

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, THURSDAY MAY 15, 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

- May 1, 2014

APPROVAL OF PURCHASE ORDERS

- May 15, 2014

APPROVAL OF ACCOUNTS PAYABLE

- May 8, 2014
- May 15, 2014

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
 - Exonerations - Discussion/Action
 - Presentation of Certificated of Oaths for the Real and Personal Property Books - Discussion/Action

2. 10:00 a.m. Peter H. Dougherty, Sheriff
 - Approval of Employment - Deputy Sheriff - Discussion/Action
 - Approval of Employment - Bailiff - Discussion/Action
 - Ratify the motion made on May 1, 2014 to approve the Grant application in the amount of \$220,000.00 - Discussion/Action

3. 10:15 a.m. Kellie Boles and Gary Hornbaker - Blue Ridge Cattlemen Association
- Request to hold "Beef for Father's Day Promotion" on the grounds of the Jefferson County Courthouse scheduled on June 12, 2014 - Discussion/Action
4. 10:30 a.m. Interviews and appointments to the Jefferson County Community Criminal Justice Board for two 3-year terms ending March 19, 2017 - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Interviews and appointments to the Jefferson County Development Authority Board for two 3-year terms ending April 5, 2017 - Discussion/Action
7. 11:15 a.m. Tim Stanton, Finance Director
- Finance Summary - Discussion/Action
- FY14 Revenue and Expenditure Projections Discussion/Action
- WV State Auditor's Office Consideration of increase of salaries of County Officials - Discussion/Action
- Hotel/Motel Distribution - Discussion/Action
- FY14 State Budget Revision #27 - Discussion/Action
- FY14 Internal Budget Revision #12 Assessor's Office - Discussion/Action
- FY14 Internal Budget Revision #13 Circuit Clerk's Office - Discussion/Action
8. 11:30 p.m. Thomas Reilly, Information Technology Consultant
- Monthly Update
- Selection and contract signature of the Storage Area Network - Discussion/Action
9. 11:45 p.m. Aaron Watson, Independent Fire Company and Marshall DeMeritt, Shepherdstown Fire Department
- Jefferson County Emergency Services Agency Staffing Proposal - Discussion/Action
10. 12:15 p.m. Jennifer Brockman, Planning and Zoning Director
- Action regarding a proposed text amendment to section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses - Discussion/Action
- Action regarding Corporation of Shepherdstown's proposed Growth Management Boundary under WV Code Section 8-6-4a - Discussion/Action

UNFINISHED BUSINESS

11. Code of Ethics to be signed by all applicants for County Commission appointed Boards and

Commission - Discussion/Action (LW)

NEW BUSINESS

12. Approval of Employment - Administrative Assistant/Fee Collector - County Commission office - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Pcard rebate

COUNTY COMMISSION REPORTS

13. **ADJOURN**

CORRESPONDENCE/INFORMATION

Jefferson County Engineering Department Workshop Notice for Impact Fees Recalculation & Fee Schedule Update Project

Impact Fee Status Report for April 2014

Memorandum from the Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.

Memorandum from the Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.

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

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

Jefferson County Commission Notice of Public Hearing for the proposed increase of the monthly E-9-1-1 Wireline Fee from \$2.90 to \$5.00.

Jefferson County Commission Notice of Public Hearing for the Jefferson County Emergency Services Fee Ordinance.

Letter from the Jefferson County Public Service District regarding generator maintenance.

Jefferson County Public Service District Minutes from the April 7, 2014 Regular Board Meeting.

West Virginia Lottery Weekly Settlement for Charles Town - week ending April 26, 2014.

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

Minutes

Jefferson County Commission

Thursday, May 1, 2014

A meeting of the Jefferson County Commission was held on Thursday, May 1, 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 Eddy, Bailiff. (An audio file of the Thursday, May 1, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the minutes for the April 10, 2014 Regular Meeting with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the minutes for the April 15, 2014 Special Session – Lay the Levy. Motion seconded and unanimously approved.

Motion by Ms. Widmyer to approve the minutes for the April 17, 2014 Regular Meeting with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Tabb to approve Purchase Orders in the amount of \$9288.88 to include Purchase Order Numbers 51939, 51945, 52323, 50253, 52384, 51382, 52381, 52382, 52386, 52388, and 52389. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072014	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,301.28	\$ 4,301.28
072015	412	COMCAST		\$ -	\$ 80.50	\$ 80.50
072015	425	COMCAST		\$ -	\$ 447.07	\$ 447.07
072016	425	B-K OFFICE SUPPLY INC	52375	\$ 126.85	\$ -	\$ 126.85
072017	424	BOLAND SERVICES	51763	\$ 270.00	\$ -	\$ 270.00
072017	425	BOLAND SERVICES	51764	\$ 427.00	\$ -	\$ 427.00
072018	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
072019	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
072020	PAYROLL	BUREAU F/CHILD SPprt ENF		\$ -	\$ 212.31	\$ 212.31
072021	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
072022	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
072023	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
072024	PAYROLL	VA DEPT OF TAXATION		\$ -	\$ 176.70	\$ 176.70
072025	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
072026	402	WV ASSOC OF COUNTY CLERK	52320	\$ 650.00	\$ -	\$ 650.00
072027	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
072028	PAYROLL	COLONIAL LIFE		\$ -	\$ 487.46	\$ 487.46
072029	433	DELL MARKETING LP	51380	\$ 1,298.89	\$ -	\$ 1,298.89
072030	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 22.00	\$ 22.00
072031	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
072032	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 22,410.64	\$ 22,410.64
072033	425	GRAINGER, INC	52379	\$ 151.44	\$ -	\$ 151.44
072034	406	GLOBAL SCIENCE & TECH	52310	\$ 53.03	\$ -	\$ 53.03
072035	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,850.00	\$ 2,850.00
072036	428	ITSAVVY LLC	52222	\$ 608.17	\$ -	\$ 608.17
072037	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 780.74	\$ 780.74
072038	425	JEFFERSON COUNTY SOLID	52385	\$ 8.69	\$ -	\$ 8.69
072039	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
072040	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,328.00	\$ 5,328.00
072040	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
072041	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 543.39	\$ 543.39
072042	700	RONALD J. MOLTERE		\$ -	\$ 24.52	\$ 24.52
072043	717	MILLER'S CHRYSLER JEEP	52378	\$ 299.91	\$ -	\$ 299.91
072044	412	SHAY MCNEIL		\$ -	\$ 278.41	\$ 278.41
072045	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
072046	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
072047	712	NAEMD/IAEMD	51690	\$ 50.00	\$ -	\$ 50.00

072048	402	PIFER OFFICE SUPPLY, INC	51826	\$ 107.64	\$ -	\$ 107.64
072048	402	PIFER OFFICE SUPPLY, INC	52321	\$ 39.43	\$ -	\$ 39.43
072049	700	ROMULO QUEZADA		\$ -	\$ 3.69	\$ 3.69
072050	425	RCS SECURITY	52383	\$ 75.00	\$ -	\$ 75.00
072050	425	RCS SECURITY		\$ -	\$ 444.00	\$ 444.00
072051	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
072051	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
072051	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
072051	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
072051	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
072051	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
072051	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
072051	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
072051	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
072051	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
072052	717	RICE TIRES CO	52376	\$ 481.04	\$ -	\$ 481.04
072053	704	ST/WV REGIONAL JAIL &	52498	\$ 123,471.75	\$ -	\$ 123,471.75
072054	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 25.98	\$ 25.98
072054	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,729.86	\$ 42,729.86
072054	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.98	\$ 2.98
072054	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.70	\$ 0.70
072054	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,993.18	\$ 9,993.18
072054	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 111.10	\$ 111.10
072054	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 128.97	\$ 128.97
072054	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.96	\$ 1.96
072054	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,345.94	\$ 40,345.94
072055	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 110.26	\$ 110.26
072055	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 30,334.33	\$ 30,334.33
072055	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.06	\$ 1.06
072056	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,285.86	\$ 10,285.86
072056	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 15,731.31	\$ 15,731.31
072057	440	SHERIFF OF JEFFERSON CO	50252	\$ 48.65	\$ -	\$ 48.65
072058	716	SELBY VETERINARY SERVICE	51946	\$ 85.00	\$ -	\$ 85.00
072059	425	THOMPSON GAS		\$ -	\$ 386.58	\$ 386.58
072060	405	THOMSON REUTER - WEST	51638	\$ 2,151.45	\$ -	\$ 2,151.45
072061	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 3.52	\$ 3.52
072061	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.09	\$ 1.09
072061	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,407.42	\$ 25,407.42
072061	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 81,867.99	\$ 81,867.99
072062	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50

TOTALS						\$ 432,341.22
TOTALS				\$ 130,403.94	\$ 301,937.28	\$ 432,341.22

Motion by Mr. Manuel to approve the Accounts Payable for April 24, 2014 in the amount of \$432,341.22. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072064	712	AT&T/GA		\$ -	\$ 40.40	\$ 40.40
072065	406	ANGELA L BANKS		\$ -	\$ 81.00	\$ 81.00
072066	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
072067	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
072068	PAYROLL	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 37.76	\$ 37.76
072069	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,646.66	\$ 5,646.66
072070	PAYROLL	GUARDIAN		\$ -	\$ 1,701.70	\$ 1,701.70
072070	PAYROLL	GUARDIAN		\$ -	\$ 1,927.75	\$ 1,927.75
072071	406	PAULA J. HARDY		\$ -	\$ 81.00	\$ 81.00
072072	406	KAREN HILL		\$ -	\$ 81.00	\$ 81.00
072073	402	JEFFERSON PUBLISH CO INC	52325	\$ 168.22	\$ -	\$ 168.22
072074	700	GLENDON KINCAID		\$ -	\$ 4.65	\$ 4.65
072075	712	MORGAN AWARDS LLC	52233	\$ 106.00	\$ -	\$ 106.00
072076	PAYROLL	HIGHMARK WV		\$ -	\$ 180,062.13	\$ 180,062.13
072077	700	ROBIN MAHONY		\$ -	\$ 50.17	\$ 50.17
072078	406	NATIONAL BAND & TAG CO	52307	\$ 1,225.00	\$ -	\$ 1,225.00
072079	402	PIFER OFFICE SUPPLY, INC	52324	\$ 29.88	\$ -	\$ 29.88
072079	406	PIFER OFFICE SUPPLY, INC	52303	\$ 25.00	\$ -	\$ 25.00
072080	717	TRI STATE TIRES	52387	\$ 62.00	\$ -	\$ 62.00
072081	405	THOMSON REUTER - WEST	51638	\$ 667.31	\$ -	\$ 667.31
TOTAL						\$ 203,136.55
TOTAL				\$ 2,283.41	\$ 200,853.14	\$ 203,136.55

Motion by Ms. Noland to approve the Accounts Payable for May 1, 2014 in the amount of \$203,136.55. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Pete Dougherty, Sheriff – notified the Commission of a \$220,000 West Virginia Department of Homeland Security grant the Sheriff's office has received for the purchase of 82 ruggedized tablets for all full-time county, municipal, and Shepherd University law enforcement officers. Mr. Dougherty also stated representatives from the West Virginia Department of Behavioral

Health will be holding a meeting at the DHHR offices in Berkeley County to assess the needs of the area and provide information on funding sources for citizens suffering from mental health problems.

PRESENTATIONS

1. Jennifer Maghan, County Clerk – requested the approval to hire Genevieve Hughes for the full time Voter Registration/Elections assistant clerk position with a starting pay at Step II, Grade C.
 - **Motion by Mr. Manuel to approve the hiring of Genevieve Hughes as the full time Voter Registration/Elections assistant clerk at a Step II, Grade C. Motion seconded and unanimously approved.**

2. Barbara Miller, Director of Homeland Security and Emergency Management
 - A. Requested the approval of the recommendation to promote Jessica Owens to Deputy Director/Planner/Program Manager for Jefferson County Homeland Security and Emergency Management at a Grade IV, Step A, Full Time Exempt position, effective May 1, 2014.
 - **Motion by Ms. Noland to approve the promotion of Jessica Owens to Deputy Director/Planner/Program Manager for Jefferson County Homeland Security and Emergency Management at a Grade IV, Step A, Full Time Exempt position, effective May 1, 2014. Motion seconded and unanimously approved.**

 - B. Requested the approval to post the position of Public Information Officer/Volunteer Coordinator/Administrative Assistant for Jefferson County Homeland Security and Emergency Management as a Grade III, Step A, Full Time Exempt Position.
 - **Motion by Mr. Manuel to approve the posting of the position of Public Information Officer/Volunteer Coordinator/Administrative Assistant for Jefferson County Homeland Security and Emergency Management at a Grade III, Step A, Full Time Exempt Position. Motion seconded and unanimously approved.**

 - C. Requested the approval of the Homeland Security Grant in the amount of \$60,000 for the purchase of a generator for the Mason Building.
 - **Motion by Ms. Tabb to approve the Homeland Security Grant application in the amount of \$60,000 for the purchase of a generator for the Mason Building. Motion seconded and unanimously approved.**

- D. Requested the approval of a pass-through grant for Jefferson County Schools in the amount of \$21,080 for the purchase of portable radios.
- **Motion by Ms. Noland to approve the pass through grant for Jefferson County Schools in the amount of \$21,080 for the purchase of portable radios. Motion seconded and unanimously approved.**
3. Annette Gavin, Jefferson County CVB and Peggy Smith, Mayor of the City of Charles Town – requested the Commission to allow the Courthouse to be open on the weekends for public tours.
- **Motion by Ms. Noland to allow the Charles Town Courthouse to be open to the public for the John Brown Walking Tours every day of the week starting Memorial Day Weekend, 2014 through August 21, 2014 and weekends only through November. Motion seconded and unanimously approved.**
4. Ronda Eddy, Executive Director of the Jefferson Day Report Center – provided the Commission with a discussion of the Community Criminal Justice Board membership, vacancies, and requirements regarding membership attendance. Ms. Eddy also gave the Commission an update on the Day Report Center transition.
- **Motion by Mr. Manuel to direct staff to work with counsel to develop an advertisement for the current vacancies on the Community Criminal Justice Board and also bring back a Resolution to adopt the bylaws of the establishment of the Board. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Steve Groh, Assistant Prosecuting Attorney and Debbie Keyser, County Administrator – provided the Commission with a discussion on pending litigation.
- **Motion by Mr. Manuel to enter into Executive Session, citing §6-9A-4, to discuss pending litigation. Motion seconded and unanimously approved.**
 - **Motion by Mr. Manuel to come out of Executive Session. Motion seconded and unanimously approved.**
- Mr. Groh also provided the Commission with an update on the appointments to the Jefferson County Economic Development Authority, stating he believes the code clearly states any persons wishing to serve on County appointed boards, commissions, and committees must be United States citizens.

- **Motion by Mr. Pellish to request the Jefferson County Prosecuting Attorney's Office to contact the West Virginia Attorney General for a final opinion on the matter of citizenship for those wishing to serve on County appointed boards, commissions, and committees. Motion dies for lack of a second.**

UNFINISHED BUSINESS

7. Commissioner Jane Tabb – requested a continuation of the discussion of the Ambulance Fee in reference to apartment buildings.
 - It was the consensus of the Commission to postpone this item indefinitely as providing a discount to one category of residents is in conflict with the legal foundation of the Ambulance Fee Ordinance.

NEW BUSINESS

8. Commissioner Lyn Widmyer – presented the Commission with a Code of Ethics to be distributed and signed by all applicants of County Commission appointed Boards, Commissions, and Committees.
 - **Motion by Ms. Widmyer to require all applicants for County Commission appointed Boards, Commissions, and Committees to agree to the Code of Ethics by signing the document, as presented. Motion seconded. Motion withdrawn.**
 - **Motion by Mr. Manuel to send the Code of Ethics document to the legal department to be reviewed and refined and submitted for a final vote at a later County Commission meeting. Motion seconded and unanimously approved.**
9. Roger Goodwin, Chief County Engineer – requested the approval of a draft letter to the Jefferson County Board of Education to consider sharing the annual cost of the administration of the Impact Fee program.
 - **Motion by Mr. Manuel to approve the draft letter to the Board of Education as presented. Motion seconded and unanimously approved.**

FINANCE DIRECTOR REPORTS

Mr. Stanton provided the Commission with an update on the financial status of the County, stating the cash balance in the General Fund is \$3,603,785, which is consistent with cash flow projections, and the Capital Outlay balance is unchanged at \$4,895,942. Mr. Stanton also stated he would be updating the financial forecast model weekly to ensure expenditures do not exceed revenue during the final nine weeks of FY14.

COUNTY ADMINISTRATOR REPORTS

- Scheduling for Upcoming Items – It was the consensus of the Commission to hold Public Hearings on following dates:
 - Thursday, May 22, 2014 – Public Hearing on the Ambulance Fee Ordinance at 7:00 pm.
 - Thursday, May 29, 2014 – Public Hearing on the Restructuring of the JCESA Board at 7:00 pm.
 - Thursday, June 11, 2014 – Public Hearing on the E-9-1-1 Fee Ordinance at 7:00 pm.
- Hotel/Motel Ordinance – Ms. Keyser stated the legal department was currently working on the Hotel/Motel Ordinance to reflect the changes that were made during budget deliberations and would be presented for approval at a later date.
- Meet Your Commissioners – Ms. Keyser stated it was time to schedule a “Meet Your Commissioners” event to be held in the Kabletown District; however, due to the high volume of impending public hearings and special meetings, it was the consensus of the Commission to postpone this event until the fall.
- Reduction in Force Policy
 - **Motion by Ms. Widmyer to strike “given first chance” and replace with “*will be assured an interview...*” Motion seconded and approved on a vote of 4-1 with Mr. Manuel opposing.**
 - **Motion by Mr. Manuel to approve the Reduction in Force policy as amended to include the following: “*The reduction in force employee shall be assured an interview on all positions which he or she is qualified for, provided he or she has a satisfactory current evaluation, possesses all the necessary skills for the available position and applies for said position.*” Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to strike “special” from the first sentence of the Reduction in Force policy. Motion seconded and unanimously approved.**
 - **Motion by Ms. Widmyer to approve the Reduction in Force Policy as amended. Motion seconded and unanimously approved.**
- Contracts Policy
 - Motion by Mr. Manuel to move the document before the body.

- **Motion by Ms. Widmyer to amend the document to include the following:**
“Any contract that is currently in effect but has no documented approval by the County Commission, has not been subject to legal review and/or is more than three years old will be presented for review and action by the County Commission within 90 days of the effective date of this policy.” **Motion seconded.**
 - **Motion by Ms. Noland to delay a decision on this item until receiving more information from legal on the contracts in question. Motion seconded and unanimously approved.**
- Sheriff’s Office Grant for Ruggedized Tablets – Ms. Keyser asked the Commission for a consensus to allow President Pellish to affix his signature to the Sheriff’s time sensitive grant documents and ratify the item at the May 15, 2014 County Commission meeting.
- **Motion by Mr. Manuel to request the President of the Commission sign the grant documents and place on the May 15, 2014 agenda for ratification. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to recess for lunch. Motion seconded and unanimously approved.**
10. The Commission recessed for lunch at 12:15 pm.
The Commission reconvened at 1:30 pm.
11. Jennifer Brockman, Director of Planning and Zoning – Public Hearing for the Corporation of Shepherdstown’s proposed Growth Management Boundary under WV Code Section 8-6-4a.
- Mr. Pellish opened the Public Hearing at 1:33 pm. Public Comments were received by the following:
- Fred Blackmer, former Jefferson County resident – spoke in support of Shepherdstown’s proposed Growth Management Boundary, stating he believed the Growth Management Boundary narrative was well done and was especially pleased to see one of the objectives of the Growth Management Boundary was to protect the green space in Shepherdstown.
- **There being no further comments, motion by Ms. Noland to close the Public Hearing regarding Shepherdstown’s requested Growth Management Boundary. Motion seconded and unanimously approved.**
 - Mr. Pellish stated the record would remain open for two weeks to allow time for written comment.

