      | <br>Opening Reception: Saturday, 7/13/13, 5:30 - 7:30<br>Exhibition Dates: 7/13 - 7/20/13  |
| <b>SEPTEMBER</b><br>Sueley Family<br>(Mixed Media)                                           | <b>NOVEMBER</b><br>Lubelle Stricker<br>(Painting)                                          |
| <br>Opening Reception: Saturday, 9/7, 5:30 - 7:30<br>Exhibition Dates: 9/7 - 9/29/13         | <br>Opening Reception: Saturday, 11/9/13, 5:30 - 7:30<br>Exhibition Dates: 11/9 - 11/23/13 |

AMATEUR HALL GALLERY, 100 North Georgia Street, Charles Town, WV [www.aha.org](http://www.aha.org)

Free and open to the public

# Effective Partnerships Support Arts Tourism and Economy

- ▶ Jefferson County Development Authority
- ▶ Chamber of Commerce
- ▶ Convention and Tourism Bureau
- ▶ City of Charles Town
- ▶ Washington Street Artists' Cooperative
- ▶ Craftworks
- ▶ Contemporary American Theater Festival



*Cardinals Mass* by Cathy Wilkin

# Moving into the Future

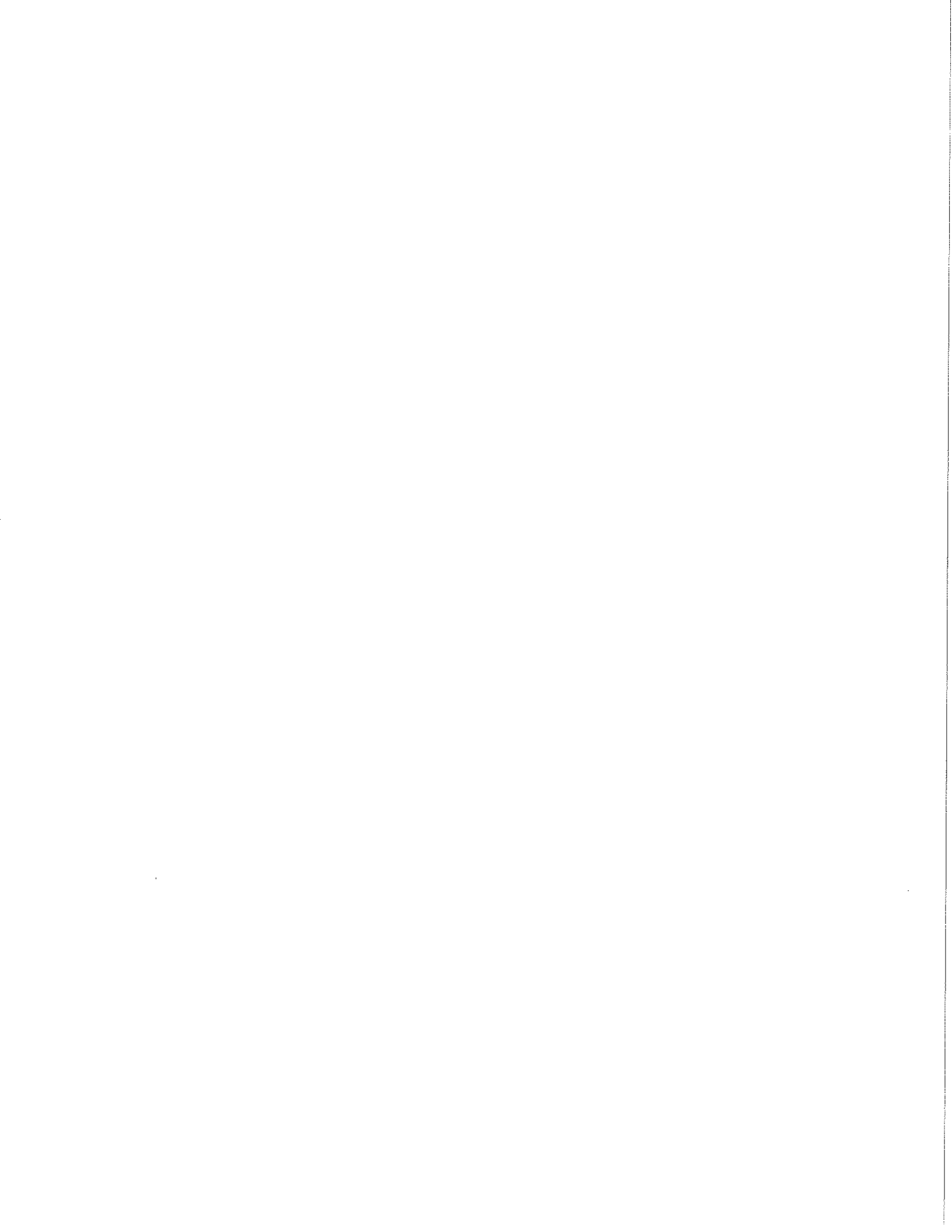
- ▶ Build on lessons learned from Artomatic@Jefferson
  - There is huge community interest in and support for the arts
  - Bringing together all art forms increases participation, excitement, and sponsorship
  - Inclusiveness, not exclusivity, is the key to success
- ▶ Intensify our focus on the arts
  - Connect people
  - Connect organizations
  - Provide a voice for artists
  - Engage children
  - Create arts spaces
  - Connect people to the arts
  - Provide a voice for the arts community
  - Create opportunities for artists



# Plans for 2014

- ▶ New name
  - Jefferson Arts Council – to emphasize our dedication to the arts
- ▶ New Board, new leadership
  - Smart, experienced, multi-disciplinary, engaged
- ▶ Crisper, stronger mission statement
  - The Jefferson Arts Council makes art happen for everyone
- ▶ New strategic plan
  - More arts outreach, more direct programming, more partnerships to expand art opportunities for everyone





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



Name: Jennifer Brockman

Department or Organization: Planning and Zoning

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: April 3

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

Date Requested – 2<sup>nd</sup> Choice: April 17

Subject (*Wording to be placed on agenda*): New Lease Agreement for color copier for Departments of Planning and Zoning

Please provide the County Commission with a description of your request or presentation, including any background information:  
The lease agreement for current copier is coming to an end in the next budget cycle. Xerox has offered to buy us out of our lease and provide a new machine at little cost. The money for this machine is in our budget.

Is this a funding request? Y/N

If so, how much? \$

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

I move to approve the attached lease agreement for the acquisition of a new copier for the Departments of Planning and Zoning.

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

If not attached, explain:

Is equipment needed? No      Projector    Y/N      Internet/Wi Fi    Y/N Click here to enter text.      Telephone for conference call  
Y/N

Contact information:

Email address: [jbrockman@jeffersoncountywv.org](mailto:jbrockman@jeffersoncountywv.org) Phone Number: x 1100

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

## Lease Pricing PROPOSAL



Presented to JEFFERSON, COUNTY OF

By Tom Geiermann

On 2/6/2014

State or Local Government Negotiated Contract : 072164800

### Solution

| Item                              | Product Description                                                                                                                                   | Agreement Information                         | Trade Information                                                                                                                | Requested Install Date |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1. 3CQ9302 (3TIER COLORQUBE 9302) | <ul style="list-style-type: none"> <li>- Office Finisher</li> <li>- 3hole Punch-afc Fin</li> <li>- Customer Ed</li> <li>- Analyst Services</li> </ul> | Lease Term: 60 months<br>Purchase Option: FMV | <ul style="list-style-type: none"> <li>- Xerox COLORQUBE 3 TIER PLAN S/N BRE237605</li> <li>Trade-In as of Payment 45</li> </ul> | 2/28/2014              |

### Monthly Pricing

| Item       | Lease<br>Minimum Payment | Print Charges                                 |                                        |                                  | Maintenance Plan Features                     |
|------------|--------------------------|-----------------------------------------------|----------------------------------------|----------------------------------|-----------------------------------------------|
|            |                          | Meter                                         | Volume Band                            | Per Print Rate                   |                                               |
| 1. 3CQ9302 | \$422.84                 | 1: BW CLR<br>2: CLR LVL2<br>3: CLR LVL3       | All Prints<br>All Prints<br>All Prints | \$0.0099<br>\$0.0270<br>\$0.0590 | - Consumable Supplies Included for all prints |
| Total      | \$422.84                 | Minimum Payments (Excluding Applicable Taxes) |                                        |                                  |                                               |

All information in this proposal is considered confidential and is for the sole use of JEFFERSON, COUNTY OF. If you would like to acquire the solution described in this proposal, we would be happy to offer a Xerox order agreement. Pricing is subject to credit approval and is valid until 3/8/2014.

For any questions, please contact me at (540)662-2400





# Apple Valley Office Products, Inc.

220 EAST CORK STREET  
800-34-APPLE  
540-662-2400

WINCHESTER, VIRGINIA 22601  
FAX 540-662-6647  
WWW.AVOP.COM



Authorized Sales Agent

February 24, 2013

JT Redmon  
Project/Office Manager  
Jefferson County Departments of Planning and Zoning  
PO Box 338  
116 East Washington Street  
Charles Town, WV 25424

Dear JT,

As I mentioned in our recent meeting, Xerox is currently offering a \$5000 promotion when trading up from a ColorQube 9200 series to the ColorQube 9300 series. What this means to Jefferson County is the difference between what you would pay if you held on to your current equipment through the lease term (05/12/2015). In other words, Xerox is picking up \$5000 of what you would owe if you simply held on to the machine. It's a chance for you to migrate to the new technology now at about the same cost as what you are currently paying. This is a short-term promotion and will not be available much longer. If you decide to hang on to the existing machine, not only will you continue to pay \$396.47 for the remaining 15 months, but the cost of the upgrade at the end of the term will be more expensive as well, as this Xerox promotion will no longer be available.