12. Jennifer Brockman, Director of Planning and Zoning

- A. Requested approval to promote internally to fill the vacant budgeted position of Project/Office Manager and advertise resulting vacated Planning Clerk position.
- **Motion by Ms. Noland to approve the promotion of Alex Beaulieu to Office/Project Manager. Motion seconded and unanimously approved.**

 - **Motion by Mr. Manuel to approve the advertisement of the resulting vacated Planning Clerk position. Motion seconded and unanimously approved.**
- B. Requested action on the final draft of proposed Zoning Ordinance Text Amendment (ZTA 12-01) to establish additional commercial and industrial zoning district categories, and related changes to the ordinance; including changes to the following sections of the Zoning and Land Development Ordinance: 4.4; 4.6; 4.10; 4.11; 5.1; 5.4; 5.6; 5.7; 5.8; 5.10; 6.3; 6.5; 8.1; 8.9; 8.12; 12.2; 12.3; Appendices A, B, and C; and the addition of new Sections 5.11, 5.12, 5.13, 5.14, 5.15, 5.16 and 5.17.
- **Motion by Ms. Tabb to approve the Zoning Text Amendment (ZTA 12-01) as presented. Motion seconded and unanimously approved.**

 - **Motion by Mr. Manuel to establish the effective date of the Zoning Text Amendment ZTA 12-01 as June 1, 2014. Motion seconded and unanimously approved.**

COUNTY COMMISSIONERS' REPORTS

Jane Tabb

- Attended the Impact Fee Recalculation meeting.
- Attended a special JCESA meeting.
- Attended the Homeland Security and Emergency Management Quarterly Partnership Luncheon.

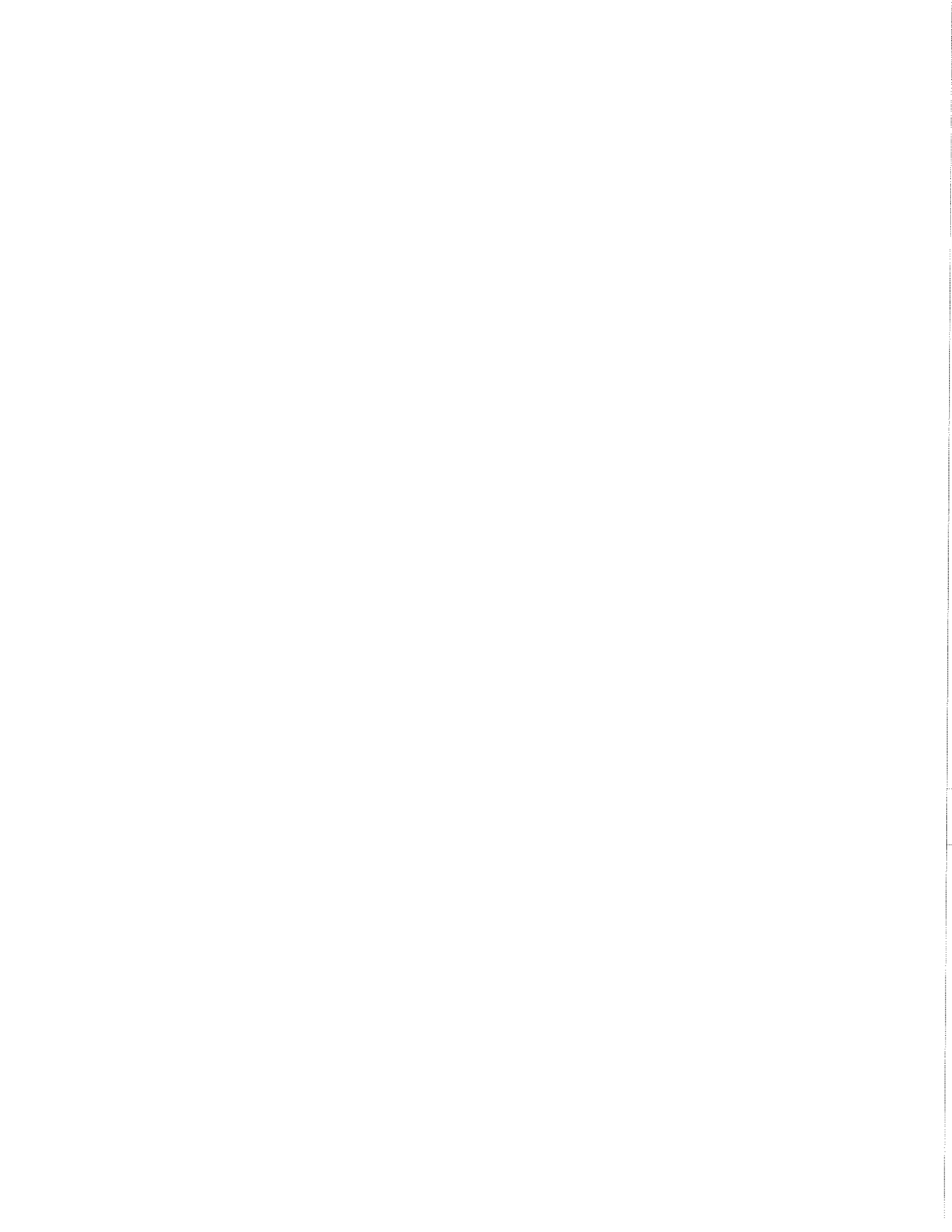
Dale Manuel

- Attended the Impact Fee Recalculation meeting.
- Attended the NAACP Candidate's Forum.
- Attended the Lessons from Elk River panel discussion.
- Attended the Earth Day Celebration at Morgan's Grove Park.
- Attended the grand opening of White Fly Outfitters in Harpers Ferry.
- Attended the League of Women Voters County Commission Candidates' Forum.

13. The Commission meeting was adjourned at 2:13 pm on a motion by Ms. Noland.
Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

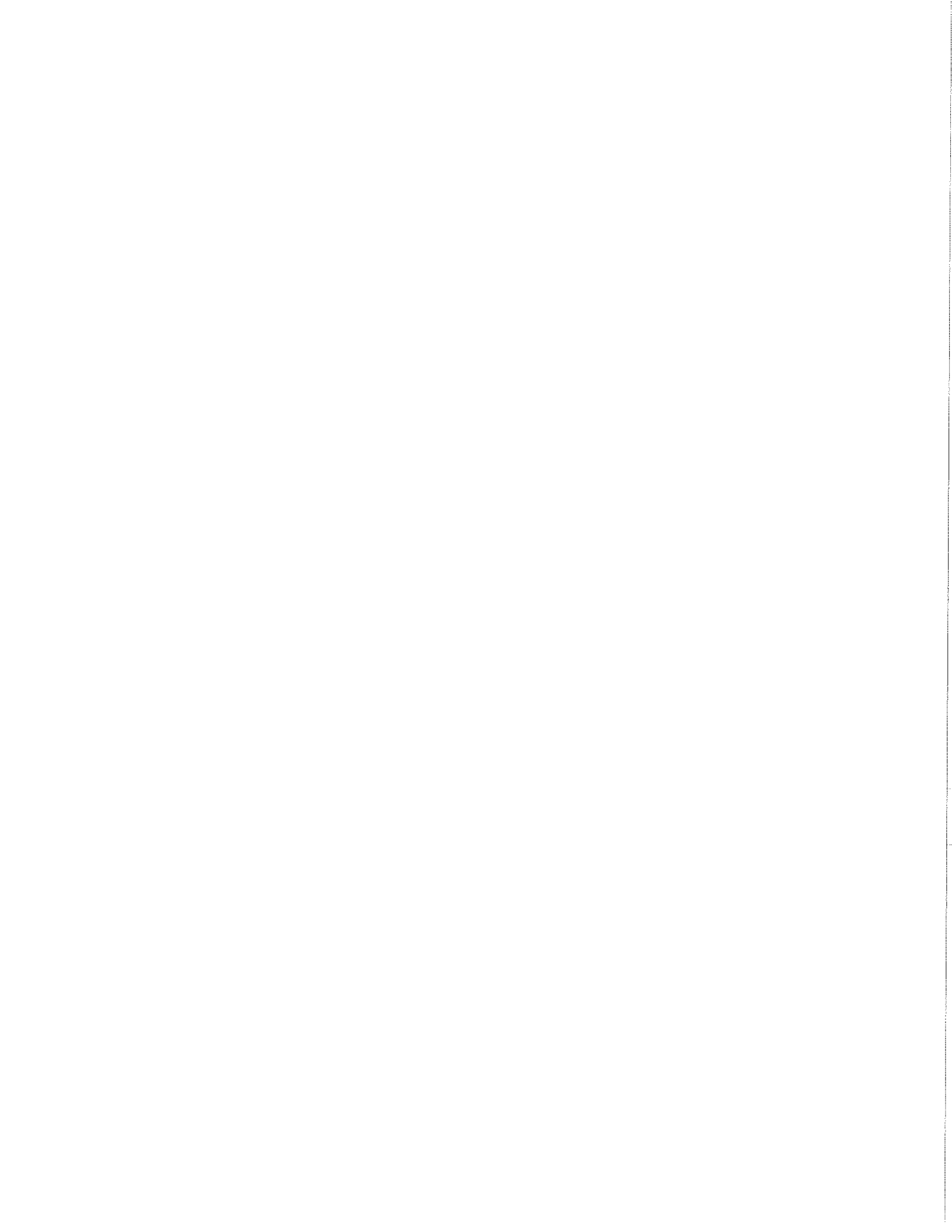
Respectfully submitted
Jessica D. Carroll
Administrative Assistant



PURCHASE ORDERS TO BE APPROVED

May 15, 2014

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
ANIMAL CONTROL	51947	\$ 407.41	Hillside Vet	Vet Care
	51948	\$ 253.00	Valley Pet Cemetary	Carcass Removal
ASSESSOR	52430	\$ 293.00	Pifer Office Supply	Battery Back Ups
COMMUNICATIONS	52251	\$ 10,000.00	Global Data Consultants	100 hours IT Support
COUNTY CLERK - ELECTIONS	52445	\$ 30,467.53	Casto & Harris	Ballots
	52446	\$ 5,424.32	Shepherdstown Chronicle	Publication of Sample Ballots
OTHER BUILDINGS	52390	\$ 546.00	BK Office Supply	Storage Cabinets
PROSECUTING ATTORNEY	52214	\$ 2,000.00	WVPAA	Registration Fees for Summer Conference
SHERIFF - LAW	51966	\$ 1,080.00	Midwest Radar	Supplies
	51967	\$ 562.73	CDWG	Software
	51968	\$ 1,106.78	Superior Autobody	Equipment Repair
	51969	\$ 350.00	Town Police Supply	Materials/Supplies
	51972	\$ 734.92	West Virginia Uniforms, ASR	Uniforms/Accessories
	51975	\$ 650.00	NOVA Criminal Justice Training Academy	Training
	51976	\$ 1,757.00	Town Police Supply	Tactical Vest
SHERIFF - TAX	52402	\$ 497.49	Pifer	Materials/Supplies
		\$ 49,391.26		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

Department or Organization: **Assessor's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **May 5, 2014**

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

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

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

-  **Exonerations**
-  **Presentation of Certificates of Oaths for the Real and Personal Property Books**

Please provide the County Commission with a description of your request or presentation, including any background information:
County Commission will sign the certificates which will be certifying that they have inspected the books and all corrections to valuations have been made

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*):

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

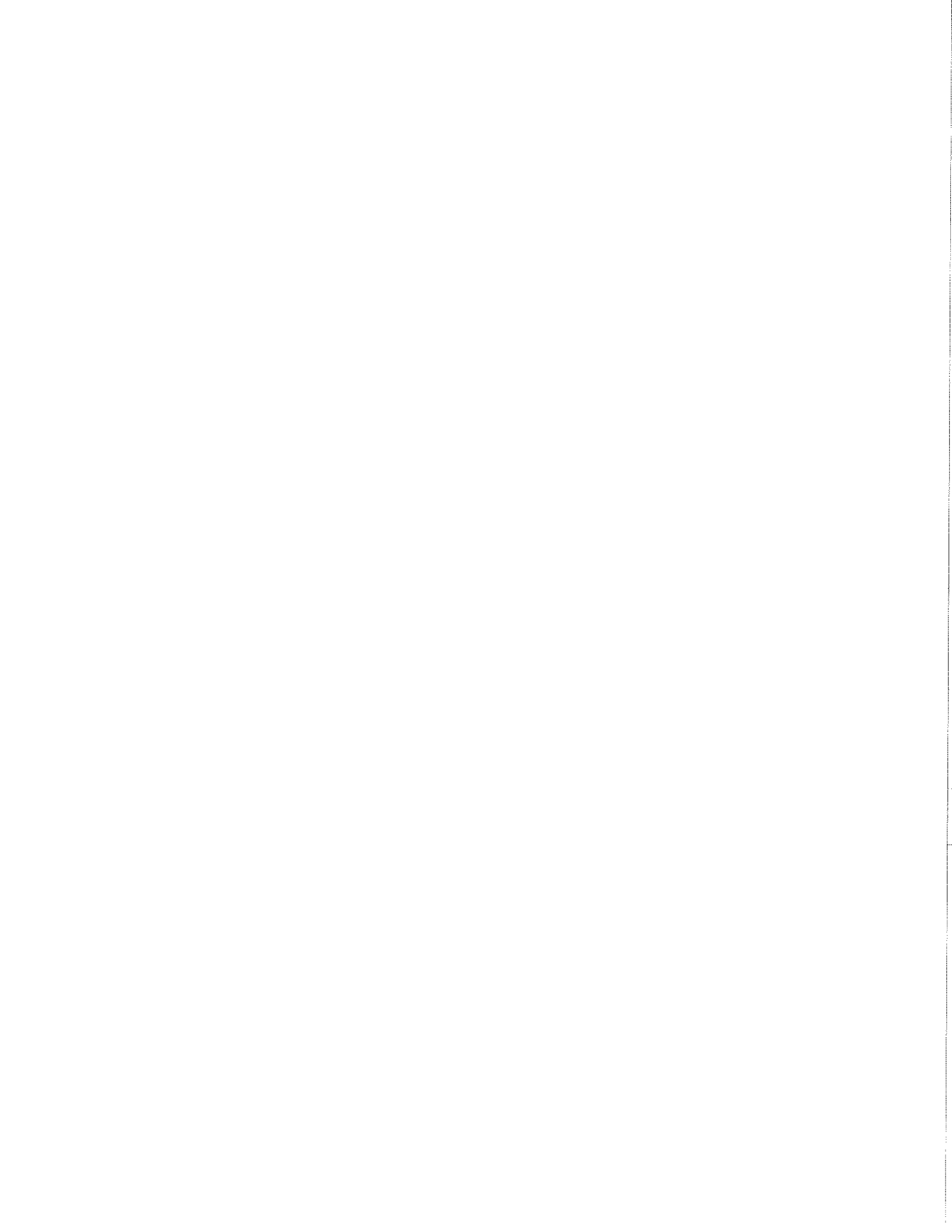
Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter H. Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: May 29, 2014

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

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information: Deputy Phoebe Leber tendered her resignation effective March 21st. I intend to hire Joseph Grantham to fill the budgeted vacancy effective June 16th. The starting salary is less than what Deputy Leber was making, therefore it will equate to a savings within my already approved 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 hire of Joseph Grantham to the position of Deputy.

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: pdougherty@icsdwv.com Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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JEFFERSON COUNTY

Personnel Requisition

Department Name JCSO Date 5/6/14 Date Needed 6/16/2014

Job Title Deputy Sheriff Salary 41,300 Criminal History Check Yes No

Suggested Recruitment Source(s) _____

Applicants Interviewed By _____ Position Reports To _____

Minimum Education Required _____

Minimum Experience Required _____

Job Duties _____

Budget Information

Addition Replacement Explain or For Whom Phoebe Leber (46,125)

Position Budgeted Yes No Proposed Salary 41,300 Date of Hire 6/16/14

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

Safety/Security _____ Hours Per Week 40

Approvals

Elected Official Approval Peter A. Dugherdy Date 5/6/14

Department Head Approval _____ Date _____

County Commission Approval _____ Date _____

Comments _____

AGENDA REQUEST FORM
www.jeffersoncountynv.gov



Name: Peter H. Dougherty

Department or Organization: ICSO

Estimation of amount of time needed for appointment: 5 minutes

Date Requested - 1st Choice: Next Available May 15 2014
If a specific date is needed, please provide reason for specific date:

Date Requested - 2nd Choice:

Subject (Wording to be placed on agenda): Bailiff

Please provide the County Commission with a description of your request or presentation, including any background information:
Rob Amick is currently an approved Trip Guard, I am seeking favorable consideration to add him to the approved Bailiff's list to increase the number of individuals available to call upon to provide the needed coverage. This addition will not change effect the 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 hire of Rob Amick for the position of Bailiff.

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: pdougherty@icsdvw.com Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/COMMENTS

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter H. Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **As soon as possible**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

*Satisfy from
action taken on
May 1, 2014*

Subject (*Wording to be placed on agenda*): **Grant approval for signatures**

Please provide the County Commission with a description of your request or presentation, including any background information: **I am requesting that the Commission Authorize the President to sign a Homeland Security Grant in the amount of \$220,000. The grant will be used to purchased ruggedized tablets, carrying cases and warranty for all Jefferson County Law Enforcement Officers and 25 docking stations for the Jefferson County Sheriff's Office.**

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 authorize the Commission President to sign the Homeland Security Grant in the amount of \$220,000 when available.**

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: pdougherty@icsdvw.com Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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

ITEMIZATION OF FUNDS BY CATEGORY
PAGE 3-2
(EQUIPMENT ONLY)

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<u>Equipment: (Itemized List)</u> <u>Equipment</u>			
Panasonic Toughpad™ FZ-G1 Windows® 8 tablet with protective strap and warranty			
AEL#: 04HW-01-HHCD			
Price per Unit: \$2373.00 Quantity: 82		194,586.00	
Havis Shield Docking Station for Panasonic Toughpad FZ-G1			
AEL#: 04HW-01-INHW			
Price per Unit: \$1016.56 Quantity: 25		25414.00	
Total		220,000.00	

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



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Kellie S. Boles and Gary Hornbaker

Department or Organization: **Blue Ridge Cattlemens Association**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **May 15th, 2014**

If a specific date is needed, please provide reason for specific date: **The event is scheduled for June 12, 2014-a delay beyond the May 15th meeting would not allow ample time for promotion, planning and execution.**

Date Requested – 2nd Choice: NA

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

Request to hold "Beef for Father's Day Promotion" on the grounds of the Jefferson County Courthouse

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

On this Father's Day, we in the beef industry would like to remind fathers and their families about the importance of eating a balanced and varied diet, eating all choices in moderation and getting plenty of exercise. These are the keys to living a long and healthy life. What better way to celebrate our fathers and a healthy lifestyle than a Beef for Father's Day event that also brings together our community to support local farmers.

The Blue Ridge Cattlemen's Association is a non-profit organization of beef producers that represents cattlemen and women who raise cattle in Jefferson, West Virginia and Loudoun, Clarke, and Fauquier, Virginia. The Association strives to promote understanding and cooperation in the region and in the overarching cattle industries in West Virginia and Virginia, for the common interests of both producers and consumers. The Association coordinates and arranges educational meetings, tours, and promotional activities in an effort to foster goodwill and communication in and for the cattle industry.