I'm more than happy to answer any questions you may have about this current Xerox promotion. Feel free to give me a call. My mobile number is: 304-676-0542.

Best regards,

Tom Geiermann  
Account Manager

[submitted electronically]

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



Name: **Jennifer Brockman**

Department or Organization: **Planning and Zoning**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1<sup>st</sup> Choice: **April 3, 2013**

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

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

Subject (*Wording to be placed on agenda*): Subject: **Approval to fill the vacant budgeted position of Project/Office Manager (possible Executive Session)**

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

The current Project/Office Manager has resigned effective April 4, 2014. This position is budgeted for the balance of this year and is in the FY 15 budget for the Department of Planning. The position serves to support the Department as a whole and is the primary administrative resource for the Director; monitoring and guiding workflow ensuring all deadlines are met; administratively managing special projects, including managing timelines, drafting and editing power point presentations and agendas, event and meeting planning tasks; providing input to the Director concerning budgetary needs/goals as it relates to individual special projects and the office; designing and implementing office policies and procedures; composing, transcribing and serving as Department editor for all Department documents; processing timesheets, leave requests and payroll for the Departments; processing deposit, balance and remit payment to Sheriff for all collected Department fees.

With the termination of the budgeting for the Comprehensive Plan Planner in FY 2015, this position will fill a critical role in managing the public input at the Planning Commission and County Commission public hearings for the Envision Jefferson 2035 Comprehensive Plan and ensuring that revisions occur in a timely manner.

While there is currently a hiring freeze for County employees, the fact that both the Zoning Administrator and the Comprehensive Plan Planner positions have been cut out of the Departments of Zoning and Planning's budgets has left the Departments extremely short staffed, particularly in light of the on-going Comprehensive Plan effort. This request is to allow the position to be filled or to discuss how to address the added workload that the vacancy creates.

Is this a funding request? Y/N **The request relates to filling a position that is in the FY14 and FY15 budget**  
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*):

**I move to authorize the filling of the vacant budgeted position of Project/Office Manager.**

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 **No** Internet/Wi Fi Y/N **No** Telephone for conference call Y/N **No**

Contact information:

Email address: [planning@jeffersoncountywv.org](mailto:planning@jeffersoncountywv.org) Phone Number: **304-728-3228**

**JEFFERSON COUNTY**

**Personnel Requisition**

Department Name Planning and Zoning Date 3/27/14 Date Needed ASAP

Job Title Project Mgr/Office Mgr Salary Grade IV Criminal History Check Yes  No

Suggested Recruitment Source(s) APA website, Journal and County website

Applicants Interviewed By: Jennie Brockman and staff Position Reports To: Jennie Brockman

Minimum Education Required: Bachelor's degree in land use planning and/or a related field, with 1 – 3 years of prior experience or a combination of higher education, training and experience which provides the required knowledge, skills and abilities.

Minimum Experience Required: Essential skills include prior experience providing leadership in a complex environment; strong writing and editing skills; a fluent working knowledge of all Microsoft Office Professional Suite programs, including Access and Publisher; a working knowledge of the Internet and prior experience creating and updating web page and with other social media outlets; knowledge of and ability to apply basic finance, accounting and budgetary principles, as they pertain to project and grant management.

Job Duties: Serves as the primary administrative resource for the Director; monitor and guide workflow ensuring all deadlines are met; administratively manage special projects, including managing timelines, drafting and editing power point presentations and agendas, event and meeting planning tasks.; provide input to the Director concerning budgetary needs/goals as it relates to individual special projects and the office; design and implement office policies and procedures; compose, transcribe and serve as Department editor for all Department documents; process timesheets, leave requests and payroll for the Departments; deposit, balance and remit payment to Sheriff for all collected Department fees.

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**Budget Information**

Addition  Replacement  Explain or For Whom JT Redmon resigned effective 4/4/14

Position Budgeted  Yes  No Proposed Salary \$36,000 - \$40,500 (Grade IV, Step dependent on qualifications) Date of Hire TBD

Is Position: Full-Time  Regular Part-Time  On-Call Occasional

Safety/Security  Hours Per Week Exempt/Salaried Position generally 40 + hours/ week

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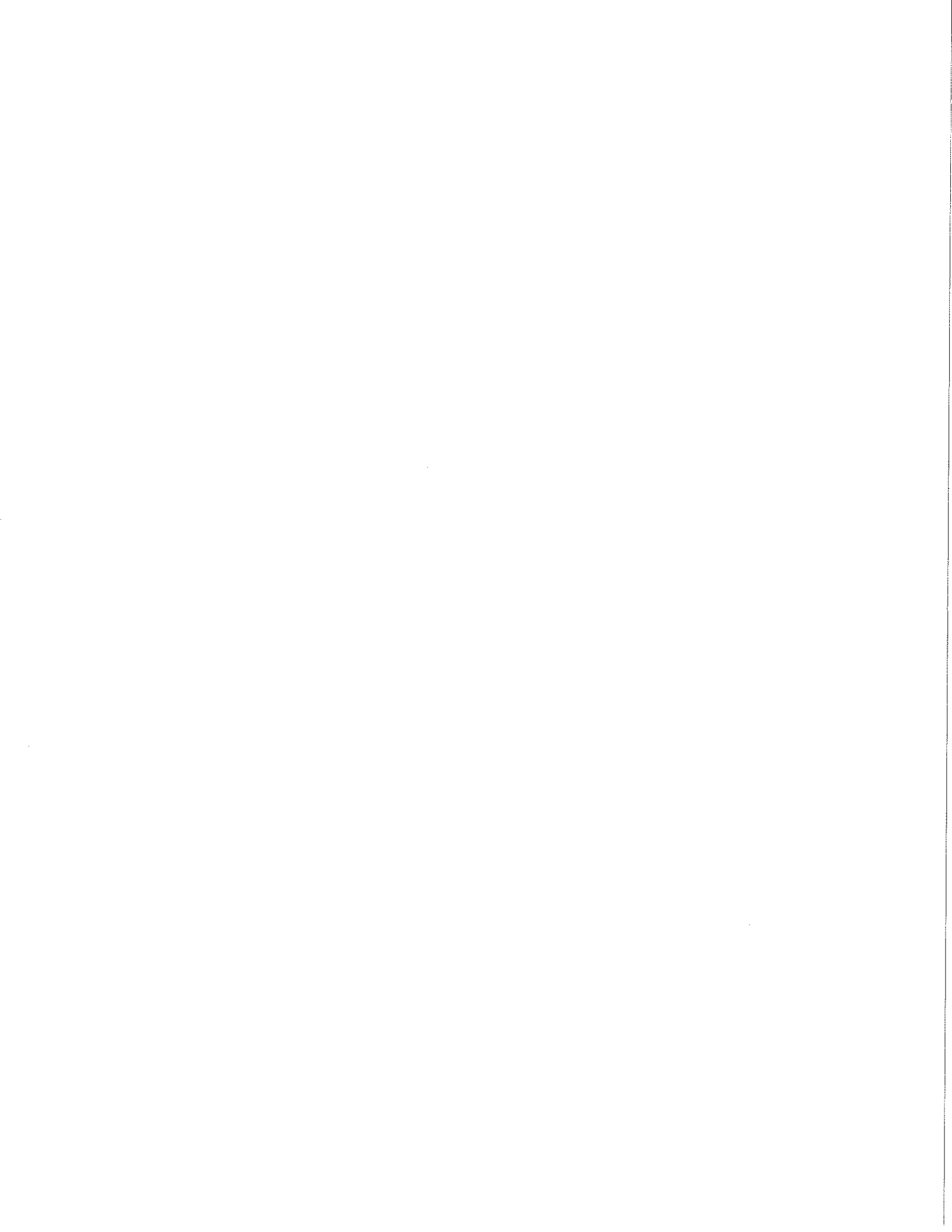
**Approvals**

Elected Official Approval \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

County Commission Approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_



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



Name: Jennifer Myers

Department or Organization: Jefferson County Parks & Recreation Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: April 3, 2014

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

Date Requested – 2<sup>nd</sup> Choice: April 10, 2014

**Subject (Wording to be placed on agenda): Parks and Recreation Commission is seeking a waiver of all fees and bonding for the Veteran’s Memorial Pavilion that is being constructed at Sam Michael’s Park.**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**Parks and Recreation Commission is seeking a waiver of all fees and bonding for the Veteran’s Memorial Pavilion that is being constructed at Sam Michael’s Park.**

Is this a funding request?    Y/N N  
If so, how much?                \$0

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): **Motion to waive all fees and bonding for the construction of the Veteran’s Memorial Pavilion that is being constructed at Sam Michael’s Park.**

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

If not attached, explain: Attached

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

Contact information:

Email address: [jmyers@jcprc.org](mailto:jmyers@jcprc.org). Phone Number: 3047283207.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

504-21  
6/30/2005 Minutes

**REGULAR TERM:**

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

At a Regular Term of the County Commission of said County and State continued and held at the Old Charles Town Library thereof on Thursday, June 30, 2005, beginning at 9:30 o'clock a.m.