The Blue Ridge Cattlemen's Association, in a joint effort with the West Virginia Department of Agriculture, and the West Virginia Beef Industry Council are requesting permission to host a Beef for Father's Day promotion on June 12, 2014. The promotion will consist of on-site grilling of hamburgers from beef raised on local farms. The public is invited to attend and enjoy complimentary samples of burgers and side dishes while learning about the beef cattle industry in the region. The event is expecting to run from 11AM-1PM in Charles Town. For maximum participation and visibility, we would prefer to use the green space in front of and beside the Jefferson County Courthouse. If the Courthouse space is unavailable, we would like to request permission to setup in the grassy area on the 100 block of South Samuel Street adjacent to the Hunter House.

Is this a funding request? Y/N NO

If so, how much? \$ NA

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 that that the Blue Ridge Cattlemens Association, the West Virginia Department of Agriculture and the West Virginia Beef Industry Council are permitted to hold a "Beef for Father's Day" promotion to promote local farm products on June 12, 2014 from 11AM-1PM on the grounds of the Jefferson County Courthouse.

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: kellie.boles@loudoun.gov or gary.hornbaker@loudoun.gov Phone Number: 240-367-5038 or 703-431-2314

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>
not applicable

BLUE RIDGE CATTLEMENS ASSOCIATION

Jefferson County Commission
c/o Walt Pellish, President
124 East Washington Street
Charles Town, WV 25414

Received

MAY 02 2014

Jefferson County Commission

Dear President Pellish and County Commissioners:

On this Father's Day, we in the beef industry would like to remind fathers and their families about the importance of eating a balanced and varied diet, eating all choices in moderation and getting plenty of exercise. These are the keys to living a long and healthy life. What better way to celebrate our fathers and a healthy lifestyle than a *Beef for Father's Day* event that also brings together our community to support local farmers.

The Blue Ridge Cattlemen's Association is a non-profit organization of beef producers that represents cattlemen and women who raise cattle in Jefferson, West Virginia and Loudoun, Clarke, and Fauquier, Virginia. The Association strives to promote understanding and cooperation in the region and in the overarching cattle industries in West Virginia and Virginia, for the common interests of both producers and consumers. The Association coordinates and arranges educational meetings, tours, and promotional activities in an effort to foster goodwill and communication in and for the cattle industry.

The Blue Ridge Cattlemen's Association, in a joint effort with the West Virginia Department of Agriculture, and the West Virginia Beef Industry Council are requesting permission to host a *Beef for Father's Day* promotion on June 12, 2014. The promotion will consist of on-site grilling of hamburgers from beef raised on local farms. The public is invited to attend and enjoy complimentary samples of burgers and side dishes while learning about the beef cattle industry in the region. The event is expecting to run from 11AM-1PM in Charles Town. For maximum participation and visibility, we would prefer to use the green space in front of and beside the Jefferson County Courthouse. If the Courthouse space is unavailable, we would like to request permission to setup in the grassy area on the 100 block of South Charles Street adjacent to the Hunter House.

Thank you for your consideration of this event. If you would like me to attend a public meeting to formally make this request I will gladly do so. If you have any questions, please do not hesitate to contact me, 703/777-5427 or Gary.Hornbaker@loudoun.gov.

Sincerely,



Gary Hornbaker, Secretary/Treasurer
Blue Ridge Cattlemens Association

cc Jane Tabb, Vice President Jefferson County Commission



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: May 15, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Jefferson County Community Criminal Justice Board for two (2) three-year terms ending March 18, 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*):

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, May 15, 2014, or as soon thereafter as the Commission may decide:

**Jefferson County Community Criminal Justice Board - two (2)
three-year terms ending March 18, 2017**

Per West Virginia State Code 62-11C-6: These vacancies must be filled by "two members who can represent organizations or programs advocating for the rights of victims of crimes with preference given to organizations or programs advocating for the rights of victims of the crimes of domestic violence or driving under the influence."

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 no later than 12:00 pm on the Monday before the proposed appointment date.

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

April 23, April 30, and May 7, 2014

THANKS - JEFFERSON COUNTY COMMISSION



**HOPE
&
EMPOWERMENT
FOR
OVER
30
YEARS**

24-Hour Hotline

**Emergency
Shelter**

**Comprehensive
Case
Management
For Shelter
Clients**

**Specialized
support &
advocacy
services**

**Crisis & Goal
Oriented
professional
counseling**

**Preventive
programs for
schools**

Support Groups

**Community
Education**

**Agency
In-Services**

**Information &
Resource Center**



**24 HOUR HOTLINE:
(304)263-8292**

**Berkeley County Outreach Office
263-8522
Jefferson County Outreach Office
725-7080
Morgan County Outreach Office
258-1078**

236 W. Martin St., Martinsburg, WV 25401

May 8, 2014

Ralph Lorenzetti
President, Board of Directors
Berkeley Jefferson Day Report Center
406 South Raleigh Street
Martinsburg, WV 25401

Dear Ralph and Members of the Board:

Effective immediately, I am resigning as a board member of the Berkeley Jefferson Day Report Center. Since the inception of the Day Report Center, in the Eastern Panhandle, I have served on the board. I have appreciated the opportunity to serve and work with each of you.

As the Board moves in a new direction, I believe my time could be better served in other endeavors focusing on victim services. I wish the Day Report Center the best in its future endeavors and much success to the board.

Sincerely,

Ann Smith,
Executive Director
Shenandoah Women's Center, Inc.

CC: Nick Leftwich, Criminal Justice Specialist III
WV Division of Justice and Community Services
Ronda Eddy, Executive Director,
Berkeley/Jefferson Day Report Center



891 Auto Parts Place Box 136

Martinsburg, WV 25403

304 267 4474

866-332-2906 (fax)

www.comnav.org

ending violence...one home at a time

Federal Tax Identification Number: 55-0751906

April 9, 2014

Ms. Jessica Carroll
Executive Administrative Assistant
Jefferson County Commission
124 E. Washington St.
P. O. Box 250
Charles Town, WV 25414

Dear Ms. Carroll;

Please be advised of my intention to continue serving on the
Community Criminal Justice Board for another term.

Do not hesitate to contact me should you have questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn Zdziera". The signature is written in a cursive, flowing style.

Carolyn Zdziera
Executive Director

725 7916
Jessica Carroll

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Carolyn Zdziera

Home Telephone Number: 540 327 7849

Work Address: 891 Auto Parts Pl. Box 136, Martinsburg, WV
25423

Work Phone Number: 304-962-4424

Mobile Phone Number: Same

E-mail Address: CZdziera@msn.com

Party Affiliation: (Building Commission applicants only) _____

Occupation: Executive Director

Education: High School St. Stephen

College Towson Univ.

Trade/Business School _____

- Are you a United States citizen? Yes No
- Are you a West Virginia resident? Yes No
- Are you a resident of Jefferson County? Yes No

Address: 315 Patrick Henry Way
Charles Town, WV 25414

Magisterial District: _____

- Are you a Jefferson County registered voter? Yes No

Do you pay personal property tax?

Yes X No

List Qualifications for this Position:

Original member of D.C. Board, Secretary 2010-11
Director, BIPPS Program 2005-Present

Organization Memberships and Positions Held : _____

Please list any felonies, convictions or convictions of moral turpitude or any other offenses to reflect poorly on Jefferson County. N/A

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment.

Signature: Carolyn J. Zyzia Date: 4/9/14

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: May 15, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Jefferson County Development Authority Board for two (2) three-year terms ending April 5, 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*):

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, May 15, 2014, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board - two (2) 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 by 12:00 p.m. the Monday before the scheduled appointment.

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

April 23 and April 30, 2014

THANKS - JEFFERSON COUNTY COMMISSION

DEVELOPMENT AUTHORITY

updated
4/30/14

Howard Mills
P.O. Box T
Shepherdstown, WV 25443
h: 876-6860
hgmills@citlink.net
3 years 4/5/2017
Represents: SHEPHERDSTOWN

C.C. Hammann
984 Morgan Grove Road
Shepherdstown, WV 25443
h: 876-2386
oldfibre@frontiernet.net
3 years 4/5/2017

Annette Gavin
87 Swearingen Way
Shepherdstown, WV 25443
c: 304-279-3637
Annette.gavin@pngaming.com
3 years 4/5/2017

Mark Dyck
301 N. Mildred Street, Suite 1
Charles Town, WV 25414
w: 725-8456
mdyck@whga.com
3 years 4/5/2014

James Tolbert (**RESIGNED - VACANT**)
P.O. Box 651
Charles Town, WV 25414
725-7852
jtolber@frontiernet.net
3 years 4/5/2014

Joshua Householder
P. O. Box 1411
Charles Town, WV 25414
office: BCT cell: 304-283-7664
jhouseholder@mybct.com
3 years 4/5/2015

Ann Paonessa
536 Mildred Street
Charles Town, WV 25414
3 years 4/5/2015
Represents: CHARLES TOWN

Eric Lewis
P.O. Box J
Shepherdstown, WV 25443
h: 304-876-2124
w: 304-728-6877
c: 304-279-6574
ejlewis@oll-cpas.com
3 years 4/5/2015

Michael Chapman
P.O. Box 184
Rippon WV 25441
c:304-279-6297
p: 304-728-5804 MCHAPMAN@royalvendors.com
3Years 4/5/2015

Debra Hovatter
309 Morning Calm Lane
Harpers Ferry, WV 25425
H: 304-876-6276
c: 304-216-5835 hovatter5104@comcast.net
3 years 4/5/2015

Charles Ellison
P.O. Box 837
Ranson, WV 25438
p: 304-728-2030
e:Ellison_4@yahoo.com
3 years 4/5/2016 (Espinosa resigned 1/13)

Helen Dettmer
52 Carter Lane
Harpers Ferry, WV 25425
3 years 4/5/2016
Represents: BOLIVAR

P. David Mills
312 S. Mildred Street
Ranson, WV 25438
w: 725-1010
pdmills@aol.com
3 years 4/5/2016
Represents: RANSON

Shelli Dronsfield
PO Box 3084
Shepherdstown, WV 25443
w: 304-876-5107
m: 240-291-8799
michelledronsfield@yahoo.com
3 years 4/5/2016

Harry T. Wilkins
142 Sheriden Drive
Charles Town, WV 25414
w: 304-724-3722
m: 410-746-5375
jwilkins@apus.edu
3 years 4/5/2016

David L. Marshall
535 Burleson Lane
Berryville, VA 22611
w: 304-261-5984
3 years 4/5/2016

Lyle C. Tabb, IV
695 Old Leetown Pike
Kearneysville, WV 25430
c: 304-582-9396
w: 304-725-4068
lyletabb@hotmail.com
3 years 4/5/2016

Karan Townsend
PO Box 1412
Harpers Ferry, WV 25425
3 years 4/5/2016
Represents: HARPERS FERRY

Walt Pellish
COUNTY COMMISSIONER

Scott Sudduth
1052 N. Childs Road
Kearneysville, WV 25430
724-5141
scott.sudduth@ucdc.edu
Jefferson County Board of Education Liaison

Gary Kable
133 Captain Kime Drive
Charles Town, WV 25414
725-5108
kfoto@frontiernet.net
Jefferson County Board of Education Liaison - Alternate

DEVELOPMENT AUTHORITY

John Reisenweber
Executive Director, Development Authority
P.O. Box 237
Charles Town, WV 25414
28-3255 fax# 725-3133

§7-12-3

WILLIAM W. MCLEOD

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

WM.MCLEOD@YMAIL.COM

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

April 10, 2014

Dear Respective Jefferson County Commissioner:

I am writing to you to ask you to be appointed to the Jefferson County Development Authority.

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

Through numerous opportunities, including the Jefferson Planning Commission, community led workshops, and the Envision Jefferson 2035 Steering Committee, I have been able to gain both a breadth of the numerous planning and development issues facing Jefferson County. Likewise, I have also been actively 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 opportunity to continue to serve the Commissioners and the County residents.

Respectfully Yours,

William W. McLeod
Shepherdstown, WV

WILLIAM W. MCLEOD

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

WM.MCLEOD@YMAIL.COM

Objective: To provide effective, result oriented leadership in the development, facilitation, and delivery of respective programming that both advances an awareness of an organizational mission, purpose, and role within a set community, but also addresses fundraising desires for increased philanthropic investment within the organization and respective programming

**Organizational Communications Executive
Over 15 years combined nonprofit
and
profit experience**

**Community Affairs Specialist · Marketing Strategist · Planner ·
Visionary · Designer**

QUALIFICATION SUMMRY

- Expertise in the creation, direction, and implementation of diverse organizational communication strategies targeting select audiences
- Seasoned researcher and analyst of socioeconomic trends and markets
- Direct experience in producing, coordinating, and delivering organizational community outreach programming, including special events, on going speakers' bureau, and participation in trade shows
- Measureable success in organizational fundraising, including grant writing, and leveraging/nurturing of public-private partnerships
- Strong working relationships both internally with peers, members of committees, and Executive Boards, but also externally with community stakeholders, including politicians, media, and press
- Familiarity, and experience in product brand management from conception to incubation to launching to placement to refinement

PROFESSIONAL EXPERIENCE

PRINCIPAL · DESIGN GROUP AT KENTLANDS · SHEPHERDSTOWN, WEST VIRGINIA

Designer of site - specific landscape design strategies, solutions, and installations.

MARKETER - COSTCO WHOLESALE · EVERETT, MASSACHUSETTS

Developer of organizational marketing, communications, and membership development to this national wholesaler

PROJECT MANAGER - PEMBROKE AND SPEARS · SEATTLE, WASHINGTON

Contractor responsible for investor relations - public affairs for Internet startups, membership based organizations, and grassroots crusades

**RELATIONSHIP OFFICER · BANK OF AMERICA · WASHINGTON MUTUAL BANK · KEYBANK ·
SEATTLE, WASHINGTON**

Relationship builder, manager, and partner of diverse relationships comprised of high net worth individuals, business startups, and civic organizations

MARKETING STRATEGIST · CLEVELAND, OHIO

Researcher, author, and coordinator of business, marketing, and communication plans

**MARKETING COORDINATOR · TREMONT WEST DEVELOPMENT CORP · OHIO CITY DEVELOPMENT CORP · CLEVELAND,
OHIO**

Collaborator and steward in the devising and implementation of marketing and communication plans, organizational long - range strategizing, and organizational fundraising campaigns

WILLIAM W. MCLEOD CONT

COMMUNITY AFFAIRS REPRESENTATIVE · NORTH COAST HARBOR INC · CLEVELAND, OHIO

Researcher, designer, and strategist in the development of the organization's strategic marketing plan and overall communication plan for this quasi - public civic organization responsible for the redevelopment and transformation of Cleveland's industrial waterfront from commercial to accessible public open space

COMMUNITY INVOLVEMENT

My interests revolve around community open space, the natural environment, equitable community planning, the Arts, and related community activism. I am a proactive, energized, community leader. My Civic involvements and volunteerism allows me to serve on Executive Boards, manage sub committees, recruit volunteers and assist organizations in their fundraising efforts. Furthermore, these appointments permit me the opportunity to utilize and exercise diverse communications, draft, author, and steward of written policy, make presentations, conduct hearings, perform problem identification-resolution, negotiation, and bring about consensus building - arbitration skills

COMMISSIONER · JEFFERSON PLANNING COMMISSION · JEFFERSON COUNTY, WEST VIRGINIA
MEMBER · ENVISION JEFFERSON 2035 · JEFFERSON COUNTY, WEST VIRGINIA
TREASURER · MOUNTAIN LAUREL GARDEN CLUB · BERKELEY COUNTY, WEST VIRGINIA
1ST VICE PRESIDENT (PAST) · KNOX SCHOOL ALUMNI ASSOCIATION · SAINT JAMES, NEW YORK
CHAIRMAN (PAST) · WINCHESTER CONSERVATION COMMISSION · WINCHESTER, MASSACHUSETTS
MEMBER (PAST) · MASSACHUSETTS ASSOCIATION OF CONSERVATION COMMISSIONERS
MEMBER AT LARGE (PAST) · SEATTLE SOUND TRANSIT · SEATTLE, WASHINGTON
COMMUNITY ACTIVIST · LINCOLN PARK REVITALIZATION · CLEVELAND, OHIO
COMMUNITY ORGANIZER · CLEVELAND, SEATTLE, BOSTON, WASHINGTON DC

FORMAL EDUCATION – PROFESSIONAL TRAINING

HARVARD GRADUATE SCHOOL OF DESIGN · CAMBRIDGE, MASSACHUSETTS · CERTIFICATE (PLANNING, AND LANDSCAPE ARCHITECTURE)
CLEVELAND STATE UNIVERSITY · CLEVELAND, OHIO · B.B.A (MARKETING AND FINANCE)
EDMONDS COMMUNITY COLLEGE · LYNNWOOD, WASHINGTON · A.T.A (ORNAMENTAL HORTICULTURE · LANDSCAPE DESIGN)

FUNDRAISING: Donor and sponsorship solicitation
GRANT DEVELOPMENT: Identification, Petitioning, Writing, and Administrating
SPECIAL EVENT PLANNING: Creation, and Coordination
LEADERSHIP DEVELOPMENT: Team creation, Consensus building, and Group facilitation
BRAND MANAGEMENT: Product positioning, support, and servicing
MARKET RESEARCH: Surveying, Data collection, and Analysis
CONSUMER, COMMERCIAL AND PRIVATE BANKING: Credit Lending, Underwriting, and Cash Management
GEOGRAPHIC INFORMATION SYSTEMS
COMPUTER AIDED DESIGN: AUTOCAD 2012
MICROSOFT OFFICE: WORD, EXCEL, POWER POINT, AND ACCESS

Delivered by Hand

May 2, 2014

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

Dear Mr. Pellish:

I am writing to express my interest in serving on the Jefferson County Development Authority Board of Directors.

I believe that my professional experience, community involvement, and ties to the Jefferson County community would be an asset to the Jefferson County Development Authority.

Attached is my resume for your review.

Thank you for your consideration. If you have any questions, please do not hesitate to contact me at 304-433-5000.

Sincerely,

R. Michael Shepp

mshopp@appalachiansurveyspllc.com

R. Michael Shepp, PS
PO Box 1162
Shepherdstown, WV 25443

Education

A.B. Applied Mathematics, Brown University, Providence, RI, 1972

Michael has obtained numerous Professional Development Hours including but not exclusive of various aspects of civil engineering; boundary law; Boundary Control and Legal Principles; Evidence and Procedures for Boundary Location; Resolving Conflicting Evidence; GPS; GIS; FEMA Floodplain standards; and Zoning Law in West Virginia and has participated numerous times in the West Virginia Board of Professional Surveyors examination development workshop. He has obtained Professional Development Hours in Site Evaluation Planning and Development at The Harvard University Graduate School of Design, Office of Special Programs. Michael has had extensive training in project management. He has attended the "minor engineering" courses offered by Anne Arundel Community College, Arnold, MD as continuing education in Stormwater Management and Design; Sediment Control, Road Grade and Street Design; and Urban Storm Drainage and Practice.

He is currently serving as a Member of the West Virginia Board of Professional Surveyors.

Employment History:

1972-1974 Topographic Data Control, Boulder, CO
1974-1976 Greenway Engineering, Winchester, VA
1976-1979 John Kusner & Associates, Harpers Ferry, WV
1979-1999 Appalachian Surveys, Inc. President
1999-2003 Appalachian Surveys of West Virginia, LLC, General Manager
2003-2004 Arcadia Building Company, Director of Engineering and Planning
2004-2010 Dewberry & Davis, Senior Vice President
2010-2013 Appalachian Surveys, PLLC, Managing Member
2013-2014 Semi-retired, employed part-time by Appalachian Surveys, PLLC (no longer an owner)

Experience:

Michael has 40 years of broad and varied experience in surveying, site development and project management. His early experience immediately out of college was in the western United States. Since 1976 he has worked primarily in the eastern panhandle of West Virginia. He is experienced in boundary retracements, city lot surveying, subdivisions, site plans, ALTA Land Title Surveys, control surveys, and topographic mapping. Michael has been qualified and has served as an expert witness for the U.S. Attorney's Office and the Jefferson County Prosecuting

Attorney. He is a recognized and experienced zoning and land use expert, and for 37 years has represented many clients at various planning commission meetings.