**PRESENT:** Gregory Corliss, President Pro Tem;  
James Surkamp;  
Dale Manuel; Jane M. Tabb; Commissioners  
Commissioner Morgan was absent due to a prior commitment.

**In re: PLEDGE OF ALLEGIANCE**  
Commissioner Corliss conducted the Pledge of Allegiance.

**In re: DISPENSE WITH READING OF MINUTES**  
Motion by Manuel, second by Surkamp to dispense with the reading of the Minutes for the meeting held on Thursday, June 23, 2005, and to approve the Minutes as prepared. Motion carried.

**In re: APPROVAL OF PURCHASE ORDERS**  
Motion by Tabb, second by Manuel to approve the following Purchase Orders for the Week of June 27, 2005, totaling \$22,771.80: 41397, 41179, 41197, 41311, 41394, 41395, 41399, 40743, 41178, 40693, 40124, 41396, 41398, 41230, 41333, 41180 and 41249. Motion carried.

**In re: GREEN INFRASTRUCTURE STUDY FUNDING**  
The Commission discussed funding for the proposed Green Infrastructure Study. The Commission agreed the matter should be included for discussion in their budget deliberations to complete a budget revision to be sent to the State. After discussion, motion by Tabb, second by Surkamp to meet in work session on Tuesday, July 12, 2005, at 9:30 a.m. for the purpose of conducting budget deliberations to complete a budget revision. Motion carried.

**In re: PARTIAL BOND RELEASE - PFK LLC**  
Motion by Tabb, second by Surkamp to approve the partial release of an Escrow Account for PFK LLC in the amount of \$35,024, with the County to retain \$249,070. Motion carried.

**In re: PARTIAL BOND RELEASE - BC PARTNERS, INC.**  
Motion by Tabb, second by Manuel to approve the partial release of an Escrow Account for BC Partners, Inc. in the amount of \$14,763.96, with the County to retain \$51,650. Motion carried.

**In re: COMPLETE BOND RELEASE - PFK LLC**  
Motion by Manuel, second by Surkamp to approve the complete release of an Escrow Account for PFK LLC in the amount of \$62,135. Motion carried.

**In re: COMPLETE BOND RELEASE - BC PARTNERS, INC.**  
Motion by Tabb, second by Manuel to approve the complete release of a Letter of Credit for BC Partners, Inc. in the amount of \$53,700. Motion carried.

**In re: COMPLETE BOND RELEASE - LARRY D. RUFFNER, SR.**  
Motion by Surkamp, second by Tabb to approve the complete release of a Letter of Credit for Larry

D. Ruffner, Sr. in the amount of \$11,375. Motion carried.

**In re: PLANNING COMMISSION ACTIVITY REPORT**

Sherry Kelly, Planner for the Department of Planning, Zoning and Engineering, appeared before the Commission to give the Planning Commission Activity Report.

**In re: APPOINTMENT OF ALTERNATE MEMBERS TO THE BOARD OF ZONING APPEALS**

No applications were received for appointment as an alternate member of the Board of Zoning Appeals.

**In re: APPROVAL OF EMPLOYMENT - ROBERT AMICK - FULL-TIME PUBLIC SAFETY DISPATCHER**

Motion by Tabb, second by Manuel to approve the full-time employment of Robert Amick as a Public Safety Dispatcher. Motion carried.

**In re: SMITH NADENBOUSCH - INVOICE FOR EXCESS COVERAGE**

The Commission discussed the invoice received from Smith Nadenbousch for excess coverage. The Commission asked the County Administrator to contact Mr. Moshier from Smith Nadenbousch to see if Mr. Moshier would be able to meet with the Commission later in the meeting to answer questions.

**In re: DOUGLASESTEEP - JAIL PROJECT ADVISORY COMMITTEE AND SAVE AMERICA'S TREASURES PROGRAM**

Douglas Esteepp appeared before the Commission to request that the Commission form a citizen's advisory committee to assist in the jail project. Mr. Esteepp also recommended that the Commission apply for grant funds through the Save America's Treasures Program and that the Commission seek National Historical Status for the Courthouse and the jail building. The Commission made no decision at this time.

**In re: WILLOW SPRING FARM APARTMENTS VI - LOW-INCOME HOUSING TAX CREDIT PROGRAM**

After discussion, motion by Tabb, second by Manuel to approve to send a letter of no opposition for Willow Spring Farm Apartments VI participation in the Low-Income Housing Tax Credit Program. Motion carried.

**In re: ALLEN R. TAYLOR - PENNSYLVANIA HOUSE OF REPRESENTATIVES - INVITATION TO ADDRESS COMMITTEE ON JULY 11, 2005**

The Commission discussed the invitation received from Allen R. Taylor from the Pennsylvania House of Representatives to address their committee on July 11, 2005. The Commission agreed to decline the invitation.

**In re: PARKS AND RECREATION COMMISSION - CHARLES TOWN/RANSON LITTLE LEAGUE - WAIVER OF BONDING FOR THE CONSTRUCTION OF A BASEBALL FIELD AT SAM MICHAELS**

After discussion, motion by Manuel, second by Surkamp to approve the waiver of bond for the construction of a baseball field at Sam Michael's Park with the understanding that construction would follow all County ordinances and regulations. Motion carried. The County Administrator also brought to the attention of the Commission a request received yesterday for waiver of bond for the community center. The Commission agreed to place the matter on their next agenda.

**In re: APPROVAL OF EMPLOYMENT - JOSEPH GALSKY - ANIMAL CONTROL OFFICER**

Motion by Tabb, second by Manuel to approve the employment of Joseph Galsky as an Animal

504-21  
7/14/2005 minutes

**REGULAR TERM:**

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

At a Regular Term of the County Commission of said County and State continued and held at the Courthouse thereof on Thursday, July 14, 2005, beginning at 9:30 o'clock a.m.

**PRESENT:** A.M.S. (Rusty) Morgan, III, President;  
James Surkamp; Greg Corliss;  
Dale Manuel; Jane M. Tabb; Commissioners

**In re: PLEDGE OF ALLEGIANCE**  
Commissioner Morgan conducted the Pledge of Allegiance.

**In re: DISPENSE WITH READING OF MINUTES**  
Motion by Manuel, second by Tabb to dispense with the reading of the Minutes for the regular meeting held on Thursday, June 30, 2005 and to approve the minutes as presented. Motion carried.  
Motion by Tabb, second by Manuel to dispense with the reading of the Minutes for the Special Session held on Friday, July 1, 2005 and to approve the minutes as presented. Motion carried.  
Motion by Manuel, second by Corliss to dispense with the reading of the Minutes for the Special Session held on Wednesday, July 6, 2005 and to approve the minutes as presented. Motion carried.

**In re: APPROVAL OF PURCHASE ORDERS**  
Motion by Corliss, second by Manuel to approve the following Purchase Orders for the Week of July 11, 2005 totaling \$101,953.65: 41199, 41414, 41415, 41606, 41607, 41498, 41495, 41496, 41601, 41602, 41603, 41610, 41079, 41101, 41102, 41104, 41105, 41660, 41661, 41662, 41663, 41449, 41451, 41631, 41632 and 41636. Motion carried.

**In re: BONDING AND ACTIVITY REPORT**  
Becky Burns appeared before the Commission to give the Planning Commission Activity Report. Mrs. Burns gave a Planning, Zoning and Engineering staff report, reported on Community Impact Statements and the Planning Commission meeting.

**In re: COMPLETE BOND RELEASE - CODEE MANOR SUBDIVISION**  
Motion by Manuel, second by Tabb to approve the complete release of a Irrevocable Letter of Credit for Codee Manor Subdivision to Leroy L. Cook in the amount of \$5,750.00. Motion carried.

**In re: COMPLETE BOND RELEASE - EASTLAND SUBDIVISION, SECTION IIC**  
Motion by Tabb, second by Manuel to approve the complete release of a Irrevocable Letter of Credit for Eastland Subdivision, Section IIC to Eastland Associates of West Virginia, Incorporated in the amount of \$41,890.00. Motion carried.

**In re: PUBLIC COMMENT**  
Ann Dungan appeared before the Commission to express her opinion regarding the Poll Workers Luncheon.  
Geraldine Willingham appeared before the commission to discuss the history of Jefferson County elected officials and how it may be reflecting upon Jennifer Maghan, County Clerk.

**In re: PETER L. CHAKMAKIAN - MARY FRANCES HOCKMAN OFFER TO SELL PROPERTY FOR PARKS AND RECREATION**  
Peter Chakmakian appeared before the Commission to discuss the property location and explained the proposed property for sale by Mary Frances Hockman for the Parks and Recreation. Commissioner Manuel expressed that the proposal should be submitted to the Parks and Recreation Commission. For the record, Toni Milbourne was present and made comment.

**In re: DELEGATE TABB AND DELEGATE WYSONG - REPORT ON MEETING WITH DMV COMMISSION - DMV OFFICE FOR JEFFERSON COUNTY**  
Delegate Bob Tabb, Delegate Locke Wysong and Senator John Unger appeared before the Commission to discuss the meeting with the DMV regarding the DMV office for Jefferson County. After discussion, the Commission supports a DMV office for Jefferson County and appreciates the Delegates and Senators supporting this matter. For the record, Jim Ruland was present and made comments.

**In re: JEFFERSON COUNTY DEVELOPMENT AUTHORITY - BURR/BARDANE WATER SYSTEM**  
Jane Peters, Jefferson County Development Authority Executive Director appeared before the Commission to discuss the Burr/Bardane Water System. She discussed the adverse and negative emails and

The Commission agreed to place this matter on the agenda next week.

**In re: CONFLICTS OF INTEREST POLICY - UPDATE FROM PROSECUTING ATTORNEY'S OFFICE AND CONFLICTS OF INTEREST IN MINUTES POLICY**

The Commission discussed the Conflicts of Interest Policy. After discussion, motion by Surkamp, second by Corliss that the same motion of June 9<sup>th</sup>, 2005 be carried out and to vote to approve this policy effective upon receipt of a hard copy letter from the West Virginia Ethics Commission confirming the validity and then it will become our policy. Motion passed by a 3-2 vote. Commissioners Tabb and Manuel voted no.

**In re: MUTUAL AID AGREEMENT - CITY OF MARTINSBURG - FIRE, EMS, SPECIALIZED RESCUES AND DISASTERS**

Motion by Manuel, second by Corliss to approve the Mutual Agreement for the City of Martinsburg with the changes made. Motion carried.

**In re: I-TOWN STATUS REPORT - PROSECUTING ATTORNEY'S OFFICE**

The County Administrator reported that fact finding is ongoing.

**In re: IMMUNITY FOR PLANNING COMMISSION MEMBERS - REPORT FROM THE PROSECUTING ATTORNEY'S OFFICE**

The Commission discussed the immunity for Planning Commission members. Commissioner Corliss agreed to forward the correspondence to the Planning Commission.

**In re: PUBLIC SERVICE DISTRICT - ADDITIONAL MEMBERS RESEARCH FROM THE PROSECUTING ATTORNEY'S OFFICE**

The Commission acknowledged the opinion of the Prosecuting Attorney.

**In re: UPDATE ON SUBDIVISION AND ZONING ORDINANCE RFP**

Leslie D. Smith, County Administrator distributed the RFP Questions as compiled by Mr. Paul Raco to the Commissioners. The County Commission scheduled a workshop for Monday, July 18, 2005, at 1:00 p.m. to work on the responses.

**In re: REGIONAL WATER RESOURCES POLICY COMMITTEE - NOTICE OF USGS FUNDERS MEETING**

Commissioner Morgan informed the Commission that he would attend this meeting.

**In re: APPOINTMENT OF MUNICIPAL MEMBER TO THE MPO INTERSTATE COUNCIL**

The Commission agreed to place this matter on the agenda under Old Business at a later date.

**In re: HOUSE BILL 2296 – FEES TO BE CHARGED BY SHERIFF**

The Commission agreed to place this matter on the agenda for next week.

**In re: WEST VIRGINIANS UNITED TO PROTECT SOCIAL SECURITY – SOCIAL SECURITY RESOLUTION**

No action was taken on this matter.

**In re: WEST VIRGINIA HOUSING INSTITUTE, INC – IMPACT FEES**

Commissioner Morgan will respond to the West Virginia Housing Institute, Inc. by sending a letter and express that the Commission will not take action at this time.

**In re: THE HISTORY CHANNEL - REQUEST TO FILM DOCUMENTARY AT COURTHOUSE**

The Commission discussed the request received from the History Channel regarding filming a documentary at the Courthouse. The County Administrator will meet with the Judge and interested parties and report back to the Commission at a later date.

**In re: DEWBERRY - CONTRACT AMENDMENT - SAM MICHAELS PARK RECREATION CENTER**

Toni Milbourne, Member of the Jefferson County Parks and Recreation Commission made comments regarding the Contract Amendment with Dewberry regarding the Sam Michaels Park Recreation Center.

Tim Barr, Parks and Recreation Commission Director appeared before the Commission and commented on the Dewberry amendment. After discussion, motion by Manuel, second by Corliss to approve a \$20,000 Contract and Amendment with Dewberry. Motion carried.

**In re: PARKS AND RECREATION COMMISSION - REQUEST FOR WAIVER OF BOND - COMMUNITY CENTER**

After discussion, motion by Tabb, second by Manuel to approve the waiver of bond for the construction of the Community Center with the understanding that construction would follow all County ordinances and regulations. Motion carried.

**In re: ZONING AND SUBDIVISION RFP QUESTIONS AND ANSWERS**

Paul Raco, Director of Planning, Zoning and Engineering appeared before the Commission to give a detailed description of the RFP Questions. Mr. Raco also discussed Zoning and Ordinance variances.

After discussion, the Commission scheduled a work session for Monday, July 18, 2005 at 1:00 p.m. with Paul Raco.

**In re: COUNTY COMMISSIONERS' ASSOCIATION - SPECIAL ASSESSMENT FOR REIMBURSEMENT INCURRED BY THE CABELL COUNTY COMMISSION IN THE SUIT REGARDING REGIONAL JAIL EXPENSE**

The Commission discussed the correspondence received from the County Commissioners' Association regarding Special Assessment for reimbursement incurred by the Cabell County Commission in the suit regarding Regional Jail Expenses. No action was taken at this time, however, the Commission would like to be informed of any developments regarding this matter.

**In re: EARLY ACTION COMPACT WITH THE EPA**

Commissioner Tabb will acquire the contract for review and consideration for approval regarding the early action compact with the EPA.

504-21  
11/4/2004 Minutes

**REGULAR TERM:**

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

At a Regular Term of the County Commission of said County and State continued and held at the Old Charles Town Library Meeting Room thereof on Thursday, November 4, 2004, beginning at 10:00 o'clock a.m.

**PRESENT:** Al Hooper, President;  
James G. Knode; Greg Corliss;  
Rusty Morgan; Jane M. Tabb; Commissioners

**In re: PLEDGE OF ALLEGIANCE**

Commissioner Hooper conducted the Pledge of Allegiance.

**In re: DISPENSE WITH READING OF MINUTES - SPECIAL SESSION**

Motion by Tabb, second by Knode to dispense with the reading of the Minutes for the special session held on Tuesday, October 26, 2004, and to approve the Minutes as presented. Motion carried.

**In re: DISPENSE WITH READING OF MINUTES - REGULAR TERM**

Motion by Knode, second by Tabb to dispense with the reading of the Minutes for the meeting held on Thursday, October 28, 2004, and to approve the Minutes as presented. Motion carried.

**In re: APPROVAL OF PURCHASE ORDERS**

Motion by Morgan, second by Tabb to approve the following Purchase Orders for the Week of November 1, 2004, totaling \$13,948.48: 40322, 40325, 39782, 40669, 40673, 40748, 40749, 40439, 40592, 40593, 40594, 40595, 40596, 40597 and 40599. Motion carried.

**In re: PARTIAL BOND RELEASE - MISSION MOUNTAIN, LLC**

Motion by Morgan, second by Tabb to approve the partial release of an Irrevocable Letter of Credit, #1148 for Mission Mountain LLC in the amount of \$45,224.00. Motion carried.

**In re: PAUL RACO - PLANNING COMMISSION ACTIVITY REPORT**

Paul Raco, Executive Director of Planning, Zoning and Engineering, appeared before the Commission to give a Planning Commission Activity Report.

Assistant Prosecuting Attorney, J. Michael Cassell with Mr. Raco appeared before the Commission to discuss Planning Commission Conditional use Permit standards with regard to the Zoning Board of Appeals and Planning Commission. Mr. Cassell informed the Commission that the Ordinances should be followed as written and we should proceed with business as usual.

**In re: JANE PETERS - iTOWN PROJECT**

Jane Peters, Executive Director of the Development Authority, appeared before the Commission to discuss the iTown Project and the possibility of participation from the Commission in a feasibility study for the project. Ms. Peters informed the Commission that she has distributed copies of the iTown draft to area media sources and area municipalities. Ms. Peters also reported that she will giving a presentation to the Charles Town, Shepherdstown and Ranson.

After discussion, motion by Corliss, second by Morgan to present a draft to Assistant Prosecuting Attorney, Brandon Sims for review and consideration of legalities, including a feasibility study. Motion carried.

**In re: SCOTT HOEKSEMA - LAW ENFORCEMENT AND PUBLIC SAFETY ON COUNTY ROADS**

Mr. Scott Hoeksema appeared before the Commission to discuss his concerns with traffic safety. Mr. Hoeksema's gave a detailed report of traffic problems including excessive speeding. With regard to the issues discussed, Mr. Hoeksema inquired as to law enforcement availability to monitor the problem as well as a request for the Commission to consider the incorporation of a proactive public safety action plan with the Jefferson County Sheriff's Office.

Sheriff Boober appeared before the Commission to discuss compliancy concerns, traffic concerns, funding restraints and staffing shortages at the Jefferson County Sheriff's Office.