Mike has obtained numerous Professional Development Hours including but not exclusive of various aspects of civil engineering; boundary law; Boundary Control and Legal Principles; Evidence and Procedures for Boundary Location; Resolving Conflicting Evidence; GPS; GIS; and FEMA Floodplain standards; and Zoning Law in West Virginia and has participated numerous times in the West Virginia Board of Professional Surveyors examination development workshop. He has obtained Professional Development Hours in Site Evaluation Planning and Development at The Harvard University Graduate School of Design, Office of Special Programs. Mike has had extensive training in project management. He has attended the "minor engineering" courses offered by Anne Arundel Community College, Arnold, MD as continuing education in Stormwater Management and Design; Sediment Control, Road Grade and Street Design; and Urban Storm Drainage and Practice.

Active Registration:

Professional Licensed Land Surveyor - West Virginia

Professional Associations:

West Virginia Society of Professional Surveyors
National Society of Professional Surveyors
Surveyor's Historical Society
West Virginia Surveyor's Historical Society

Offices Held:

Member West Virginia Board of Professional Surveyors 2010-Present
President - West Virginia Society of Professional Surveyors 1995-1996
Board of Directors - West Virginia Society of Professional Surveyors 1996-1999
Peer Review Committee - West Virginia Society of Professional Surveyors
President - Eastern Panhandle Chapter West Virginia Society of Professional Surveyors
Board of Governors - National Society of Professional Surveyors 1999-2001
Jefferson County Surveyor

Honors and Civic Activities:

Charles Town Rotary (1989-2010), Charter Member, President 1994-1995; Winner of Paul Harris Award
Jefferson County Chamber of Commerce: Past Board Member and Past President

West Virginia Surveyor of the Year 1996 and 2012
Charles Town Rotarian of the Year 1994-1995
Jefferson County Council on Aging, Board Member (2011-2015)
Old Opera House, Board Member (2003- 2006 and 2013-2017) Past President
Friends of the NCTC, Board Member

Michael is married to Dr. Janet W. Olcott and resides just outside of Shepherdstown, WV with their 20 miniature horses, Michael's mule, Janet's halflinger, a llama, a goat, two dogs and two cats.

Andrew C. Skinner
8 Greenbriar Circle
Charles Town, West Virginia 25414

Debbie Keyser
County Administrator, Jefferson County West Virginia
124 East Washington Street
Charles Town, West Virginia 25414

May 7, 2014

Dear Ms. Keyser,

I am interested in serving on the Jefferson County Development Authority Board of Directors. Enclosed please find a copy of my resume. I ask that you forward this to the County Commission for its consideration.

Thank you.

Sincerely,



Andrew C. Skinner

**ANDREW C. SKINNER
8 GREENBRIAR CIRCLE
CHARLES TOWN, WV 25414**

EMPLOYMENT

President and Co-Owner since 2007; Associate from 2003-2007
Skinner Law Firm, Charles Town, WV 25414

Law firm with 4 full-time lawyers and 11 total employees. Skinner Law Firm focuses primarily on litigation, representing individuals who have been injured or wronged.

Associate from 2000-2003

Skadden Arps Slate Meagher & Flom, Chicago, Illinois

International law firm with nearly 2,000 lawyers. Focused primarily on products liability litigation, serving as national counsel for large companies.

Army Officer

- Active Duty 1992-1996 (Ft. Hood, TX; Vicenza, Italy)
- National Guard and Reserve since 1996 (Texas; Tazsar, Hungary; Illinois; Wisconsin; Maryland)

-Served as tank platoon leader and tank company executive officer;

-Became a logistician and served in truck company, movement control unit, basic training unit, logistics headquarters units, and training units.

-Currently serving as an instructor of a graduate-level 10 month-long Command and General Staff School, teaching leadership, military history, doctrine, and operations.

-Current rank: Lieutenant Colonel

EDUCATION

College of William and Mary – BA – Economics 1992

University of Texas at Austin – JD – 1999

COMMUNITY INVOLVEMENT

Creator and Director, Leadership Jefferson since 2006

Board Member, Jefferson County Chamber of Commerce since 2009

Board Member, West Virginia Association for Justice since 2012

Soccer Coach, Jefferson County Youth Soccer League since 2012

Member, Committee on Pattern Jury Instructions, appointed by West Virginia Supreme Court of Appeals in 2013

Alumni, Leadership Georgetown, Georgetown, Texas in 1998

ANDREW C. SKINNER

OTHER BUSINESS INTERESTS

Co-owner of company with rental properties, including 115 E. Washington Street and 201 E. Washington Street (The Tate House) in Charles Town and one residential duplex in Charleston, West Virginia

Spouse Kathy Skinner owns Skipper's Downtown Dips and Deli, a sandwich and ice cream shop in downtown Charles Town

OTHER INTERESTS

Designed and built a cabin in Pendleton County, West Virginia

Terry L. Walker
10179 Leetown Rd
Kearneysville WV 25430

April 30, 2014

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

Dear Mr. Pellish:

I am writing to express my interest in serving on the Jefferson County Development Authority Board of Directors.

I believe that my professional experience, community involvement, and ties to the Jefferson County community would be an asset to the Jefferson County Development Authority.

Thank you for your consideration. If you have any questions, please do not hesitate to contact me at 304-279-9299 or teamwithterry@gmail.com.

Sincerely,

Terry L. Walker

Terry L. Walker
10179 Leetown Rd
Kearneysville WV 25430

Qualifications: Excellent communication skills demonstrated by ability to work with people of diverse backgrounds. Listen to determine needs of clients before offering a solution.

Experienced in providing written and oral presentations.
Resourceful and committed. Versatile and adaptable.

Highly competitive, self-starter who is organized, disciplined, and goal oriented.

Education: Bachelor of Science Degree in Business Administration and Marketing; **Salem University, Salem West Virginia**
Graduate May, 1980
Graduate of **Jefferson High School**

Experience: **Roadway Express**, Incorporated; Akron, Ohio.
1983 to 2005 Sales Representative – Responsible for all sales and marketing, Logistics services.
Terminal Manager – Responsible for the entire facility, including:
-financial planning -cost control
-marketing -personnel
-government agencies -freight forwarders
-banks -regional warehouses

2005 to present **Coldwell Banker Premier Homes**, Shepherdstown WV
Real Estate Agent licensed in WV and VA, National Association of Real Estate, Eastern Panhandle Board of Realtors

Jefferson County BOE, Jefferson County WV
Professional Substitute Teacher for K5 thru 12

Special Interests: Hobbies include bicycling, golf, basketball and traveling. Interest Also include missions, service organizations and community service.

References: Available upon request.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tim Stanton, Finance Director

Department or Organization: County Commission








Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: May 15, 2014

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

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

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

-  Finance Summary
-  FY14 Revenue and Expenditures Projections
-  WV State Auditor's Office Consideration of increase salaries of County Officials
-  FY14 State Budget Revision #27
-  FY14 Internal Budget Revision #12 Assessor's Office
-  FY14 Internal Budget Revision #13 Circuit Clerk's Office
-  Hotel/Motel Distribution

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

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 accept State Budget Revision number 27
- Motion to accept Internal Budget Revision number 12
- Motion to accept Internal Budget Revision number 13
- Motion to amend, effective July 1, 2014, the Hotel Motel Occupancy Tax disbursements in the following manner. 50.00% of the receipts received to be disbursed to the Visitors Bureau, 2.00% disbursed to Arts and Humanities, 2.96% disbursed to Historical Landmarks Commission, 45.04% disbursed to Parks and Recreation.

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

Director of Finance Summary

May 15, 2014

As of May 7, 2014 the cash balance in the General Fund is \$3,455,328 and Capital Outlay is \$4,775,376. The cash balance in the General Fund is consistent with cash flow projections. It is expected the cash balance in the first quarter of FY15 will be consistent with the level of cash during FY14 or perhaps \$200,000 less than FY14 balances. Since the County experienced cash flow issues during the first quarter of FY14 the County can expect the same cash flow issues in FY15.

Currently the FY14 budget reflects a budget deficit of \$914,213. This budget deficit is the difference between the fund balance rolled forward of \$3,114,613 and the contingency reserve of \$2,200,400 ($\$3,114,613 - \$2,200,400 = \$914,213$). It is important for cash flow purposes that this deficit not be allowed to occur or there will be a more significant cash flow issue then mentioned in the first paragraph. The attached report shows revenue and expenditures at the object code level or by subject matter for the General Fund with all the departments being consolidated into one report. The report shows the FY14 budget; actual YTD revenue and expenditures as of April 30, 2014; the variance of actual receipts and expenditures YTD as compared to the budget; the percentage received or expended of the budget; projections or forecast as of June 30, 2014; and the variance of the projections as compared to the FY14 budget. As of May 7th the month of April has not been closed as a result the final April figures will be slightly different from the attached figures.

The above referenced report reflects that if the trend over the first ten months of the fiscal year continues over the remaining two months that overall revenue will come in as a deficit of \$158,694 and the expenditure side of the budget will have a \$1,312,479 favorable variance. When taking into consideration the \$914,213 deficit it is expected that based on actual projected results that the County could have a budget situation where expenditures do not exceed revenue if the expenditures are controlled over the last two months of this year. When compiling the same report as of March 31, 2014 it reflected a possible surplus budget of \$300,995. The same report as of April 30, 2014 reflects a possible surplus of \$219,571. It is currently not possible to update the report for the first week of May as financial reports can't be obtained from the ACS financial software until the prior month is closed.

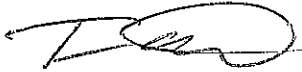
To confirm that over spending does not occur in the remaining seven weeks of the fiscal year the forecast model will be updated weekly as the system allows. If the model reflects an increased level of spending over the remaining seven weeks as compared to the first 45 weeks of the fiscal year then the County should take additional corrective action in the form of cost controls.

Attached is a seven page form from the State Auditor's Office titled Consideration of Increased Salaries of County Officials. This form will be used to determine which counties are eligible for salary increases of elected officials. The Auditor's Office has not released the criteria they are using to make that determination. On page six requires the signatures of the Commissioners.

Attached is budget revision number 27 which is to adjust the budget for a receipt and disbursement of a \$1,000 award from the United States Pony Club to be used to assist abused horses.

Attached are Internal Budget Revisions numbers 12 and 13. Budget revision number 12 is a request to move \$1,000 from Assessor's Repair of Equipment to Assessor's Contracted Services. Budget revision number 13 is a request from the Circuit Clerk to move funds within her expenditure lines. Neither of the above two budget requests changes the overall total of the expenditure budgets within their departments.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'T. Stanton', with a large, stylized flourish at the end.

Tim A. Stanton

FY14 Revenue and Expenditure Projections
 Compiled May 7, 2014

	FY14 budget	April as of 4/30/14	Variance (unfavorable)	% Rec'd/Exp	Projection 6/30/2014	Possible Savings
Revenue						
Fund Balance Roll Forward	3,114,613					
Taxes	11,737,159	11,126,662	(610,497)	94.80	11,550,369	(186,790)
Tax Penalties	306,500	259,932	(46,568)	84.81	311,918	5,418
Property Transfer	1,204,108	1,145,426	(58,682)	95.13	1,230,316	26,208
Gas/oil	20,000	5,294	(14,706)	26.47	38,000	18,000
Horse Racing	15,676	10,173	(5,503)	64.90	12,208	(3,468)
Wine Liquor	28,074	22,172	(5,902)	78.98	26,606	(1,468)
Hotel Occupancy	556,447	403,564	(152,883)	72.53	484,277	(72,170)
Decal fees	70	48	(22)	68.57	58	(12)
Bldg Permits	164,000	53,177	(110,823)	32.43	164,000	-
Misc Permits	112	102	(10)	91.07	122	10
Grants	146,196	165,381	19,185	113.12	165,381	19,185
Payment in lieu of taxes	9,949	9,949	-	100.00	9,949	-
Sheriff Service Process	18,000	13,075	(4,925)	72.64	15,690	(2,310)
Sheriff Earnings	29,593	20,046	(9,547)	67.74	24,055	(5,538)
Clerk Earnings	220,431	154,083	(66,348)	69.90	184,900	(35,531)
Circuit Clerk Earnings	72,754	53,685	(19,069)	73.79	64,422	(8,332)
Prosecuting Earnings	638	1,051	413	164.73	1,261	623
Accident reports	3,765	2,860	(905)	75.96	3,432	(333)
Map Sales	4,809	3,015	(1,794)	62.69	3,618	(1,191)
Rent	46,500	39,662	(6,838)	85.29	47,594	1,094
911 Fees	1,140,451	1,272,435	131,984	111.57	1,370,339	229,888
Franchise Agreements	396,641	300,200	(96,441)	75.69	396,641	-
IRP fees	10,744	6,859	(3,885)	63.84	8,231	(2,513)
Jail fees	100,594	85,651	(14,943)	85.15	85,651	(14,943)
Interest	17,052	11,910	(5,142)	69.85	14,292	(2,760)
Misc revenue	38	190	152	500.00	228	190
Sheriff Commission	11,915	11,738	(177)	98.51	14,086	2,171
Table Games	1,163,539	788,408	(375,131)	67.76	1,031,408	(132,131)
Video Lottery	3,303,301	2,657,064	(646,237)	80.44	3,281,106	(22,195)
Reimbursements	363,026	333,234	(29,792)	91.79	399,881	36,855
Trans from other funds	-	26,764	26,764	#DIV/0!	26,764	26,764
Concealed Weapons	-	1,625	1,625	#DIV/0!	1,950	1,950
General School Reimbursements	291,000	213,029	(77,971)	73.21	255,635	(35,365)
Trns Assessor Val fund	495,858	-	(495,858)	-	495,858	-
Total Revenue	24,993,553	19,198,464	(2,680,476)		21,720,246	(158,694)
Expenditures						
Salaries	10,017,282	8,223,575	1,793,707	82.09	9,718,770	298,512
FICA	741,087	609,677	131,410	82.27	731,612	9,475
Health Insurance	2,064,691	1,717,723	346,968	83.20	2,061,268	3,423
Retirement	1,318,170	1,106,553	211,617	83.95	1,327,864	(9,694)
Telephone	378,425	284,567	93,858	75.20	341,480	36,945
Printing	31,425	11,150	20,275	35.48	13,380	18,045
Utilities	293,200	260,803	32,397	88.95	312,964	(19,764)
Travel	72,579	37,423	35,156	51.56	44,908	27,671
Bldg Repairs	125,000	35,269	89,731	28.22	42,323	82,677
Equip Repairs	194,718	96,056	98,662	49.33	115,267	79,451
Auto Repairs	8,000	4,626	3,374	57.83	5,551	2,449

**WEST VIRGINIA STATE AUDITOR'S OFFICE
CONSIDERATION OF INCREASED SALARIES OF COUNTY OFFICIALS**

Jefferson County Commission
(enter the name of your county)

Introduction

#####

Section 1 - Salary Increase Information

Provide the cost associated with the salary increase utilizing the charts contained in §7-7-4. Employment tax increase (column B) is the amount of the increase in column A multiplied by the social security, Medicare, workers compensation and unemployment tax rates combined.

<u>Elected Positions</u>	<u>Column A</u> Salary Increase	<u>Column B</u> Employment Tax Increase	<u>Column C</u> County Fund from which the Salary is Paid (i.e. General County Fund)
County Commissioners (include all)	\$ 22,175	\$ 1,866	General Fund
Sheriff	\$ 5,386	\$ 453	General Fund
County Clerk	\$ 6,653	\$ 560	General Fund
Circuit Clerk	\$ 6,653	\$ 560	General Fund
Assessor	\$ 5,386	\$ 453	General Fund
Prosecuting Attorney	\$ 11,592	\$ 975	General Fund
Totals	\$ 57,845	\$ 4,867	
Total Amount of Funding Necessary to Provide Salary Increases	\$ 62,712		

Section 2 - Revenue and Cost Information

	June 30 2013	June 30 2014 <small>(as revised to date)</small>	June 30 2015
GENERAL COUNTY BUDGET INFORMATION			
Total Budgeted Revenue	\$ 25,953,866	\$ 24,993,553	\$ 24,291,508
Committed (#297)	0	0	0
Assigned (#298)	0	0	0
Unassigned (#299)	4,224,497	3,114,613	2,400,000
Federal Grants (#322)	60,000	140,000	80,000
State Grants (#323)	0	6,196	0
NET REVENUES	\$ 21,669,369	\$ 21,732,744	\$ 21,811,508

Total Budgeted Expenditures	\$ 25,953,866	\$ 24,993,553	\$ 24,291,508
Contingencies (#699)	0	2,200,400	2,189,000

	June 30 2013	April 30 2014
GENERAL COUNTY ACTUAL INFORMATION		
Total Actual Revenue (General County)	\$ 21,053,646	\$ 19,198,464
Total Actual Expenditures (General County)	\$ 22,138,656	\$ 18,250,541
Actual General County Fund Balances:		
Committed		
Unassigned	3,114,613	4,062,536

Section 3 - Liability and Liquidity Information

LIABILITY INFORMATION

Loan (bond/note/lease) obtained for: N/A
What fund is this payable from _____
Pay off balance 4/30/2014: _____
Amount to be paid between 7/1/14 & 6/30/15: _____
Principal and interest

Loan (bond/note/lease) obtained for: N/A
What fund is this payable from _____
Pay off balance 4/30/2014: _____
Amount to be paid between 7/1/14 & 6/30/15: _____
Principal and interest

Loan (bond/note/lease) obtained for: N/A
What fund is this payable from _____
Pay off balance 4/30/2014: _____
Amount to be paid between 7/1/14 & 6/30/15: _____
Principal and interest

Loan (bond/note/lease) obtained for: N/A
What fund is this payable from _____
Pay off balance 4/30/2014: _____
Amount to be paid between 7/1/14 & 6/30/15: _____
Principal and interest

Loan (bond/note/lease) obtained for: N/A
What fund is this payable from _____
Pay off balance 4/30/2014: _____
Amount to be paid between 7/1/14 & 6/30/15: _____
Principal and interest

Loan (bond/note/lease) obtained for: N/A
What fund is this payable from _____
Pay off balance 4/30/2014: _____
Amount to be paid between 7/1/14 & 6/30/15: _____
Principal and interest

Section 3 - Liability and Liquidity Information (Continued)

LIQUIDITY INFORMATION

Has Jefferson County had a concern regarding available cash to pay current bills within the past 24 months?
 YES
 NO

If yes, please explain:

Jefferson County had cash flow issues the first quarter of FY14. This was a result of fund balance being 13.66% of operating expenditures which is below acceptable benchmarks.

Has Jefferson County been more than 30 days past due on any payments within the past 24 months?
 YES
 NO

If yes, please explain:

An invoice in the amount of \$120,799 for liability insurance was paid one month late. Fire Department allocations for the first quarter were delayed three months. Other expenditures shifted to coal severance fund where appropriate.

What revenues are collected by Jefferson County that are restricted as to their use? (please list)

Hotel Occupancy	\$520,000
Federal Grants	\$80,000

Section 4 - Additional Information (Continued)

Does Jefferson County anticipate changes in revenues for the future? x YES
 NO

If yes, please explain:

From FY12 - FY14 Gaming revenue decreased \$1,296,203. In the FY15 budget it is planned for an additional reduction of \$100,000

Does Jefferson County anticipate changes in necessary expenditures for the future? YES
 x NO

If yes, please explain:

Please provide any additional information you deem prudent in determining the reasonableness and affordability of a salary increase for elected officials of Jefferson County.