After discussion, Sheriff Boober, Mr. Hoeksema and the Commission discussed the possibility of forming a Committee to study law enforcement problems and to include Department of Highway resources and additional manpower. The consensus at the end of this discussion was that the Sheriff would form an advisory committee.

The Commission directed that the formation of an Advisory Committee by the Sheriff be on next week's agenda. 504-21

**In re: REQUEST FOR WAIVER OF FEES FOR COMMUNITY CENTER PROJECT**

At the request of Jefferson County Parks and Recreation officials, motion by Corliss, second by Morgan to waive all fees for the Community Center Project. Motion carried.

**In re: COMMUNITY CENTER DESIGN - BUILD PROCESS**

Motion by Corliss, second by Morgan for the County Administrator to issue public notices of Request for Proposals for the Community Center design and development. Motion carried.

**In re: NOISE ORDINANCE STATUS**

The Commission discussed the draft Noise Ordinance prepared by Brandy Sims, Assistant Prosecuting Attorney. After discussion, the Commission agreed to table this matter for further research and review.

**In re: MEETING DAY CHANGE**

With consideration to previously scheduled seminars, motion by Corliss, second by Tabb to change the meeting of November 18, 2004 to Wednesday, November 17, 2004. Motion carried.

**In re: DECISION FOR THE DAY AFTER THANKSGIVING AS A HOLIDAY FOR COUNTY EMPLOYEES**

Motion by Tabb, second by Morgan to declare Friday, November 26, 2004 a holiday for County Employees. Motion carried.

**In re: MEETING DAY CHANGE**

Motion by Corliss, second by Tabb to waive the meeting for the week of November 22, 2004 due to the Thanksgiving holiday. Motion carried.

**In re: APPOINTMENT TO THE FARMLAND PROTECTION BOARD**

No application were received for the farmer position on the Farmland Protection Board.

**In re: APPROVAL OF EMPLOYMENT - TRACY L. EDWARDS - DEPUTY**

Motion by Morgan, second by Tabb to approve the full-time employment of Tracy L. Edwards as

304-21  
500-11

bburns@jeffersoncountywv.org

Account Options...

Languages...

|      |           |         |        |          |      |         |
|------|-----------|---------|--------|----------|------|---------|
| Menu | View Mail | Compose | Search | Calendar | Help | Log Off |
|------|-----------|---------|--------|----------|------|---------|

Go Back | Prev | Next | Reply | Reply All | Forward | Delete | Move To Deleted

Message: 35 of 49    Printable Version

From: "Paul J. Raco" &lt;dpze@jeffersoncountywv.org&gt;    Save Address | Headers

To: &lt;ldsmith@jeffersoncountywv.org&gt;

CC: "becky burns" &lt;bburns@jeffersoncountywv.org&gt;

Date: Mon, 11 Jul 2005 10:01:04 -0400

Subject: Re: Re: Sam Michaels bonding

Leslie, as long as the County is the beneficiary on the performance bond, I have no problem with it. In this case, if we required an additional bond, we would be double bonded. Paul

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

From: "Leslie Smith" &lt;ldsmith@jeffersoncountywv.org&gt;

To: &lt;dpze@jeffersoncountywv.org&gt;; &lt;rgoodwin@jeffersoncountywv.org&gt;

Sent: Thursday, July 07, 2005 12:08 PM

Subject: FWD: Re: Sam Michaels bonding

> The CC received this email from Tim Barr concerning the Community Center bonding.

&gt;

> Please give me your opinions concerning the request i.e. do you agree with request since the CC is owner and also that we require they adhere to all JC ordinances and inspections?

&gt;

&gt; Thanks

&gt;

&gt; les

&gt;

&gt; Leslie D. Smith

&gt; County Administrator

&gt; Jefferson County Commission

&gt; 124 E. Washington Street

&gt; PO Box 250

&gt; Charles Town, WV 25414

&gt; 304.728.3284

&gt; Fax 304.725.7916

&gt; ldsmith@jeffersoncountywv.org

&gt;

&gt;

&gt; ----- Original Message -----

&gt; From: "Tim Barr" &lt;timbarr@frontiernet.net&gt;

&gt; Date: Wed, 29 Jun 2005 16:12:18 -0400

&gt;

&gt; Leslie:

&gt;

> Dewberry made it's final submission of the site plan to the planning commission yesterday. Dewberry's staff has recommended that I need to also

> request that the County waive the bonding on the Community Center project

> for itself, so it doesn't hold up approval. Through the Design Build  
> contract we will be requiring that the contractor post a bid bond (5% of  
> project) and a performance and payment bond (total cost of project).

> Let me know if I need to do a formal written request.

> Tim

> ----- Original Message -----

> From: "Leslie Smith" <ldsmith@jeffersoncountywv.org>

> To: "Tim Barr" <timbarr@frontiernet.net>

> Sent: Monday, June 27, 2005 12:23 PM

> > I will put it on as new business on Thursday the 30th. Probably  
> shouldn't

> be a problem but will you be available if they have any questions.

> > Leslie D. Smith  
> > County Administrator  
> > Jefferson County Commission  
> > 124 E. Washington Street  
> > PO Box 250  
> > Charles Town, WV 25414  
> > 304.728.3284  
> > Fax 304.725.7916  
> > ldsmith@jeffersoncountywv.org

> > ----- Original Message -----

> > From: "Tim Barr" <timbarr@frontiernet.net>

> > Date: Mon, 27 Jun 2005 12:12:35 -0400

> > > Leslie:

> > > In 2004 the Jefferson County Parks and Recreation Commission signed  
> a  
> contract with Charles Town / Ranson Little League to construct a baseball  
> field at Sam Michaels Park. This agreement calls for the CTRLLL to be  
> responsible for all aspects of construction with the JCPRC providing  
> oversight. CTRLLL was required to provide a \$7,500 line of credit to be  
> drawn upon if a particular aspect of construction is performed as agreed  
> but

> invoices are not paid. Mr. Mickey Johnson is attempting to acquire a  
> building permit (Overall Site plan was approved in 2000) and the issue of  
> bonding has come up. The County Commission has not previously required us  
> to bond any construction project conducted in the park. If this is an  
> issue

> that I need to come before the County Commission on, let me know.

> > > Tim



THE COUNTY COMMISSION OF JEFFERSON COUNTY

P.O. Box 250  
Charles Town, WV 25414

504-21



Phone: 304/728-3284

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

Fax: 304/725-7916

RECEIVED

JUL 22 2005

JEFFERSON COUNTY  
PLANNING, ZONING AND ENGINEERING

To: Paul J. Raco  
Executive Director  
Department of Planning, Zoning and Engineering