In the 3rd quarter of FY14 the County reduced it's original FY14 budget by \$1,450,299. In preparing the FY15 budget an additional \$1,312,134 was reduced.

Section 5 - County Commission Attestation

We, the Jefferson County Commission, attest that the information provided herein is true and accurate to the best of our knowledge.

Signature
Commission President

Date

Signature
County Commissioner

Date

Signature
County Commissioner

Date

Signature
County Commissioner

Date

Signature
County Commissioner

Date

Section 6 - West Virginia State Auditor's Office Certification

_____ Based on the information provided, I certify Jefferson County Commission's fiscal condition appears sufficient to proceed with the increase in the salaries set forth in Section 1.

_____ Based on the information provided, I DO NOT certify Jefferson County Commission's fiscal condition appears sufficient to proceed with the increase in the salaries set forth in Section 1.

West Virginia State Auditor

Date

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
27
 REV. NO.
1 of 1
 PG. OF NO.

Jefferson County Commission
 GOVERNMENT ENTITY

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

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

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
382	Refunds/Reimbursements (External Sources)	363,026	1,000		364,026
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 1,000

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
716	Dog Warden/Humane Society	335,394	1,000		336,394
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 1,000

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 15th day of May 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 #27 to the General County Fund, a copy of which is entered as part of this record.

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

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

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

Walter Pellish, President
Jefferson County Commission

Budget Revision Summary

Budget Revision #27 of FY14

Accounts to increase are:

Reimbursements	001-382-MM-000	\$1,000
Dog Warden Professional Services Horses	001-716-02-223-001	\$1,000

\$1,000 award received from The United States Pony Club for care of neglected horses.

Jefferson County, West Virginia
 Department of Financial Management
 Budget Revision for Fiscal Year Ending June 30, 2014
 Internal Budget Revision
 IRB # 12

Narrative:

Assesor is requesting transfer of funds from equipment repair to contracted services.

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001-406-02-216-000	Assessor Repair of Equip	4,000	0	1,000	3,000
001-406-02-230-000	Assessor Contracted Services	3,000	1,000	0	4,000
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
Totals		7,000	1,000	1,000	7,000

IBR Prepared by: T Stanton

Approved by:(department head/elected): _____ Requested by Angela Banks
 Date: 4/24/2014

Reviewed by: Debbie Keyser Date: 5-7-14
 Debbie Keyser/County Administrator

Date Submitted to County Commisson: _____
 Date Approved: _____

Authorizing Signature: _____

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Tom Reilly, IT Consultant

Department or Organization: **County Commission**

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

Date Requested – 1st Choice: **May 15, 2014**

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

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

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

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

Is this a funding request? Y/N Click here to enter text.

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

Provide exact financial impact/request: Click here to enter text.

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

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

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

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

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

Contact information:

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Thomas Reilly- Information Technology Consultant

Department or Organization: Jefferson County IT

Estimation of amount of time needed for appointment: 5 Minutes

Date Requested – 1st Choice: May 15th, 2014

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

Date Requested – 2nd Choice: May 22, 2014

Subject (*Wording to be placed on agenda*): Selection and contract signature of the Storage Area Network

Please provide the County Commission with a description of your request or presentation, including any background information: Attached you will find the agreement for the Storage Area Network as presented April 3rd, 2014 to the County Commission. The project RFP was advertised and circulated to qualified vendors. Three responses were received and one vendor was selected.

Global Data Consultants	\$23,314.54	* Selected vendor meets hardware requirement and correlates to disaster recovery system.
Candoris Dell Partner	\$23,5420.00 to \$21,366.00	
Innovative Solutions	\$17,800.00	

Global Data has provided the correct SAN device and the price that is within budget.

Is this a funding request? Y/N YES, funding approved April 4th
If so, how much? \$23,314.54

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Approve and sign Storage Area Network agreement as per the Technology Presentation April 4th, 2014.

Attach supporting documents for request, or request may be denied.
If not attached, explain: Agreement attached.

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

Contact information:
Email address: treilly@jeffersoncountywv.org Phone Number: 304-876-1200

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



Jefferson County Commission
2014 Storage Area Network for JCECC_GDC

The logo for EMC², consisting of the letters "EMC" in a white serif font followed by a superscripted "2", all set against a solid blue rectangular background.



April 30, 2014

Thomas Reilly
Jefferson County Emergency Communications Center
124 E. Washington St.
Charlestown, WV 25414

Re: Storage Area Network (SAN) RFP

Dear Mr. Reilly,

Global Data Consultants, LLC ("GDC") would like to thank you for allowing us the opportunity to propose our EMC SAN solution to The Jefferson County Commission. For the past 18 years, GDC has been providing Pennsylvania, Maryland, West Virginia and Virginia companies with all areas of IT Support.

Our existing clients enjoy working with our service personnel for a multitude of reasons which include exceptional customer service, unparalleled technological excellence and the company's complete spectrum of IT Services. We have the capabilities to provide solutions that integrate networks, server systems, applications and VOIP telephony products.

Jefferson County's Account Manager is:

John Berry
Global Data Consultants, LLC
13200 Fountainhead Plaza
Hagerstown, MD 21740
301-302-6181
johnberry@gdcit.com

Thank you for reviewing our response for your Storage Area Network (SAN) RFP and we look forward to working with you in the future.

Sincerely,

John Berry

Firm Background

Vendor Information	
Company Name	Global Data Consultants, LLC
Address	13200 Fountainhead Plaza
City, State & Zip	Hagerstown, MD 21740

Primary Vendor Contacts	
Name and Title	John Berry, Account Manager
Address	13200 Fountainhead Plaza
City, State & Zip	Hagerstown, MD 21740
Phone	(301) 766-0690
Cell Phone	(301) 302-6181
Email	johnberry@gdcit.com

Company History

Global Data Consultants, LLC ("GDC") has been performing Information Technology Services for the past 18 years. The company was founded by Gregory Courtney in 1995 and is located in Hagerstown, Maryland, with two other offices in Chambersburg and Mechanicsburg Pennsylvania. We boast over 200 employees who have a sole focus: to deliver technical excellence on a daily basis for our clients. GDC has approximately 360 Small to Medium Sized Business and Enterprise Level clients that we interact with on a daily basis.

Solution Development and Support

GDC's service portfolio has evolved over the past 18 years to include a complete spectrum of Managed Information Technology Services. Our Services can be tailored to meet each client's technology needs. Our Small to Medium Sized Business team focuses on management of networks, server systems and onsite support for 350 customers in our service region. Our SMB Team is structured with a Service Manager at each support office, Senior Network Engineers and Desktop Technicians. Our Project Team provides the SMB Team with engineers who will oversee and implement new technologies without disrupting daily service deliverables of the SMB Team. Account Managers are coupled with the service team to ensure that the expectations of our clients are being met as we maintain a superior level of service. All of our service team personnel and account managers maintain the latest certifications through Barracuda, Microsoft, Apple, Cisco, Dell, VMware and other miscellaneous technology solutions. GDC believes in expanding our technician's technical prowess through training and certifications in order to better serve our clients.

Our Help Desk Services run 24 hours a day, seven days a week, 365 days per year. The Help Desk is strategically positioned to reduce costs in basic IT support needs. Our Help Desk is collocated between our corporate and satellite offices and is integrated into our SMB support team. Our help desk runs off of our VOIP integrated phone system which provides telecommunications for our tier 1 & tier 2 technicians using traditional handsets, soft phones and handhelds.

GDC provides
technical support,
anytime, anywhere
so you can focus
on your business.

When Jefferson County's business needs exceed what traditional third party software can do, GDC has a

Ownership Structure

staff of application development personnel that can build custom tailored applications that reside on your local server, the Internet or run as a stand-alone smartphone application. We specialize in the following technologies; mobile applications, customer relationship management software, website construction, database development and SharePoint integrations. Our Application development team has developed mobile applications and application systems that run global Fortune 500 companies as well.

Our Hosted Solutions provide clients with the ability to augment technical service needs that are too costly to maintain in house. These technical services can include tailored cloud solutions, offsite back-up systems, e-mail filtering services, email hosting, secure email delivery systems, server hosting, virtual desktop hosting and collocation systems. Our support personnel are cross trained on how to configure, monitor and manage these systems. On a daily basis so we can guarantee our clients 99.99% uptime with our Hosted Solutions.

Our Hosted Solutions Data Centers are located in Mechanicsburg and Chambersburg. We maintain Metro Ethernet Fiber Connectivity through a group of telecommunications companies which include Level 3, AT&T, Comcast and Verizon. We also maintain several standard Comcast business class Internet connections as well. Our Internet connectivity through the Metro Ethernet network is built for scalability and redundancy. Our two data centers are secured with appropriate key card access, video surveillance and fire suppression systems.

Along with our information technology services, we have formed strategic partnerships with most of the hardware and software industry leaders as authorized dealers. Our dealership status enables us to provide the best turn-key solutions to our clients in all markets. As a partner with these technology vendors, our technician and account managers must maintain specific levels of certifications. GDC can work with any technology vendor to support solutions that fit our client's business needs. We currently support over 800 software and hardware solutions.

Communication is vital in any business relationship which is why GDC pairs our service team with an Account Manager. Jefferson County Commission's Account Manager is John Berry. John has approximately 8 years account management experience with GDC. Jefferson County Commission's Service Manager will be Ian Jarvis. Ian is responsible for day to day service delivery and management of our service team in our Hagerstown, Maryland office. John and Ian work together to ensure that Jefferson County Commission's expectations are being met on a timely basis for all solutions that GDC provides.

Chronology of growth, heritage, staff size and ownership structure

Global Data Consultants, LLC, a parent company doing business as Global Data Consultants, was founded in 1995 by Greg Courtney who is the company's current President & CEO. GDC started as an application company writing code for AS400 systems. Greg was the first and only employee for a period of time. He saw an opportunity and took it. Greg grew the company by fostering relationships with clients and providing service excellence. As more clients worked with GDC, Greg hired employees to handle the additional work load. The company now boasts 211 employees with services in Application Development, Managed IT Services, VOIP Telephony, Help Desk Services, Hosting, Collocation and Staffing Services.

Name		Title
Gregory Courtney		President and CEO/Partner
Thomas Trgovac		Executive Vice President/Partner
Dennis Coons		Senior Vice President/Partner
Direct Reporting Structure		
Name	Title	Reports To
Michael Coons	Vice President Business Development	Gregory Courtney
Dan Logan	Vice President Managed Services	Gregory Courtney
John Berry	Account Manager	Michael Coons
Ian Jarvis	Service Manager	Dan Logan
Staff Size Per Service Department		
Administrative		13 employees
Managed IT Services		40 employees
Application Development Services		50 employees
Help Desk Services		35 employees
Staffing Services		73 employees

Previous SAN projects

EMC SAN deployment with VMware Virtualization

Gary Wine
 Berkeley County Commission
 400 West Stephen St.
 Martinsburg, WV 25401
 304-264-1991
gwine@berkeleycountycomm.org

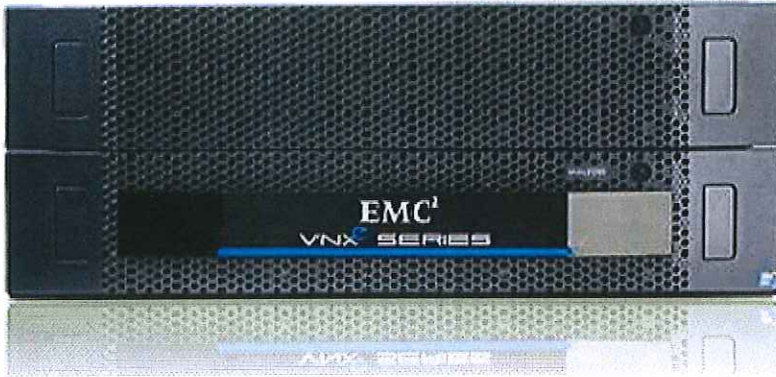
Dell MD SAN Deployment with VMware Virtualization

Donnie Henss
 Apple Valley Waste Services, INC
 362 West Burr Blvd.
 Kearneysville, WV 25430
Donnie.Henss@applevalleywaste.com

Dell Equallogic SAN Deployment with VMware Virtualization

Aaron R. Trusky, CIO
 Tuscarora School District
 100 W. Seminary St.
 Mercersburg, PA 17236
 717-328-3127x2018
artrus@tus.k12.pa.us

Hardware Solution Specifications



VNXe SERIES

SIMPLE. EFFICIENT. AFFORDABLE

The **EMC VNXe 3300** is flexible storage appliance with redundant highly available storage controllers, four gigabit connections per controller and expansion capabilities for future growth. This storage appliance will scale up to 120 drives composed of SAS, NLSAS and SSD. The redundant controllers include 12 gigabyte of cache per controller to increase performance. The included software allows iSCSI connection to VMware, easy management through Unisphere and file level dedupe and compression on CIFS storage.

Pricing Hardware

Hardware	24/7 Support
EMC SAN – Option #1	
Hardware – EMC VNXe 3300 DPE	\$10,473.44
8 - 600GB 15k SAS drives	
Disk Array Enclosure (DAE)	\$ 2,040.52
6 – EMC VNXe 3TB 7.2k Drives	\$ 6,351.90
7 – EMC VNXe 600GB 15k Drives	\$ 6,297.48
Software – EMC 3300 Suite	\$ 5,597.27
Premium 24x7 Maintenance and Support (3 year)	\$ 5,931.79
Total price	\$36,692.45
EMC SAN – Option #2	
Hardware – EMC VNXe 3300 DPE	\$10,477.35

8 - 600GB 15k SAS drives	
6 – EMC VNXe 3TB 7.2k Drives	\$ 6,351.90
Software – EMC 3300 Suite	\$ 5,599.35
Enhanced Maintenance and Support (3 year)	\$ 2,383.65
Discount for Jefferson County	(\$ 1,500.00)
Total price	\$23,314.54

Implementation Schedule

Project Activity	Estimated Time
System Order	1-2 weeks
System Install & Configure	1-2 weeks
System Goes Live	Single day cutover
Project completion	Meet & Approve

I, John Berry, an authorized Global Data Consultants, LLC representative, certify that the submitted bid includes **ALL** costs associated with the proposed hardware.

Name and title:

John Berry, Account Manager

Signature _____

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Aaron Watson and Marshall DeMeritt

Department or Organization: Independent FC, Shepherdstown FD, Respectively

Estimation of amount of time needed for appointment: 20 Minutes

Date Requested – 1st Choice: May 15th

Date Requested – 2nd Choice: Next Available

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

Subject (Wording to be placed on agenda): Staffing Proposal

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

A proposal that integrates various aspects from previously submitted staffing proposals
Stays within budget, increases staffing, and decreases response times.

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

We are asking for the Commission to pass along their support of this proposal to the ESA Board.

Are documents attachments? Yes No

If not, explain: A completed proposal packet will be provided at the commission meeting.

Is a projector needed? Yes No

Contact information:

Email address: demerim@fargoins.com

Phone number: 540-742-8190



Staffing Proposal

Proposal Purpose

To facilitate adequate career supplementation of the 13 volunteer transport units within Jefferson County while providing the most efficient means of patient care to the residents of Jefferson County, remaining fiscally responsible, transparent and accountable.



Proposal Benefits

- Saves Lives
 - Increases staffing which SAVES LIVES
 - Improves response time which SAVES LIVES
 - Improves efficiency which SAVES LIVES
- Diminished Overhead Costs ^{1,2}
- Increases Staffing ^{4,5}
- Creates a *DYNAMIC* system
 - Deploy resources as demand changes hourly.

Proposal Benefits

- Merges Volunteer and Career staffing ⁵.
- Sets the foundation to evolve ⁴.
- **ELIMINATES** competition ^{2,5}.
- **ELIMINATES** duplicity of services ^{1,2}.
- Builds:
 - ▣ Relationships
 - ▣ Teamwork
 - ▣ Morale

Current Operations

- Duplicate Services
 - 2 and 3 ambulance on a single incident
 - Delaying time to the second patient.
- Large administrative overhead
- Large system overhead
 - Fuel and Maintenance
 - Overtime Costs
- Centralized response.

System Outline

- Amend the current Job Description of EMT and Paramedic to include FF/EMT and FF/Paramedic ^{4,5}.
 - This allows for the FLSA 7th exemption, cutting down overtime ⁹.
- Place all career field staff in volunteer fire houses ^{2,3,5}.
- Transition field staff to 24 hours shifts.
 - 42 Hour Work Weeks
 - 7 shifts in 28 day period.

System Outline

- Station personnel in the following volunteer fire houses 24/7:
 - ▣ Station 1
 - ▣ Station 3
 - ▣ Station 4
- Station personnel in the following volunteer fire houses for 12 hour shifts:
 - ▣ Station 2 (Night)
 - ▣ Station 5 (No Bunk Rooms Available so the
 - ▣ Station 6 remaining 12 hours at Station 2,11)
 - ▣ Station 11 (Night)

System Outline

- Minimum Staffing
 - ☐ In the event of sick/personal leave, 1 shift remains vacant by paid staff.
 - ☐ Director/Deputy reach out to volunteer department and ask for possible coverage.
 - ☐ In the event no coverage is available, Director/Deputy arrange dynamic movement.
 - ☐ Minimum staffing reduces overtime and creates teamwork between the volunteer service and ESA.

System Outline

- Minimum Staffing Con't.
 - ▣ In the event 2 or more positions are vacated by leave, positions would be back filled by volunteer staff first, and then paid staff maintaining the minimum staffing of 4 providers per platoon.
 - ▣ Personnel would rotate to provide coverage as needed.

Personnel Scheduling

- Following a 24/72 schedule.
 - ☰ 1 day on, 3 days off.

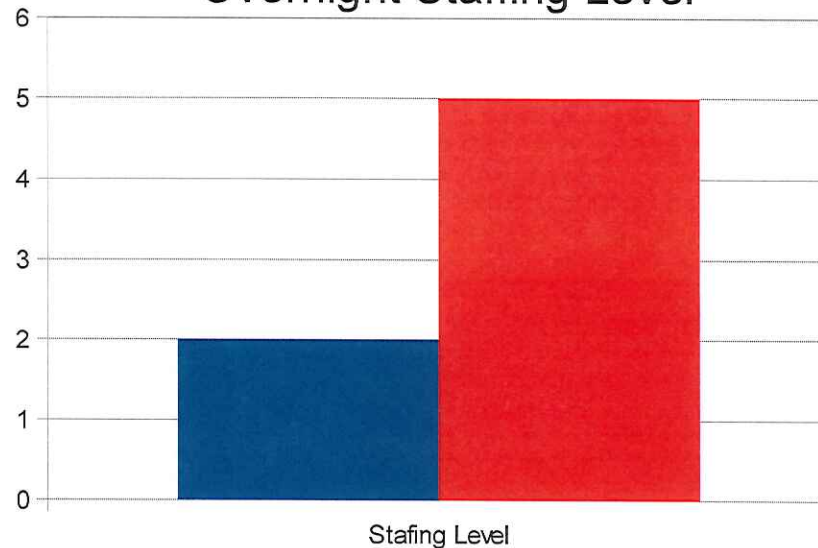
ST	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
1	EMT 1	EMT 2	EMT 3	EMT 4	EMT 1	EMT 2	EMT 3	EMT 4
2	Medic 1*	Medic 2*	Medic 3*	Medic 4*	Medic 1*	Medic 2*	Medic 3*	Medic 4*
3	Medic 5	Medic 6	Medic 7	Medic 8	Medic 5	Medic 6	Medic 7	Medic 8
4	Medic 9	Medic 10	Medic 11	Medic 12	Medic 9	Medic 10	Medic 11	Medic 12
5	Medic 1*	Medic 2*	Medic 3*	Medic 4*	Medic 1*	Medic 2*	Medic 3*	Medic 4*
6	EMT 5*	EMT 6*	EMT 7*	EMT 8*	EMT 5*	EMT 6*	EMT 7*	EMT 8*
11	Admin EMT 5*	Admin EMT 6*	Admin EMT 7*	Admin EMT 8*	Admin EMT 5*	EMT 6*	EMT 7*	EMT 8*

Station 11 will be used in place of St 6 until outfitted with bunk rooms.¹⁰
 St 2 (6pm – 6am) and St 5 (6am – 5:30pm) split a ALS shift because St 5 has no bunks.