From: Leslie D. Smith *LDS*  
County Administrator

Date: July 19, 2005

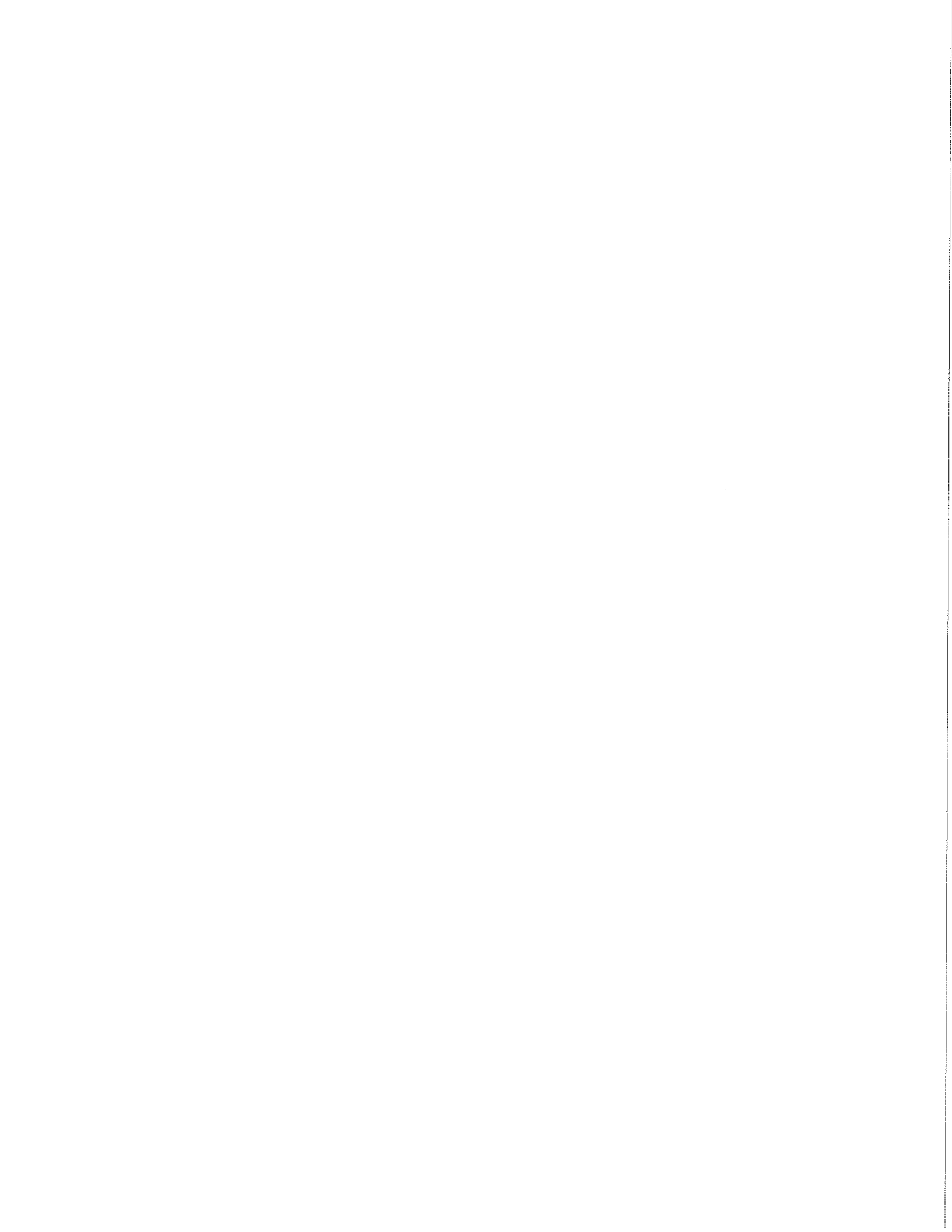
~~~~~

At a regular meeting of the County Commission of Jefferson County, Thursday, July 14, 2005, the Commission voted to not require bonding for the Parks and Recreation Community Center at Sam Michael's Park. The project will adhere to all Jefferson County Land Use Regulations and Ordinances and be subject to all required inspections.

If you need anything additional, please contact me.

LDS/ssm

cc: Tim Barr



NOTICE OF INTENT TO APPOINT

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on **Thursday, April 17, 2014**, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority - five (5) three-year terms ending April 5, 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 12, 19, 26 - 2014

April 2, 9 - 2014

THANKS - JEFFERSON COUNTY COMMISSION

JEFFERSON COUNTY, WEST VIRGINIA

Engineering Department
116 East Washington Street
P.O. Box 716
Charles Town, West Virginia 25414

Phone: 304-728-3257

Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

Meeting Notice

Jefferson County, West Virginia Impact Fees Recalculation & Fee Schedule Update Project

The Jefferson County Commission is seeking an updated analysis and re-calculation of impact fees for each of the following facilities/services categories:

1. Schools,
2. Law Enforcement,
3. Parks and Recreation,
4. Fire and Emergency Services

There will be a final Stakeholder Meeting to discuss the draft analysis and calculations for the Impact Fees – Recalculation Project prior to finalizing the reports for presentation to the Jefferson County Commission.

The impact fees consultant, TischlerBise, Inc. has scheduled a project stakeholder's meeting as follows:

Who: Carson Bise, President of TischlerBise, Inc.

What: Impact Fees Recalculation & Fee Schedule Update Project Meeting

When: 10:30 am, Friday 18 April, 2014

**Where: Jefferson County Commission meeting room
Charles Town Library (use basement side entrance)
200 East Washington Street
Charles Town, WV 25414**

**Questions: Contact Michelle Mason, Impact Fees Program Specialist
304-728-3331**

Note: THIS IS NOT A PUBLIC HEARING.




Office of Sheriff and Treasurer of Jefferson County

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

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

March 13, 2014

To: County Commission
County Clerk
Prosecuting Attorney

From: Sheriff Dougherty 

Subject: Bank Securities/Bonding – County Bank Accounts

The following is an overview of the various County Bank Accounts which hold County Monies and the Securities/Bonding for each of these accounts:

Bank of Charles Town	Account balance of \$10,107,171.60 as of 2/28/14. (\$14,000,000.00 in pledged securities.)
Jefferson Security Bank	Account balance of \$880,514.27 as of 2/28/14. (\$750,000.00 in pledged securities.)
United National Bank	Account balance of \$3,129,730.95 as of 2/28/14. (\$2,500,000.00 in pledged securities, all other amounts are covered by FDIC)
BB&T	Account balance of \$647,319.49 as of 2/28/13. (\$800,000.00 in pledged securities.)

It is my recommendation that the pledged securities with Jefferson Security Bank be increased to \$1,000,000.00 and that the rest remain as is.

In accordance with the memorandum dated September 28, 2006 concerning bondings of depositories, the Chief Tax Deputy will continue to monitor all accounts on a monthly basis to assure that each account is sufficiently collateralized. Should it be determined that adjustments in securities on respective accounts are needed, the banking institution will be contacted for this purpose.



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 19, 2014

Ms. Lori Robertson
Recorder
Corporation of Shepherdstown
Post Office Box 248
Shepherdstown, West Virginia 25443



Dear Ms. Robertson:

The enclosed proposed agreement is for the Shepherdstown Bike Path Transportation Alternative and Recreational Trails Programs project in Jefferson County (State Project: U319-SHE/PH-8. 00). Please review this proposed agreement carefully as it will indicate the manner in which your project will be funded. Under this proposed agreement you will be required to submit unpaid invoices for work performed on your project to receive reimbursement up to 100%. Please pay particular attention to the scope of work detailed in Section A, as it will constitute the only work that will be subject to reimbursement. If Section A does not fully reflect the scope of work envisioned by your request, please make any changes you feel are appropriate and return the revised document for our consideration.

If this proposed agreement is acceptable, please have all four original agreements signed and forward to Mr. Walt Pellish, President of the Jefferson County Commission at Post Office Box 250, 124 East Washington Street, Charles Town, West Virginia, 25414. After original agreements are signed and attested, please return them to the West Virginia Division of Highways, Planning Division, Building 5, Room A-863, 1900 Kanawha Boulevard, East, Charleston, West Virginia 25305. Be certain to have the signature attested. Also, please attach the required resolution to each agreement. *Do not date the front page, paragraph one*, as this date will be entered when the agreement is fully executed. Once the agreement is fully executed, and all required steps including environmental review and federal authorization are complete, you will receive one original for your files with the Notice to Proceed for your project.

In addition, please submit a check in the amount of \$52,500 to cover the required sponsor's match, along with your signed and attested agreements. A Notice to Proceed letter cannot be issued until the sponsor's match is in place. Please do not expend any funds for which you wish reimbursement prior to your receipt of a Notice to Proceed.

Ms. Lori Robertson
March 19, 2014
Page Two

Should you have any questions, please contact Mr. Mark Scoular, Project Manager with our Grant Administration Unit in Planning Division, at (304) 558-9616 or by email at R.Mark.Scoular@wv.gov.

Very truly yours,

Original signed by:
Robert L. Pennington, P.E.

Robert L. Pennington, P. E.
Acting Deputy State Highway Engineer -
Planning and Programming

RLP:Sh

Enclosures

cc: The Honorable Walt Pellish, President, Jefferson County Commission



Loudoun County, Virginia

Planning Department

1 Harrison Street, S.E., 3rd Floor, P.O. Box 7000, MSC #62

Leesburg, Virginia 20177-7000

Telephone (703) 777-0246 • Fax (703) 777-0441

March 19, 2014

Received

MAR 25 2014

Debbie Keyser
County Administrator

PO Box 250

Charles Town, WV 25414-0250

Jefferson County Commission

RE: ZMAP 2014-0001 Mapping of Route 28 Optional Overlay Zoning Districts

Dear Ms. Keyser,

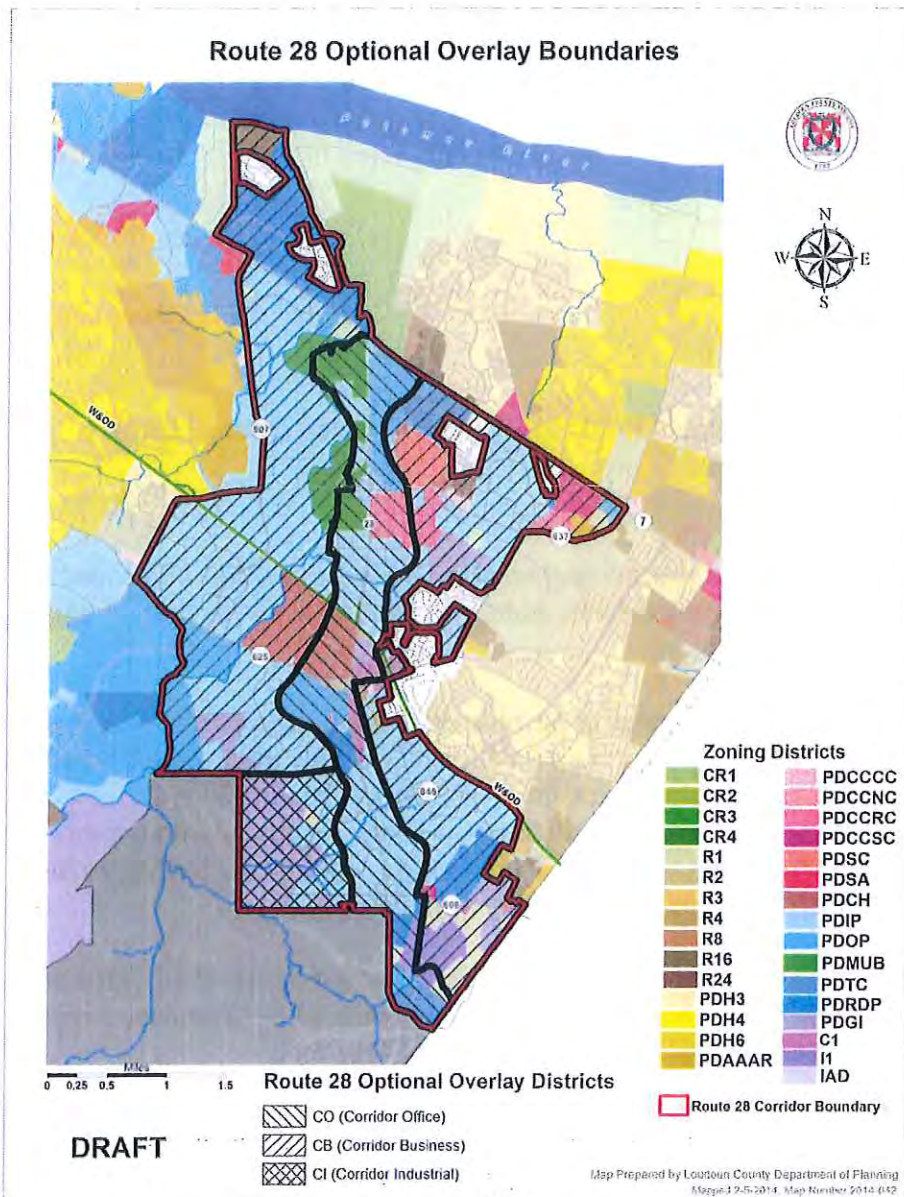
As part of the legal notice requirements contained in Section 15.2-2204 (Amended) of the Code of Virginia, the following regulations must be addressed relating to notification of adjacent counties and municipalities:

“When a proposed comprehensive plan or amendment thereto, a proposed change in zoning map classification, or an application for special exception or variance involves any parcel of land located within one-half mile of a boundary of an adjoining county or municipality of the Commonwealth, then, in addition to the advertising and written notification as above required, written notice shall also be given by the local commission, or its representative, at least ten days before the hearing to the chief administrative officer, or his designee, of such adjoining county or municipality.”

In accordance with these regulations, this is to inform you that on **April 15, 2014** the Loudoun County Planning Commission will hold a public hearing on a Zoning Map Amendment regarding the mapping of the recently adopted Route 28 Optional Overlay Zoning Districts.