Personnel Scheduling Con't

- Increases staffing
- Increase retention.
- Diminishes overhead
- Increase overnight coverage
- Increases employee morale
- Increases accountability
- Decreases time to manage schedule.
- Decreases time to patient as result of more staff.

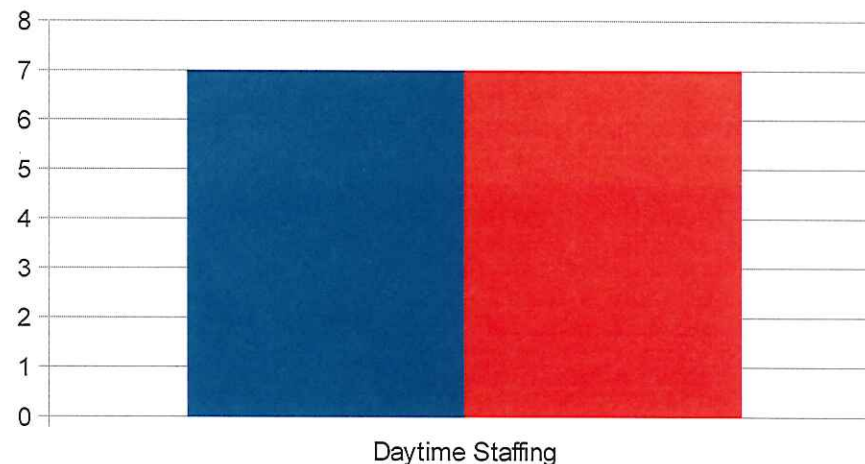
Overnight Staffing Level



■ Current Staffing
■ Proposed Staffing

** St. 2 has Staffing 4p-Midnight*

Daytime Staffing



■ Current Staffing
■ Proposed Staffing

11

Payroll and Benefits

- Increase Staff, while staying UNDER budget.
- Payroll and Benefit figures per position ⁶:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Etc.
1	\$35205	\$36296	\$39949	\$39949	\$35205	\$36296	\$39949	\$39949	
2	\$39949*	\$39949*	\$39949*	\$18.60*	\$39949*	\$39949*	\$39949*	\$18.60*	
3	\$37484	\$39949	\$39949	\$41248	\$37484	\$39949	\$39949	\$41248	
4	\$41248	\$44668	\$44668	\$44668	\$41248	\$44668	\$44668	\$44668	
5	\$45963	\$24.07	\$22.74	\$23.40	\$45963	\$24.07	\$22.74	\$23.40	
6	\$39949*	\$39949*	\$39949*	\$18.60*	\$39949*	\$39949*	\$39949*	\$18.60*	

\$00.00 signifies the filling use of a PT personnel. \$00000 signifies the filling use of an actual salary ⁶.

- Increase by 2 FT ALS Providers
- Increase by 1 FT BLS Provider

Total Cost in Compensation and Benefits

- BLS Providers cost ⁶: \$406,753.83

Title	Gross Cost	Title	Gross Cost
EMT 1	\$50,472.54	EMT 2	\$48,983.76
EMT 3	\$48,983.76	EMT 4	\$51,610.97
EMT 5	\$53,563.42	EMT 6	\$50,131.57
EMT 7	\$53,006.41	EMT 8	\$22,800.40 (PT)
TOTAL	\$379,553.83		

Total Increased by \$27,200 to make (PT) a FT position

Total Cost in Compensation and Benefits

- ALS Providers cost ⁶: \$672,398.07

Title	Gross Cost	Title	Gross Cost
Medic 1	\$63,096.82	Medic 2	\$66,900.14
Medic 3	\$55,789.52	Medic 4	\$64,381.74
Medic 5	\$59,490.49	Medic 6	\$65,011.65
Medic 7	\$59,500.00	Medic 8	\$49,415.01
Medic 9	\$66,371.05	Medic 10	\$68,191.59
Medic 11	\$57,013.46 (PT)	Medic 12	\$54,250.06 (PT)
TOTAL	\$672,398.07		

The (PT) is from 2013 costs – these would be FT at that cost.

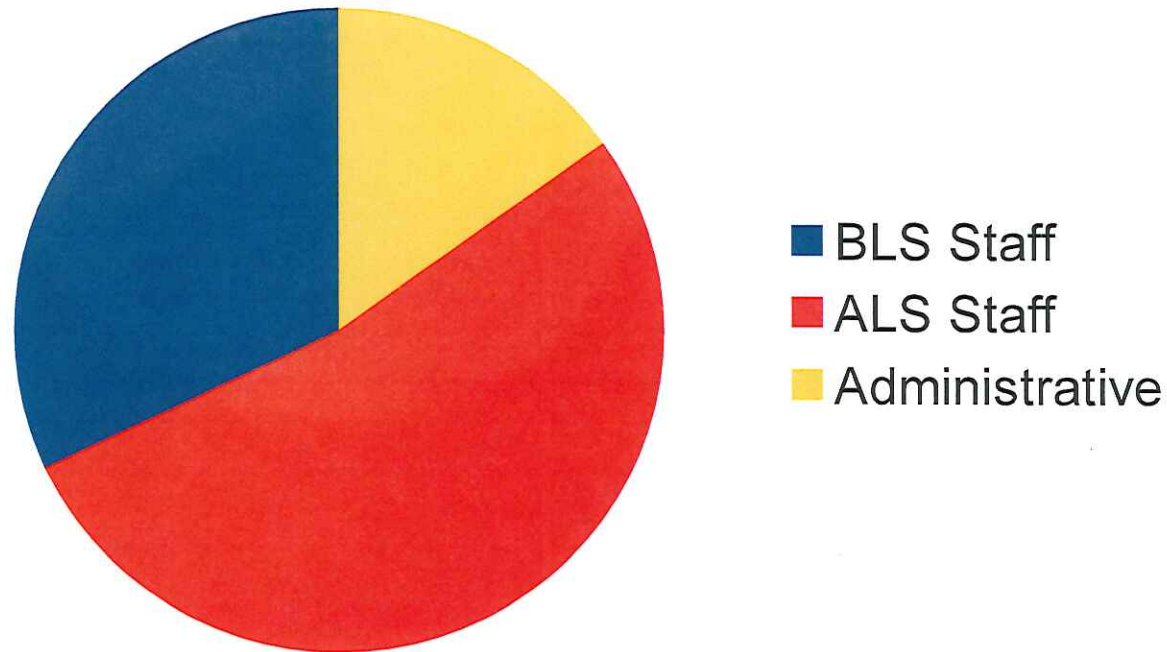
Total Cost in Compensation and Benefits

- Administrative Cost ⁶: \$192,279.49

Title	Gross Cost 2013	Less 10% Deduction
Director	\$82,608.90	\$75,617.04
Deputy Director	\$70,702.88	\$64,728.72
Admin Staff (Business Mn)	\$57,251.67	\$51,933.73
Admin Staff (Clericle)	\$39,212.18	-
TOTAL	\$210,563.45	\$192,279.49

May or May NOT need the 10% reduction, depending on other overhead cuts.
Maintain the reduction in one clerical staff position ⁸.

Total Cost in Compensation and Benefits



\$1,289,715.35

Payroll Explanation

- Increase in Payroll, Decrease in “Other”
 - ▣ Makes the agency more accountable.
 - ▣ Makes the agency more transparent.
 - ▣ 5+ years of increased budget, and no inflation in manpower³.
 - ▣ This is a MANPOWER agency, and this proposal reflects this.
 - ▣ Cut unnecessary overhead, maintain MANPOWER.

Remaining Budget

- Overhead ⁷:
 - ▣ Fuel, Vehicle Maintenance, Insurance
 - Approximately \$34,000
 - ▣ Reduction of 45% (possibly more) as result of change in staffing
 - ▣ Liability Insurance
 - \$56,000
 - ▣ Hypothetical increase of 10% as result of increase staffing.
 - ▣ Supplies
 - \$4,686.80
 - ▣ Reduction of 25% (possibly more) as result of volunteer paying for the transport supplies and paying drug costs.

Remaining Budget Con't

☐ Misc. and Clothing

- \$14,757,19

- ☐ No Change reflected, but potential decrease in “Misc.”.

☐ License Ops

- \$5,396.00

- ☐ No Change.

☐ Tech Srv & Travel/Training

- \$8,500

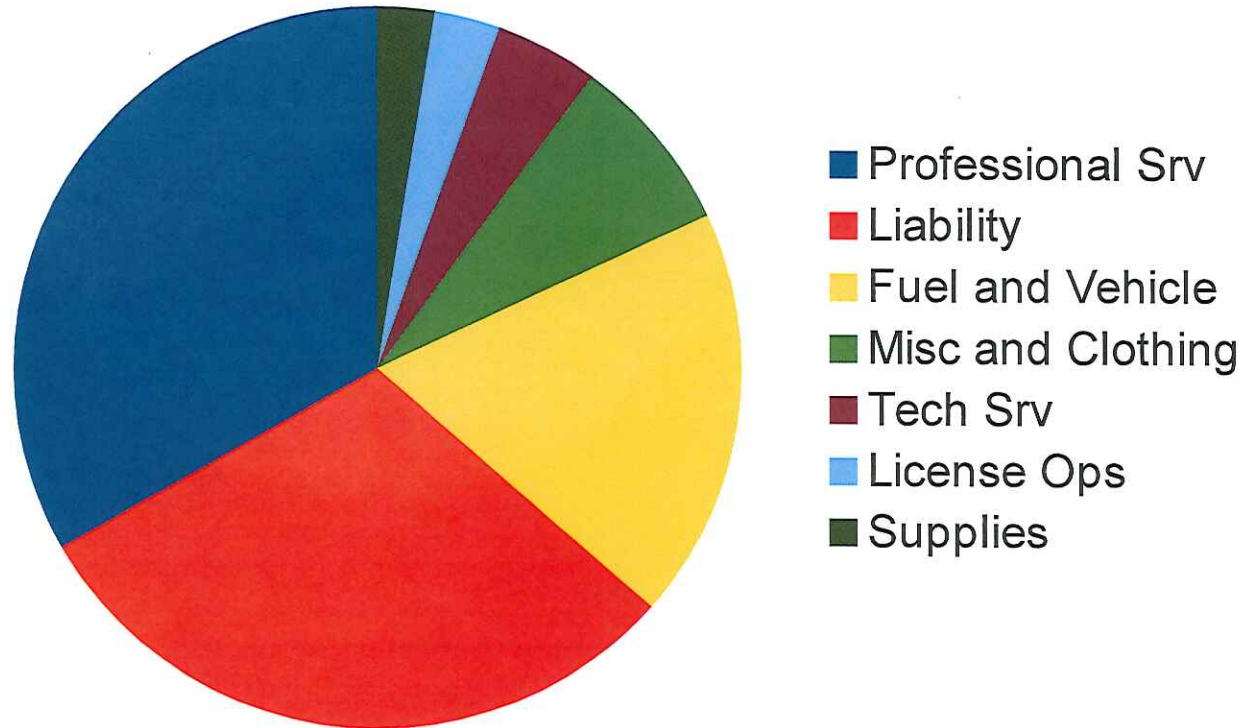
- ☐ No Change

☐ Professional Services (Medical, Postage, Office Exp, Equipment Rental, Telephone, Utilities, ALL OTHER Budget Items)

- \$61,581.89

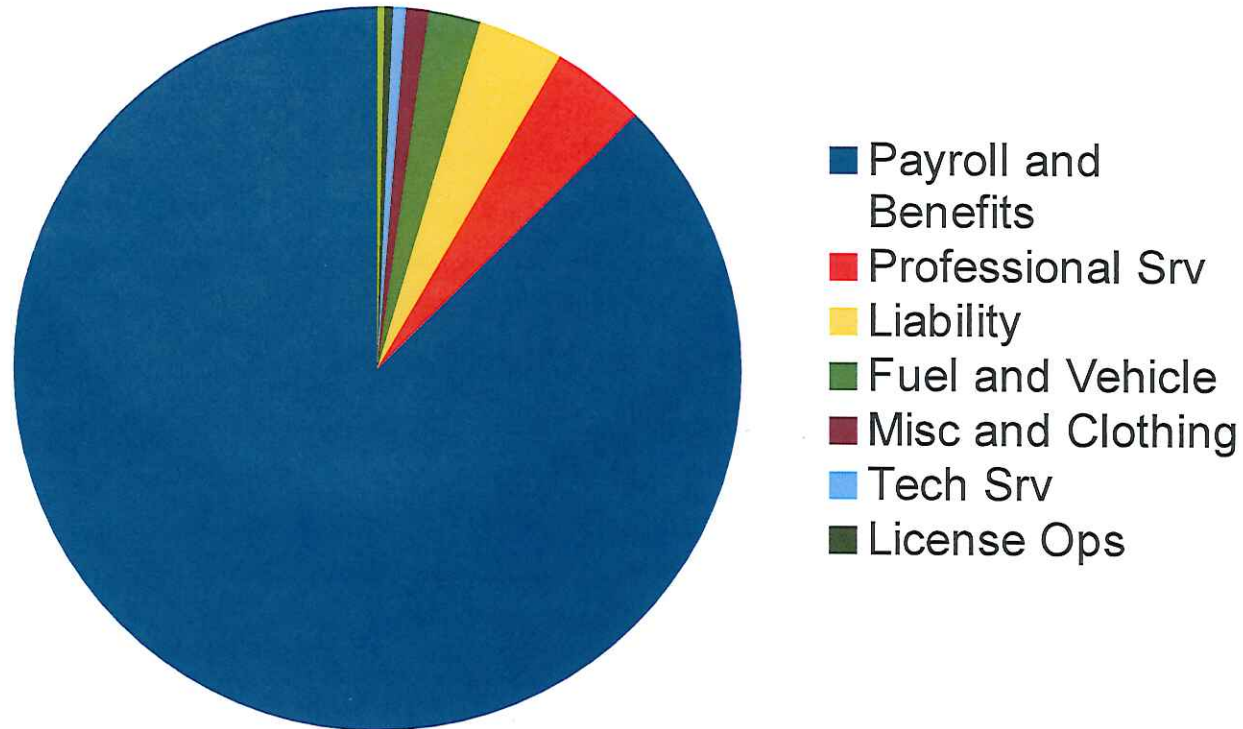
Expense Costs

- Total Expenses Cost ⁷: \$184,921.88



Total Agency Cost

- Total Cost of Agency: \$1,474,637.23



Summary

- Build Relationships and Trust between JCESA and Volunteer organizations.
- Place focus on manpower, while diminishing overhead costs.
- INCREASE staffing, decrease time to patient.
- Sets foundation to include Firefighting duties, increasing service delivery to community.
- Creates a cohesive, efficient system.

References

- 1 – Commissioner Pellish Proposal of 2014.
- 2 - Commissioner Noland Proposal of 2013.
- 3 – Commissioner Tabb comments of March 2014.
- 4 – Delta Group Study of 2009.
- 5 – Fire Chiefs Request of 2009.
- 6 – FOIA Response from Director Pittinger, March 20, 2014.
- 7 – “Option 1” Budget submitted by JCESA.
- 8 - JCESA Board Action April, 2014.
- 9 - <http://www.dol.gov/whd/regs/compliance/whdfs8.pdf>

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: May 1, 2014 May 15th

Date Requested – 2nd Choice: _____

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

Subject: **Action regarding a proposed text amendment to Section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses**

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

In 2013, the Board of Zoning Appeals processed a number of requests related to the amount of landscaping required between similar non-residential uses, particularly in commercial or industrial developments in a business park like setting. Based on discussion with the BZA, the Planning Commission and staff, it was recognized that the amount and type of screening currently required between similar uses may be more than what is reasonably necessary. Therefore, the Planning Commission initiated an amendment to the Zoning Ordinance to reduce the amount of screening required in the 10 foot side and rear yard landscape buffers between light industrial and commercial uses when no outdoor storage is proposed or provided. The proposed amendments are intended to reduce development costs while still helping to soften the hardscape environment, reduce run-off, mitigate noise, and increase the visual appeal of a development.

The proposed amendment specifically applies to Section 4.11A which states, "All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers". On January 14, 2014, the Planning Commission held a public hearing on the proposed amendment and received public input which modified the proposed language. At the February 25, 2014 Planning Commission meeting, the Commission voted to approve the attached amendment including revised language with a vote seven (7) for and one (1) against.

On April 17, 2014, the County Commission held a Public Hearing on the proposed amendment. No public comment was received. This item is before the County Commission today for action.

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

I move to *(approve/disapprove/amend)* the proposed text amendment (attached) to Section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses, effective immediately.