The proposed amendment would establish the boundaries of the Route 28 Optional Overlay zoning districts approved by the Loudoun County Board of Supervisors. The zoning district regulations are currently located within Division “D” to Article 4 of the Revised 1993 Zoning Ordinance and include the “Route 28 CO (Corridor Office)”, “Route 28 CB (Corridor Business)”, and “Route 28 CI (Corridor Industrial)” Optional Overlay zoning districts. The proposed amendment to the Loudoun County Zoning Map would permit a parcel located within an Optional Overlay zoning district to have three (3) development options without the need for Board of Supervisors approval. Mapping of the Route 28 Optional Overlay districts is the final step to implement the Route 28 Zoning Regulations and the Route 28 Corridor Plan (see map).

This public hearing will take place in the Board of Supervisors Meeting Room, County Government Center, 1 Harrison Street, S.E., Leesburg, VA, on **Tuesday, April 15, 2014**, at **6:00 p.m.** Written comments can be provided to the Loudoun County Planning Commission, c/o Loudoun County Department of Planning, 1 Harrison St., S.E., 3rd Floor, P.O. Box 7000, MSC #62, Leesburg, Virginia, 20177-7000, attention: Joseph Carter.



The Planning Commission staff report and all attachments will be available online at <http://www.loudoun.gov/pc> after March 26, 2014.

Should you have any questions, please do not hesitate to contact me at 703-777-0246.

Sincerely,

Joseph Carter

Joseph Carter, AICP, CZA, GISP
 Project Manager
 ZMAP 2014-0001, Mapping of Route 28 Optional Overlay Zoning Districts



Loudoun County, Virginia

Department of Planning

1 Harrison Street, S.E., 3rd Floor, P.O. Box 7000, MSC #62

Leesburg, VA 20177-7000

Telephone (703) 777-0246 • Fax (703) 777-0441

March 24, 2014

Debbie Keyser
County Administrator
PO Box 250
Charles Town, WV 25414-0250

Received

MAR 28 2014

Jefferson County Commission

Dear Ms. Keyser,

As part of the legal notice requirements contained in Section 15.2-2204 (amended) of the Code of Virginia, the following regulations must be addressed relating to notification of adjacent localities:

“When a proposed comprehensive plan or amendment thereto; a proposed change in zoning map classification; or an application for special exception for a change in use ..., involves any parcel of land located within one-half mile of a boundary of an adjoining locality of the Commonwealth, then, in addition to the advertising and written notification as above required, written notice shall also be given by the local commission, or its representative, at least 10 days before the hearing to the chief administrative officer, or his designee, of such adjoining locality.”

In accordance with these regulations, this is to inform you that on **April 15, 2014** the Loudoun County Planning Commission will hold a public hearing on a Comprehensive Plan Amendment (CPAM) regarding the Greenway Transit Connector, Lexington Drive (Route 3000), Miller Drive, Riverside Parkway (Route 2401), and Shaw Road (Route 636).

The proposed CPAM 2014-0001, Countywide Transportation Plan Technical Amendments: Greenway Transit Connector, Lexington Drive, Miller Drive, Riverside Parkway, and Shaw Road would revise Chapter 2, Appendix 1, Appendix 2, and the *Revised 2030 Countywide Transportation Plan Map* of the 2010 Countywide Transportation Plan, adopted June 15, 2010, amended through December 11, 2013. The proposed amendment changes text and maps in order to revise the planned alignment of the Greenway Transit Connector Road by relocating it to the south, eliminate Lexington Drive as a Countywide Transportation Plan (CTP) roadway, eliminate a segment of Miller Drive located between Sycolin Road (Route 625) east to Kincaid Boulevard Extended as a planned CTP roadway, add a new segment of Riverside Parkway (Route 7 North Collector Road) to be located between Loudoun County Parkway (Route 607) west to Ashburn Village Boulevard (Route 2020 Extended) as a new planned CTP roadway, and eliminate the segments of Shaw Road located north of Moran Road/Belfort Park Drive (Route 634 Extended) and west of Davis Drive (Route 868) as planned CTP roadways.

The proposed technical amendments as described above call for the establishment of new road segments for Croson Lane (Route 645), the Greenway Transit Connector, and Riverside Parkway (Route 7 North Collector Road). The amendments propose a new road segment for Croson Lane (Route 645) to be located from Old Ryan Road (Route 772) to Moorefield Boulevard in Moorefield Station, with a planned ultimate condition of 3 lanes (local access undivided urban collector) within a 70-foot right-of-way with a 30 mph design speed. The amendments propose two new segments for the relocated Greenway Transit Connector, with one segment located between Moorefield Boulevard in Moorefield Station to Devin Shafron Drive in Loudoun Station, including the Transit Connector Bridge over the Dulles Greenway

(Route 267), with a planned ultimate condition of 2 lanes (local access undivided urban collector) within a 60-foot right-of-way with a 25 mph design speed and the Transit Connector Bridge with a maximum width of 46 feet, and the other segment planned to be located between Devin Shafron Drive in Loudoun Station north to Shellhorn Road (Route 643), with a planned ultimate condition of 4 lanes (local access undivided urban collector) within a 60-foot right-of-way with a 30 mph design speed. The amendments also propose a new road segment for Riverside Parkway (Route 7 North Collector Road) between Loudoun County Parkway (Route 607) west to Ashburn Village Boulevard (Route 2020 Extended), with a planned ultimate condition of 6 lanes (controlled access median divided urban collector), within a 120-foot right-of-way with a 40 mph design speed.

This public hearing will take place in the Board of Supervisors Meeting Room, County Government Center, 1 Harrison Street, S.E., Leesburg, VA, on **Wednesday, April 15, 2014, at 6:00 p.m.** Written comments can be provided to the Loudoun County Planning Commission, c/o Loudoun County Department of Planning, 1 Harrison St., S.E., 3rd Floor, P.O. Box 7000, MSC #62, Leesburg, Virginia, 20177-7000 (attention: Marie Genovese).

A copy of the staff report will be available on the Planning Commission website at <http://www.loudoun.gov/planning> and in the Loudoun County Planning Department on March 27, 2014. Should you have any questions, please call 703-777-0246.

Sincerely,



Marie Genovese, AICP
Project Manager

CPAM 2014-0001, Countywide Transportation Plan Technical Amendments: Greenway Transit Connector, Lexington Drive, Miller Drive, Riverside Parkway, and Shaw Road



State of West Virginia

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

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

200 West Main Street
Clarksburg, West Virginia 26301
Telephone: (304) 627-2415
FAX: (304) 627-2417

March 18, 2014

The Honorable County Commissioners of West Virginia

Dear Commissioners:

I am sure you are aware that the Legislature approved Senate Bill 1005 which authorizes a salary increase for county elected officials meeting certain criteria. This bill, which has not yet been approved by the Governor, is to take effect July 1, 2014. As noted in the bill, our office is required to review the fiscal condition of each county seeking to implement the raises to determine the sufficiency of resources available for payment.

We cannot formulate a methodology for fairly implementing this directive without further review and analysis, a process which will take some time. We are scheduling meetings to discuss and compile the types of input we need from each county. We will be setting up those meetings in the near future with representatives from both the County Commissioner's Association of West Virginia and the West Virginia Association of Counties.

The salary schedule included in your budget that is due to us by March 28, 2014, should reflect the current salary schedule taking into account any class changes. If the County Commission believes that they will qualify for the proposed salary increase and would like to go ahead and allocate funds for that increase, they could include the amount needed in the Contingencies Account 699. Upon a determination of eligibility, the county could prepare a budget revision and transfer the funds into the appropriate account.

If you have any questions concerning this matter, please feel free to call me at 304-627-2415.



Jefferson County Commission

Sincerely,