Attachments:

- Planning Commission recommended amendment language

Section 4.11 Landscaping, Screening and Buffer Yard Requirements

- A. All commercial development adjacent to any Residential district, or any lot with a residence, school, church, or institution of human care shall have a fifty (50) foot or greater unscreened green space buffer or a fifteen (15) foot screened green space buffer along common property lines. The screening may be either vegetative or opaque fencing and may be placed anywhere within the buffer. No structures, materials, or vehicular parking shall be permitted within the side and rear yard buffers. All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers.⁵
- B. All industrial development adjacent to any Residential district, or a residence, school, church, or institution for human care shall have a buffer yard of no less than two hundred (200) feet. No structures, stored materials, or vehicular parking shall be permitted within the buffer yard. All industrial development shall have front yard buffers of no less than one-half (½) the front yard building setback.^{5, 7}

Table 4.11 – 1 Setbacks, Buffers and Distance Requirements for Non-Residential Uses²³

ADJACENT USE		BUILDING SETBACKS		PARKING & ACCESS DRIVE SETBACKS		BUFFERS UNSCREENED/SCREENED				DISTANCE REQUIREMENTS						
		Any Use Except Industrial	Industrial Use	Any Use Except Industrial	Industrial	Residential Zone	Lot with a Residential Use	Church/School/Institution for Human Care	Commercial	Industrial	Residential Zone	Lot with a Residential Use	Church/School/Institution for Human Care	Commercial	Industrial	Structure or Lot on Historic Registry
PROPOSED USE																
FRONT	Comm'l Lot <=1.5 ac.	25	25	15	15	50/15		N/A	N/A	75		N/A	75			
	Comm'l Lot > 1.5 ac.	25	25	15	15	50/15		N/A	N/A	75		N/A	75			
	Industrial	50	25	25	25	200		25	N/A	200		N/A	200			
	Church	25	25	15	15	50/15		N/A	N/A	N/A		N/A	N/A			
	Multi-family	25	25	15	15	N/A	N/A/15		N/A	N/A	N/A		N/A	N/A		
SIDE	Comm'l Lot <=1.5	25	25	4	4	50/15		10	10	75		N/A	75			
	Comm'l Lot > 1.5 ac.	50	25	10	10	50/15		10	10	75		N/A	75			
	Industrial	50	25	25	20	200		20	20	200		N/A	200			
	Church	50	50	10	10	50/15		10	10	N/A		N/A	N/A			
	Multi-family	12	12	12	12	N/A	N/A/12		N/A	N/A	N/A		N/A	N/A		
REAR	Comm'l Lot <=1.5	25	25	4	4	50/15		10	10	75		N/A	75			
	Comm'l Lot > 1.5 ac.	50	25	10	10	50/15		10	10	75		N/A	75			
	Industrial	50	25	25	20	200		20	20	200		N/A	200			
	Church	50	50	10	10	50/15		10	10	N/A		N/A	N/A			
	Multi-family	30	30	15	15	N/A	N/A/15		N/A	N/A	N/A		N/A	N/A		

*Note: When Table 4.11-1 is in conflict with another section of the Zoning & Development Review Ordinance, this table shall prevail. See Article 8 of the Zoning and Land Development Ordinance for building setbacks for certain land uses.*²³

- C. In all buffer yards, the exterior width beyond the vegetative screen shall be planted with grass, seed, sod, or ground cover.
- D. All buffer yards shall include a fence or a dense screen planting of trees, shrubs, or other plant materials or both, to the full length of the lot line to serve as a barrier to visibility, air borne particles, glare or noise. Such screen planting shall meet the following requirements.
1. Vegetative screening shall comply with Standard Details M52, M53 or M54, or other applicable Standard Details, depending on the buffer width. At the time of the planting the vegetation shall be at least four (4) feet in height.
- However, any development where a 10 foot side and/or rear yard vegetative landscaping buffer is required adjacent to proposed commercial uses and where no outdoor storage is being proposed or provided, the following standards shall be met:
- a) One (1) deciduous or evergreen tree with a height of six (6) feet or more when planted, likely to reach a height of twenty (20) feet or more at maturity, planted every fifty (50) linear feet; at least every other tree shall be an evergreen;
 - b) One (1) ornamental tree with a height of four (4) feet or more when planted, likely to reach a height of six (6) feet or more at maturity, planted every fifty (50) linear feet; and
 - c) Three (3) shrubs per each twenty five (25) feet along the property line, round upward.
 - d) These requirements shall be required on both sides of a property line for adjoining properties.
 - e) A 10 foot landscape area on the property unless shared parking is proposed. In the event shared parking is proposed, the required property line planting would be in addition to other plantings.^{7, 23, 26}
2. It will be the responsibility of the landowner to replace any trees that die and shall be so noted on the site plan.
 3. Screen planting shall be a minimum of ten (10) feet wide but shall be placed so that it is no closer than four (4) feet at maturity from a property line or from any street.
 4. No structure, fence, planting, or other obstruction shall be permitted which would interfere with traffic visibility.
- E. In any Commercial, Industrial, Institutional, or Residential development, all dumpsters shall be screened from any residences or from view of a public highway.²³
- F. All buffer yards shall be maintained by the property owner.
- G. All development adjacent to a Sensitive Natural Area shall have a buffer of natural vegetation. Environmental standards contained in Section 8.9(A), 1 through 7, will apply. The buffer shall meet the current Federal standard except as required in Table 4.11 -2 below:²³

Table 4.11 - 2 Wetland Size in Acres^{5, 8, 23}

Greater Than	Less Than	Buffer Width in Feet
0.05	0.10	30
0.10	0.16	35
0.15	0.21	40
0.20	0.26	50
0.25	0.31	55
0.30	0.36	60
0.35	0.41	65
0.40	0.46	70
0.45	0.51	75
0.50	0.66	80
0.65	0.81	85
0.80	0.96	90
0.95	1.21	95
1.20	--	100

H. All required landscape plans shall contain the following elements:⁷

1. Deciduous street trees for shade and aesthetics, planted at the following average spacing:²³
 - a. Site with street frontage of up to 200 feet: 1 tree per 50 feet.
 - b. Site with street frontage exceeding 200 feet: The greater of 4 trees or 1 tree per 100 feet.
2. Evergreen buffer planting, as required, for full screening.
3. Parking lot and internal drive plantings (mix of evergreen and deciduous) for partial screening and limited shade.
4. Structure plants for aesthetics and limited shade.
5. Schedule of plants including common name, scientific name, minimum size (height, caliper, etc.) quantity and specific limitation notes.

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
Thursday, April 17, 2014 at 1:30 PM**

The Jefferson County Commission has scheduled a Public Hearing on the proposed Text Amendment to Section 4.11 of the Zoning & Land Development Ordinance regarding landscaping between similar non-residential uses.

Oral or written comments can be provided at the hearing, **1:30 PM, Thursday, April 17, 2014,** during the regular scheduled County Commission meeting **in the Charles Town Library meeting room at 200 E. Washington St., at the side entrance on Samuel Street.** In addition, you may provide written comments to info@jeffersoncountywv.org or mail to PO Box 250, Charles Town, WV 25414, or fax to 304-728-8126.

Copies of the proposed text amendment are available on the Departments of Planning & Zoning webpage within the County's website www.jeffersoncountywv.org. Questions related to the proposed amendment may be directed to the office of the Departments of Planning and Zoning at 304-728-3228 or zoning@jeffersoncountywv.org

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

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: March 20, 2014

Date Requested – 2nd Choice: _____

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

Subject: Recommendation from the Planning Commission regarding a proposed text amendment (ZTA14-01) to Section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses.

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

In 2013, the Board of Zoning Appeals processed a number of requests related to the amount of landscaping required between similar non-residential uses, particularly in commercial or industrial developments in a business park like setting. Based on discussion with the BZA, the Planning Commission and staff, it was recognized that the amount and type of screening currently required between similar uses may be more than what is reasonably necessary. Therefore, the Planning Commission initiated an amendment to the Zoning Ordinance to reduce the amount of screening required in the 10 foot side and rear yard landscape buffers between light industrial and commercial uses when no outdoor storage is proposed or provided. The proposed amendments are intended to reduce development costs while still helping to soften the hardscape environment, reduce run-off, mitigate noise, and increase the visual appeal of a development.

The proposed amendment specifically applies to Section 4.11A which states, "All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers." On January 14, 2014, the Planning Commission held a public hearing on the proposed amendment and received public input which modified the proposed language. At the February 25, 2014 Planning Commission meeting, the Commission voted to approve the attached amendment including revised language with a vote seven (7) for and one (1) against.

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

I move to schedule a Public Hearing on the proposed text amendment to Section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses on _____, 2014.

Attachments:

- Planning Commission recommended amendment language
- Original Memo to PC date January 14, 2014 re: Proposed Amendment

Section 4.11 Landscaping, Screening and Buffer Yard Requirements

- A. All commercial development adjacent to any Residential district, or any lot with a residence, school, church, or institution of human care shall have a fifty (50) foot or greater unscreened green space buffer or a fifteen (15) foot screened green space buffer along common property lines. The screening may be either vegetative or opaque fencing and may be placed anywhere within the buffer. No structures, materials, or vehicular parking shall be permitted within the side and rear yard buffers. All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers.⁵
- B. All industrial development adjacent to any Residential district, or a residence, school, church, or institution for human care shall have a buffer yard of no less than two hundred (200) feet. No structures, stored materials, or vehicular parking shall be permitted within the buffer yard. All industrial development shall have front yard buffers of no less than one-half (½) the front yard building setback.^{5,7}

Table 4.11 – 1 Setbacks, Buffers and Distance Requirements for Non-Residential Uses²³

ADJACENT USE PROPOSED USE		BUILDING SETBACKS		PARKING & ACCESS DRIVE SETBACKS		BUFFERS UNSCREENED/SCREENED				DISTANCE REQUIREMENTS			
		Any Use Except Industrial	Industrial Use	Any Use Except Industrial	Industrial	Residential Zone	Lot with a Residential Use Church/School/ Institution for Human Care	Commercial	Industrial	Residential Zone	Lot with a Residential Use Church/School/ Institution for Human Care	Commercial	Industrial
FRONT	Comm'l Lot <= 1.5 ac.	25	25	15	15	50/15		N/A	N/A	75		N/A	75
	Comm'l Lot > 1.5 ac.	25	25	15	15	50/15		N/A	N/A	75		N/A	75
	Industrial	50	25	25	25	200		25	N/A	200		N/A	200
	Church	25	25	15	15	50/15		N/A	N/A	N/A		N/A	N/A
	Multi-family	25	25	15	15	N/A	N/A/15	N/A	N/A	N/A		N/A	N/A
SIDE	Comm'l Lot <= 1.5	25	25	4	4	50/15		10	10	75		N/A	75
	Comm'l Lot > 1.5 ac.	50	25	10	10	50/15		10	10	75		N/A	75
	Industrial	50	25	25	20	200		20	20	200		N/A	200
	Church	50	50	10	10	50/15		10	10	N/A		N/A	N/A
	Multi-family	12	12	12	12	N/A	N/A/12	N/A	N/A	N/A		N/A	N/A
REAR	Comm'l Lot <= 1.5	25	25	4	4	50/15		10	10	75		N/A	75
	Comm'l Lot > 1.5 ac.	50	25	10	10	50/15		10	10	75		N/A	75
	Industrial	50	25	25	20	200		20	20	200		N/A	200
	Church	50	50	10	10	50/15		10	10	N/A		N/A	N/A
	Multi-family	30	30	15	15	N/A	N/A/15	N/A	N/A	N/A		N/A	N/A

*Note: When Table 4.11-1 is in conflict with another section of the Zoning & Development Review Ordinance, this table shall prevail. See Article 8 of the Zoning and Land Development Ordinance for building setbacks for certain land uses.*²³

- C. In all buffer yards, the exterior width beyond the vegetative screen shall be planted with grass, seed, sod, or ground cover.
- D. All buffer yards shall include a fence or a dense screen planting of trees, shrubs, or other plant materials or both, to the full length of the lot line to serve as a barrier to visibility, air borne particles, glare or noise. Such screen planting shall meet the following requirements.
 - 1. Vegetative screening shall comply with Standard Details M52, M53 or M54, or other applicable Standard Details, depending on the buffer width. At the time of the planting the vegetation shall be at least four (4) feet in height.

However, any development where a 10 foot side and/or rear yard vegetative landscaping buffer is required adjacent to proposed commercial uses and where no outdoor storage is being proposed or provided, the following standards shall be met:

- a) One (1) deciduous or evergreen tree with a height of six (6) feet or more when planted, likely to reach a height of twenty (20) feet or more at maturity, planted every fifty (50) linear feet; at least every other tree shall be an evergreen;
 - b) One (1) ornamental tree with a height of four (4) feet or more when planted, likely to reach a height of six (6) feet or more at maturity, planted every fifty (50) linear feet; and
 - c) Three (3) shrubs per each twenty five (25) feet along the property line, round upward.
 - d) These requirements shall be required on both sides of a property line for adjoining properties.
 - e) A 10 foot landscape area on the property unless shared parking is proposed. In the event shared parking is proposed, the required property line planting would be in addition to other plantings.^{7, 23, 26}
- 2. It will be the responsibility of the landowner to replace any trees that die and shall be so noted on the site plan.
- 3. Screen planting shall be a minimum of ten (10) feet wide but shall be placed so that it is no closer than four (4) feet at maturity from a property line or from any street.
- 4. No structure, fence, planting, or other obstruction shall be permitted which would interfere with traffic visibility.
- E. In any Commercial, Industrial, Institutional, or Residential development, all dumpsters shall be screened from any residences or from view of a public highway.²³
- F. All buffer yards shall be maintained by the property owner.
- G. All development adjacent to a Sensitive Natural Area shall have a buffer of natural vegetation. Environmental standards contained in Section 8.9(A), 1 through 7, will apply. The buffer shall meet the current Federal standard except as required in Table 4.11 -2 below:²³

Table 4.11 - 2 Wetland Size in Acres^{5, 8, 23}

Greater Than	Less Than	Buffer Width in Feet
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0.30	0.36	60
0.35	0.41	65
0.40	0.46	70
0.45	0.51	75
0.50	0.66	80
0.65	0.81	85
0.80	0.96	90
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1.20	--	100

H. All required landscape plans shall contain the following elements:⁷

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 - b. Site with street frontage exceeding 200 feet: The greater of 4 trees or 1 tree per 100 feet.
2. Evergreen buffer planting, as required, for full screening.
3. Parking lot and internal drive plantings (mix of evergreen and deciduous) for partial screening and limited shade.
4. Structure plants for aesthetics and limited shade.
5. Schedule of plants including common name, scientific name, minimum size (height, caliper, etc.) quantity and specific limitation notes.





**Jefferson County, West Virginia
Departments of Planning & Zoning**

116 East Washington Street
P.O. Box 338
Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

MEMORANDUM

TO: Planning Commission
FROM: Seth Rivard, County Planner
DATE: January 14, 2014
**RE: Proposed Zoning Ordinance Text Amendment (Section 4.11) to
Landscaping between Similar Non-residential Uses (ZTA14-01)**

Currently, Section 4.11 of the Jefferson County Zoning Ordinance details the Landscaping, Screening, and Buffer Yard Requirements for subdivision or site plan development in Jefferson County. This Section includes a chart that provides an option for screened and unscreened buffers based on distance between uses. Within the chart, almost all uses require some type of buffer between adjacent uses.

Section 4.11 requires that commercial development adjacent to any Residential district, or any lot with a residence, school, church, or institution of human care shall have a fifty (50) foot or greater unscreened green space buffer or a fifteen (15) foot screened green space buffer along common property lines with more detail provided. Additionally it states that "All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers." This requirement is the focus of this memo.

The requirement that "all commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers" is the screening requirement between similar uses found in districts that permit industrial and commercial uses. Section 4.11D further clarifies that the required vegetative screening has to comply with the County's standard details (attached) which are detailed below and essentially results in full visual screening between the proposed uses. While screening buffers help to absorb, lessen or neutralize the impacts of one land use from another, reducing the mutual impacts that adjacent land uses and their required parking might cause to an adjacent property by serving as a barrier to visibility, air borne particles, glare or noise, such a total screening between similar uses isn't always necessary, particularly within a master planned business park type setting.

Staff has recognized that the amount and type of screening currently required between similar uses may be more than what is reasonably necessary. As such, staff is proposing the following amendment to reduce the amount of screening required in the ten (10) foot side and rear yard landscape buffers between light industrial and commercial uses when no outdoor storage is proposed or provided. Staff believes the proposed amendments will

reduce development costs while still helping to soften the hardscape environment, reduce run-off, mitigate noise, and increase the visual appeal of a development.

The proposed amendment specifically applies to Section 4.11A which states, "All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers".

Currently Required (adopted around 1990):

Option F:

- One (1) row of evergreen shrubs with a height of two (2) feet or more when planted, likely to reach a height of six (6) feet or more at maturity, when planted every five (5) linear feet;
- One (1) row of medium evergreen trees with a height of six (6) feet or more when planted, likely to reach a height of twenty feet or more at maturity, planted every ten (10) linear feet.

[Note: there is also currently an Option G, less frequently used, which requires the same evergreen tree planting plus a six (6) foot solid board fence, masonry or brick wall)

Net result over a 100 foot linear planting

10 evergreen trees (every 10 feet)
20 evergreen shrubs (every 5 feet)

Proposed Amendment to the Required Buffer Yard Between Commercial/Industrial Uses:

- One (1) deciduous or evergreen tree with a height of six (6) feet or more when planted, likely to reach a height of twenty (20) feet or more at maturity, planted every twenty five (25) linear feet; at least every other tree shall be an evergreen;
- One (1) ornamental tree with a height of four (4) feet or more when planted, likely to reach a height of six (6) feet or more at maturity, planted every twenty five (25) linear feet; and
- Three (3) shrubs per each twenty five (25) feet along the property line, round upward.

Net result over a 100 foot linear planting

4 evergreen/deciduous tree; at least 2 of which shall be evergreen (every 25 feet)
4 ornamental tree (every 25 feet)
12 shrubs

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Department of Planning

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: 5/1/14 1:30 pm

Date Requested – 2nd Choice: _____

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

Subject: **Public Hearing for the Corporation of Shepherdstown's proposed Growth Management Boundary under WV Code Section 8-6-4a**

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

On April 17, 2014, the Corporation of Shepherdstown presented their requested Growth Management Boundary, under the provision of WV Code §8-6-4a "Annexation without election for municipalities in counties that have an adopted countywide zoning ordinance which includes urban growth boundaries", to the County Commission. WV Code §8-6-4a specifies that an "urban growth boundary" (UGB) means a "site-specific line, delineated on a zoning map or a written description in a zoning ordinance identifying an area around and outside the corporate limits of a municipality within which there is a sufficient supply of developable land within the boundary for at least a prospective twenty-year period of municipal growth based on demographic forecasts and the time reasonably required to effectively provide municipal services to the identified area." It further states that the UGB may be called by any name chosen by the county commission, as long as the word "boundary" is used in the name. Shepherdstown is requesting that their boundary be referred to as a Growth Management Boundary.

A boundary as defined above is required to be established by the County Commission in agreement with each individual municipality regarding that municipality's boundary. Once a County has adopted such a boundary by its designation on an adopted county zoning map, the gross area inside the boundary may not be reduced without written consent of the municipality. The County Commission is also required to review each UGB at a period not to exceed ten years or upon request of the individual municipality.

Because the designation of the Growth Management Boundary on the County Zoning Map is an amendment to the Zoning Map, the County Commission has scheduled a Public Hearing to receive comments on the proposed boundary. Attached are Shepherdstown's discussion of the boundary and a graphic depiction of the proposed line.

It should be noted that the language of WV Code Chapter 8 which created the UGB process also created an alternative process for annexation if a UGB exists. Essentially, the process of adopting the UGB serves as the only public hearing required by the County Commission for those lands that may, at some point, request annexation. The state law does not enable a city to annex them against their will or does not provide that inclusion in an UGB on a County Zoning Map would allow the city to have authority over a development

proposal in the County. Although the County has informally discussed the concept of entering into a Memorandum of Understanding with the municipalities to refer development proposals to each other to allow for interagency review and cooperation, the final decision regarding all development proposals in the unincorporated areas of the County will remain with the County.

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

I move to (close/keep open for written comments) the Public Hearing regarding Shepherdstown's requested Growth Management Boundary.

Attachments:

- 1) Shepherdstown's presentation on the proposed Growth Management Boundary**
- 2) Graphic depiction of Proposed Growth Management Boundary**

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
Thursday, May 1, 2014 at 1:30 PM**

**AMEND THE COUNTY ZONING MAP TO CONSIDER URBAN GROWTH
BOUNDARIES FOR THE CORPORATION OF SHEPHERDSTOWN**

The Jefferson County Commission has scheduled a Public Hearing on Thursday, May 1, 2014 at 1:30 p.m. in the County Commission meeting located at the Old Charles Town Library - 200 E. Washington Street, Charles Town, WV 25414.

The purpose of the hearing is to receive public input to consider the proposed Urban Growth Boundaries for the Corporation of Shepherdstown and determine whether to amend the County Zoning Map to include the changes in accordance with WV Code Section 8-6-4a.

Anyone wishing to provide written or oral comment may do so at this meeting. In addition, you may provide written comments to info@jeffersoncountywv.org or mail to P.O. Box 250, Charles Town, WV 25414.

Copies of the Growth Management Boundary proposed to be placed on the County Zoning Map are available on the County's website for review. Questions related to the proposed Growth Management Boundary may be directed to the office of the Departments of Planning and Zoning at 304-728-3228 or zoning@jeffersoncountywv.org.

No decisions will be made at this hearing.