A handwritten signature in black ink that reads "Ora L. Ash". The signature is fluid and cursive.

Ora L. Ash,
Deputy State Auditor
Local Government Services

OLA:blw



State of West Virginia

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

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

Received

MAR 28 2014

Jefferson County Commission

200 West Main Street
Clarksburg, West Virginia 26301
Telephone: (304) 627-2415
FAX: (304) 627-2417

March 26, 2014

NOTICE OF APPROVAL OF THE LEVY ESTIMATE (BUDGET)

TO: Jefferson County Commission

In accordance with the provisions of Chapter 11, Article 8, of the West Virginia Code, as amended, the State Auditor of West Virginia hereby approves your Levy Estimate (Budget) for the fiscal year beginning July 1, 2014.

With this written approval, the levying body shall meet on the third Tuesday in April (April 15) to hear and consider any objections and to officially adopt the levy rates for property taxation. The clerk/recording officer, within three days of such meeting, shall prepare and forward to the State Auditor the officially adopted levy rates and levy order.

If you have any questions, please do not hesitate to contact me at 304-627-2415 or 1-877-982-9148 extension 5114, Mary Ann Claytor extension 5118, Shellie Humphrey extension 5119 or Karen Drain extension 5101.

Sincerely,
Glen B. Gainer III
WV State Auditor

A handwritten signature in blue ink, appearing to read "Ora L. Ash".

By: Ora L. Ash
Deputy State Auditor
Local Government Services

Applications

Either download the application on-line at
www.djcs.wv.gov

OR

Complete the following information and
return by mail or fax to:

Attn: Tanisha C. Travis
Juvenile Justice Specialist
Division of Justice and Community Services
1204 Kanawha Boulevard East
Charleston, WV 25301
FAX: (304) 558-0391

Send me an Enforcing the Underage
Drinking Laws Grant Application

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____

State and Zip: _____

Telephone: _____

Applications received after March 28, will not
be considered.

Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414-0250

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

**Presorted Standard
U.S. Postage Paid
Charleston, WV
Permit No. 271**

West Virginia's Enforcing the Underage Drinking Laws Grant Program



FY 2014 EUDL
Application Information

Eligibility

The Division of Justice and Community Services of the Department of Military Affairs and Public Safety is announcing the availability of fiscal year 2014 Enforcing the Underage Drinking Laws Grant Program Funds.

This federal grant program provides funds for specific projects which focus on Enforcing the Underage Drinking Laws in West Virginia.

Due to funding limitations, priority will be given to programs that utilize evidence/research based programming and/or show elements of environmental strategies.

Match: Programs are required to assume a greater level of fiscal responsibility and promote increased local participation this year. Funded projects must receive financial support from sources other than EUDL funding (or any other Federal funding source).

The match requirements for the EDUL grant program is as follows:

20% match Requirement
(10% - in-kind/cash and 10% - cash)

Criteria

Eligible Applicants:

State and Local Units of Government
Community Based Organizations and
Non Profit Organizations

EUDL funds may go towards the following categories:

- ⇒ **Community Mobilization**
- ⇒ **Media, Education and Training**
- ⇒ **Enforcement**

All Applicants must demonstrate coordination with West Virginia Alcohol Beverage Control Administration (ABCA) and their local law enforcement.

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

Funding

It is anticipated that this will be the last fiscal year for this funding stream.

Allowable costs include:

- EUDL Coordinators
- Overtime for Officers
- Travel/Training expenses
- Program materials, supplies, etc.

Non-allowable costs include:

- Federal funds cannot be used to supplant state or local funds
- Space (rent & utilities)
- Food for meetings, conferences, trainings, etc.

To see all open solicitations and access a link to download this application, 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

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

Week Ending Date	Week Ending
	March 22, 2014
	FY14
To be Deposited on:	March 28, 2014
Amount Played	59,540,362.70
Amount Won	53,467,572.67
Amount Promo	197,302.00
MWAP Contribution	<u>3,425.35</u>
Adjusted Gross Terminal Revenue	<u>5,872,062.68</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>234,882.51</u>
Net Terminal Revenue	<u>5,637,180.17</u>
Surcharge @ 10%	563,718.02
State Share Excess @ 58%	326,956.45
Track Share of Capital Reinvestment @ 42%	236,761.57
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	227291.11
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	9470.46
Adjusted Net Terminal Revenue	<u>5,073,462.15</u>
Racetrack @ 46.50% / 42%	2,130,854.10
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,080,119.50
Race Track Purses @ 7% / 14% / 8%	405,876.97
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	25,367.31
Greyhound Development @ .75%	38,050.97
Thoroughbred Development @ .75%	38,050.97
Racing Commission @ 1%	50,734.62
County/Municipality @ 2%	101,469.24
3% Funds:	
Tourism Promotion Fund @ 1.375%	69,760.10
Development Office Promotion Fund @ .375%	19,025.48
Research Challenge Fund @ .5%	25,367.31
Capitol Renovation and Improvement Fund @ .6875%	34,880.05
2004 Capitol Complex Parking Garage Fund @ .0625%	3,170.91
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>50,734.62</u>
	<u>5,073,462.15</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	\$ 69,882.12	\$ 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	\$ 4,583.20	\$ 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	\$ 18,411.78	\$ 8,921.62
11/16/13	\$ 112,991.92	\$ 56,495.96	\$ 56,495.96	\$ 4,480.13	\$ 22,541.89	\$ 1,225.96	\$ 19,027.84	\$ 9,220.14
11/23/13	\$ 97,257.24	\$ 48,628.62	\$ 48,628.62	\$ 3,856.25	\$ 19,402.82	\$ 1,055.24	\$ 16,378.12	\$ 7,936.19
11/30/13	\$ 119,291.32	\$ 59,645.66	\$ 59,645.66	\$ 4,729.90	\$ 23,798.62	\$ 1,294.31	\$ 20,088.66	\$ 9,734.17
12/07/13	\$ 94,612.48	\$ 47,306.24	\$ 47,306.24	\$ 3,751.38	\$ 18,875.19	\$ 1,026.55	\$ 15,932.74	\$ 7,720.38
12/14/13	\$ 58,458.04	\$ 29,229.02	\$ 29,229.02	\$ 2,317.86	\$ 11,662.38	\$ 634.27	\$ 9,844.33	\$ 4,770.18
12/21/13	\$ 89,162.04	\$ 44,581.02	\$ 44,581.02	\$ 3,535.27	\$ 17,787.83	\$ 967.41	\$ 15,014.89	\$ 7,275.62
12/28/13	\$ 124,234.28	\$ 62,117.14	\$ 62,117.14	\$ 4,925.89	\$ 24,784.74	\$ 1,347.94	\$ 20,921.05	\$ 10,137.52
01/04/14	\$ 125,927.76	\$ 62,963.88	\$ 62,963.88	\$ 4,993.04	\$ 25,122.59	\$ 1,366.32	\$ 21,206.23	\$ 10,275.70
01/11/14	\$ 75,871.88	\$ 37,935.94	\$ 37,935.94	\$ 3,008.32	\$ 15,136.44	\$ 823.21	\$ 12,776.82	\$ 6,191.15
01/18/14	\$ 98,837.28	\$ 49,418.64	\$ 49,418.64	\$ 3,918.90	\$ 19,718.04	\$ 1,072.38	\$ 16,844.20	\$ 8,065.12
01/25/14	\$ 85,441.60	\$ 42,720.80	\$ 42,720.80	\$ 3,387.76	\$ 17,045.60	\$ 927.04	\$ 14,388.37	\$ 6,972.03
02/01/14	\$ 95,363.20	\$ 47,681.60	\$ 47,681.60	\$ 3,781.15	\$ 19,024.96	\$ 1,034.69	\$ 16,059.16	\$ 7,781.64
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	\$ 6,703.62
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
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
03/15/14	\$ 108,829.32	\$ 54,414.66	\$ 54,414.66	\$ 4,315.08	\$ 21,711.45	\$ 1,180.80	\$ 16,326.86	\$ 8,880.47
03/22/14	\$ 101,469.24	\$ 50,734.62	\$ 50,734.62	\$ 4,023.26	\$ 20,243.11	\$ 1,100.94	\$ 17,087.42	\$ 8,279.89
Subtotal	\$ 4,123,825.92	\$ 2,517,944.70	\$ 1,605,881.22	\$ 127,346.37	\$ 640,746.63	\$ 34,847.62	\$ 540,860.78	\$ 262,079.82

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	03/15/2014	54,414.66
03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92	03/23/2013	59,841.02	03/22/2014	50,734.52
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	2,517,944.60
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Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
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	682361.9

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	February, 2014	225,512.70
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	2,047,085.70