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



Growth Management Boundary

- Goals:**
- 1. To provide a manageable area for the future growth of the Town within the framework of existing infrastructure necessary for the transition from rural to urban land use.**
 - 2. To preserve and maintain agricultural and forested areas of importance for Town planning and development.**
 - 3. To facilitate County objectives for coordination with Town planning.**

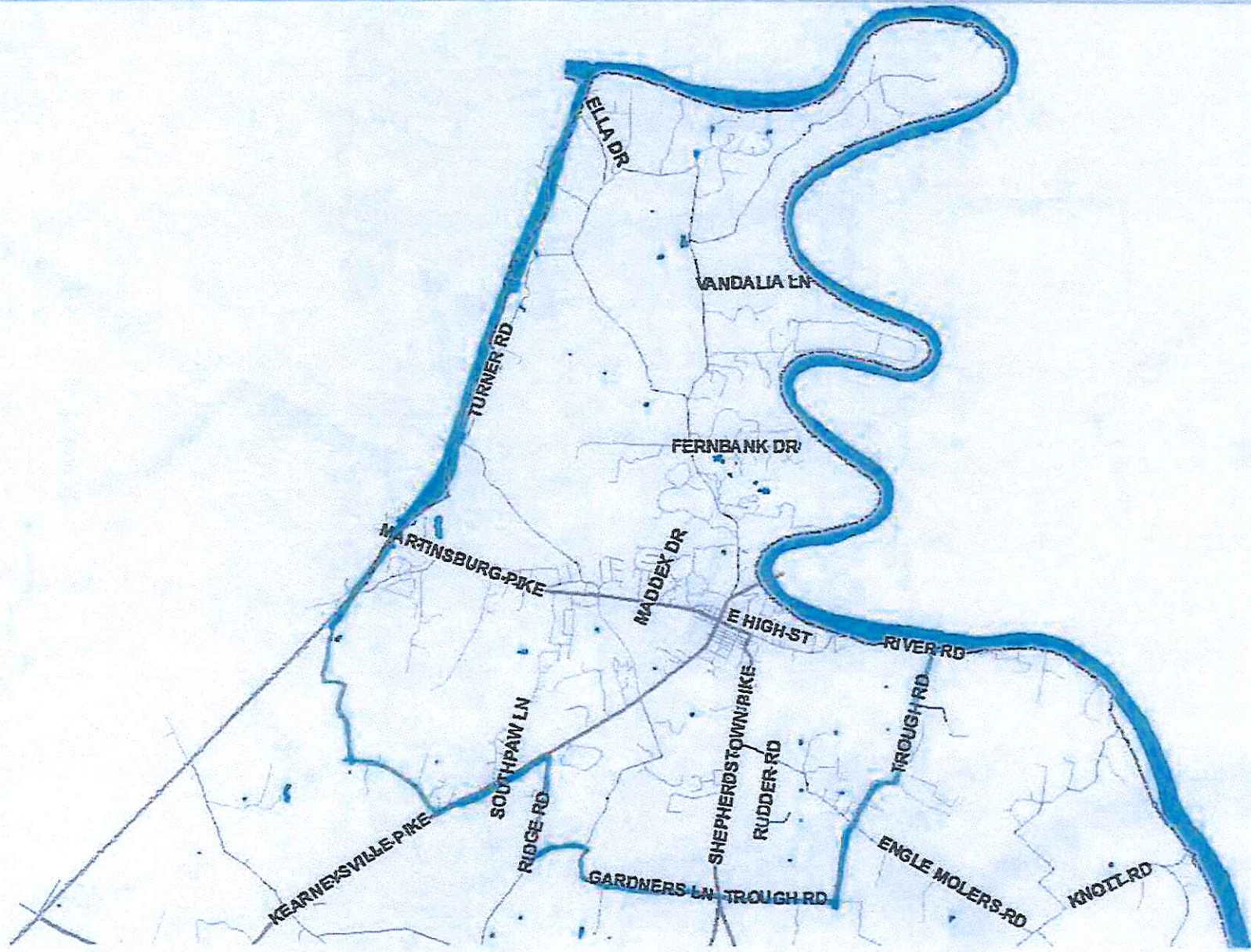
As Jefferson County continues to grow, Shepherdstown faces increasing challenges of managing urban growth in the areas surrounding the Town. The Corporation of Shepherdstown needs to create a Growth Management Boundary (GMB) to manage urbanization in a fashion complementary to the character of the Town.

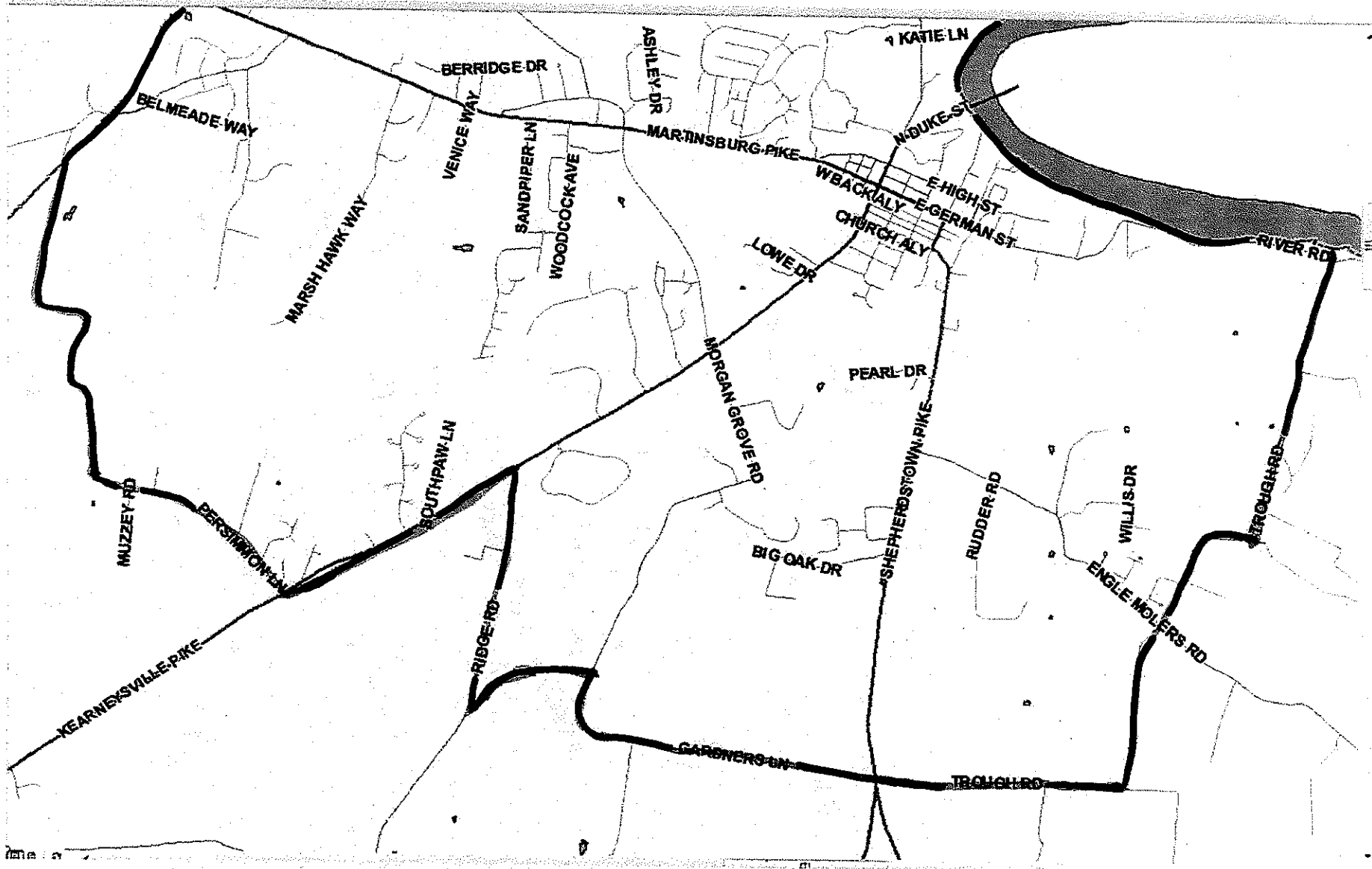
The proposed GMB encompasses an area around the Town where the potential for future water and sewer services exist, and the residents already consider themselves to be members of the Shepherdstown community. This GMB will establish an area of balance between growth and development and the need to preserve open space and critical environmental and natural resources. It will also provide a forum for dialogue between the County and Town in support of County and Town planning objectives.

The quality of life in Shepherdstown is enhanced by its proximity to the Potomac River and its multitude of tributaries in the region. During recent public surveys associated with the drafting of the Town's Comprehensive Plan update, the primary concern regarding the river was protecting water quality. Several watersheds and springs are located within the proposed GMB including Rocky Marsh Run, Town Run, Rattlesnake Run, Elks Run, Elmwood Spring, Rock Spring, Falling Spring, and Halverson Spring.

For these reasons, we request that the County support the proposed GMB for the Shepherdstown area. This proposal is consistent with comprehensive planning objectives for the Town and the County and would provide a forum for dialogue as we continue to grow and develop.

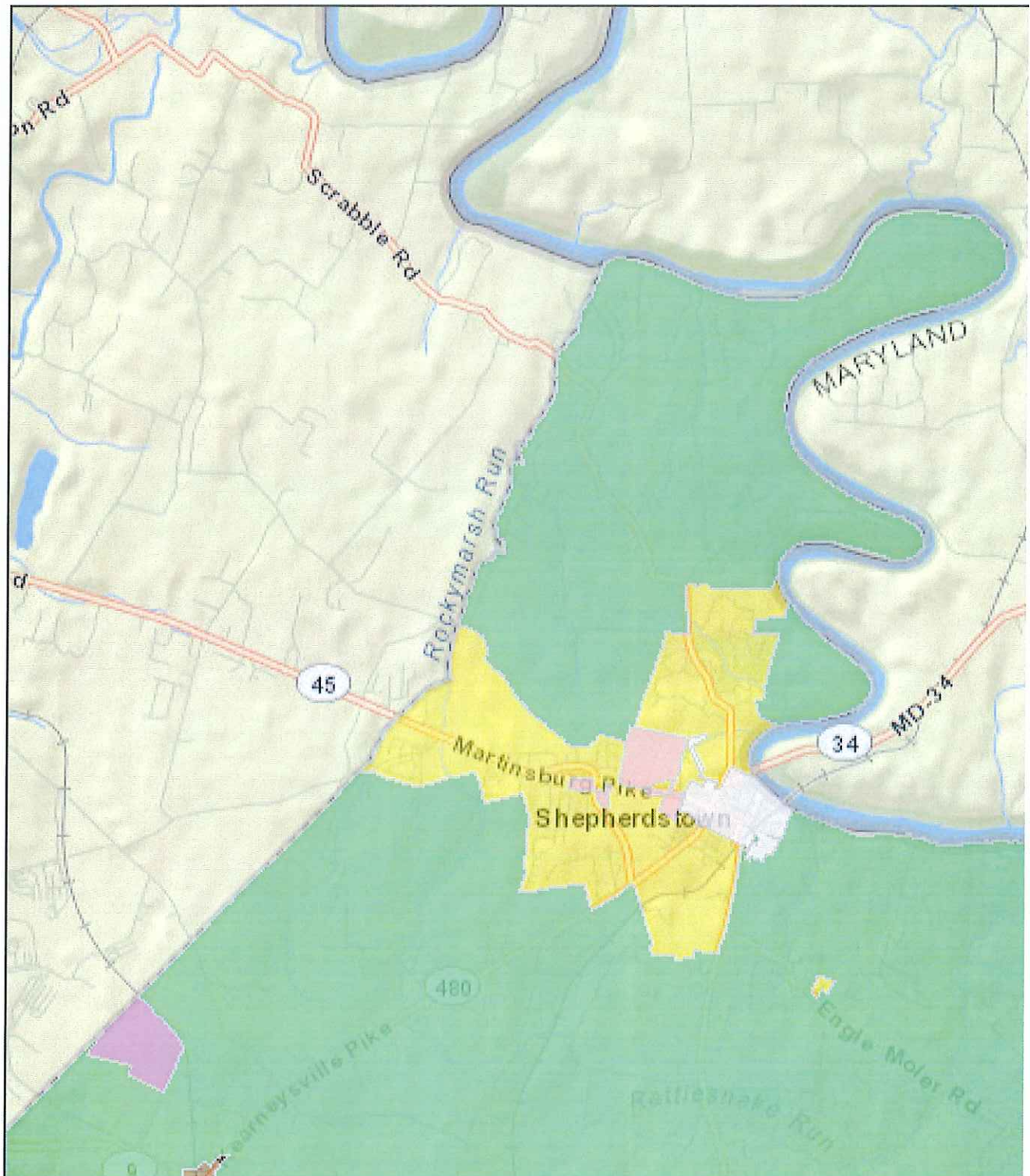
Thank you for considering our request.





Jefferson County Zoning Districts

You may click on any district to see more information. If you search by a zip code. Click "More Details" below for address accuracy information.





AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Lyn Widmyer**

Department or Organization: Click here to enter text.

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

Date Requested – 1st Choice: **May 1, 2014**

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

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

Subject (*Wording to be placed on agenda*): Code of Ethics to be signed by all applicants for County Commission appointed Boards and commissions

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

Those who seek appointment to county boards and commissions and those who serve on boards and commissions should be held to high standards of integrity to maintain public respect and trust.

SEE ATTACHED

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*): Move to require that all applicants for county appointed boards and commissions agree to the Code of Ethics by signing it

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

CODE OF ETHICS

(submitted by Cmr. Lyn Widmyer for consideration at 5/1/14 Commission meeting)

I, agree to adhere to the following ethical principles as an appointee to a county board and/or commission:

I agree to:

Exercise fair, honest and independent judgment

Make public disclosure of all "personal interests" I have regarding any decision to be made on the board/commission

Define "personal interest" broadly to include any actual or potential benefits or advantages that I, a spouse, family member or person living in my household might directly or indirectly obtain from a decision the board/commission might make

Abstain completely from direct or indirect participation as an advisor or decision maker in any matter in which I have a personal interest, and leave any chamber in which such a matter is under deliberation unless I have made my personal interest a matter of public record;

Seek no gifts or favors

Not participate as an advisor or decision maker or advocate on any plan or project in which I have previously participated as an advocate unless my role as advocate is authorized by state ethics rules.

Not misrepresent facts or distort information for the purpose of achieving a desired outcome.

Not participate in any matter unless adequately prepared and sufficiently able to render thorough and diligent service

Not use confidential information acquired in the course of my duties to further a personal interest.

Respect the rights of all persons and not improperly discriminate against or harass others based on characteristics which are protected under civil rights laws and regulations.

Signature and Date

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Appointment to County Boards, Committees and Commissions	Approved:	
Policy Number:		Author:	Keyser
Associated:	Form: Application for Boards and Commission; Ethics Form		

PURPOSE

This directive sets forth the comprehensive process for items pertaining to appointments to the County’s boards and commissions including advertising for candidates, processing information to the Commission, interviewing of candidates, appointment timetables and oaths of office.

POLICY

The County Commission has the duty and right to appoint citizens to various boards and commissions. It is the stated desire and intent of the Commission to provide for an orderly appointment process to be followed by County staff and to encourage participation by interested citizens. All appointments and removals are made at the discretion of the County Commission.

NOTIFICATION PROCESS

1. Notice shall be given to the individual whose term is expiring one month prior to the date of the Commission meeting at which the appointment for the new term is to be listed on the agenda. If the individual would like to be reappointed they shall submit a letter expressing their interest to the Commission, no later than Monday noon for the upcoming Commission meeting at which the appointments will be made. The individual shall be encouraged to complete an application for boards, commissions and committees.
2. Notice shall be given to the Commission and placed in the Information Section of the Agenda Packet at least ten (10) days prior to the County Commission meeting at which the appointment is listed on the agenda.

ADVERTISING PROCESS

1. The Commission Staff shall advertise that applications are being accepted, at the appropriate times, a minimum of two weeks for expiring terms through the County’s website, email alerts, local government cable channel 17 and the Spirit of Jefferson.
2. Any citizen interested in being appointed or reappointed to a board, committee or commission should submit a completed Application Form (Attachment 1) to the County Commission Office, and attach any additional information as desired. Applicants are required to submit letters of interest and/ or applications to the County Commission Administrative Office no later than Monday noon for the upcoming Commission meeting at which the appointments will be made. **If an applicant submits their letter of interest past the deadline, but prior to the**

Commission meeting where the appointment is scheduled, 1.) The applicant's information will be posted on the County's email Alerts notification system at least two days prior to the Commission meeting, or 2.) the Commission will defer the appointment until the following Commission meeting. Every effort will be made for the public to have at least 2 days of notice of the candidates for an appointment. In the event an approved candidate is not eligible/approved, the incumbent committee member is asked to continue serving until a replacement candidate can be appointed. All Application Forms submitted will be date stamped received and shall be retained for a period of two (2) years in making mid-term appointments as vacancies occur.

3. The County Commission Staff shall send a letter and/or email to each board or commission member with an expiring term of office to determine if the member wants to be considered for reappointment.
4. The Commission Staff will notify applicants on Monday, prior to the Thursday of the date and times of interviews. All applicants are encouraged to attend the interviews, however it is not mandatory.

UNEXPIRED APPOINTMENTS

1. Occasionally, a position may be available when a member is unable to finish his/her term prior to the term ending. In such cases, the vacant position must be filled by an unexpired term appointment that will serve out the remainder of the individual that they are replacing for an unexpired term.
2. The Commission Staff shall advertise that applications are being accepted, at the appropriate times, two (2) weeks for expiring terms through the County's website, email alerts, local government cable channel 17 and the Spirit of Jefferson.

ZONING BOARD OF APPEALS ALTERNATE POSITIONS

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

Field Code Changed

TRAINING FOR PLANNING COMMISSION

Newly appointed members to the Jefferson County Planning Commission governed by state law must attend a training seminar/orientation provided by the Jefferson County Planning Department to familiarize themselves with the laws and procedures governing that commission. This training should be undertaken with two (2) months after the appointee has taken office.

RESPONSIBILITY

1. It shall be the County Commission Staff's responsibility to keep a current and accurate list of all members of the boards, committees and commissions with dates of appointment and term expiration.

2. It shall be the responsibility of the boards; committee or commission chair to ensure that the County Commission is properly informed of vacancies created due to resignations or other factors that may affect this policy and its procedures.

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: _____

Home Telephone Number: _____

Work Address: _____

Work Phone Number: _____

Mobile Phone Number: _____

E-mail Address: _____

Party Affiliation: (*Building Commission applicants only*) _____

Occupation: _____

Education: High School _____

College _____

Trade/Business School _____

Are you a United States citizen? Yes ___ No ___

Are you a West Virginia resident? Yes ___ No ___

Are you a resident of Jefferson County? Yes ___ No ___

Address:

Magisterial District: _____

Are you a Jefferson County registered voter? Yes ___ No ___

Do you pay personal property tax?

Yes ___ No ___

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Organization Memberships and Positions Held : _____

Please list any felonies, convictions or convictions of moral turpitude or any other offenses to reflect poorly on Jefferson County.

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading and adhering to the County's Ethics and Robert's Rules as provided in a packet to me when obtaining my Oath of Office. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: _____ Date: _____

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



Appointment to Jefferson County Boards, Commissions and Committees

Congratulations on your appointment to a Jefferson County board, commission, or committee. Volunteering for a board, commission, or committee assignment is a responsibility and obligation we are pleased you are willing to do to assist your community.

Along with your obligation to attend meetings (as defined in the by-laws of your organization), there are also Ethics rules, as well as Robert's Rules of Order as defined by the West Virginia Ethics Committee through West Virginia state code.

Attached is a brief summary of the legislation you are obligated to adhere to.

Please sign this sheet indicating you will review the attached materials.

I, _____, agree to read, comprehend and adhere to the legislation as attached to the document for my newly appointed position. I understand failure to adhere to the legislation and guidelines could result in termination from the board/commission/committee or potential legal action.

Attachments: Ethics Committee Presentation; Robert's Rules Presentation

Signature

Date

(Please sign one copy and keep one copy for your records).



A Guide to the West Virginia Open Governmental Proceedings Act

(W. Va. Code §§ 6-9A-1 through 12)

Also known as the "Sunshine Law" or "Open Meetings Law"



WEST VIRGINIA ETHICS COMMISSION

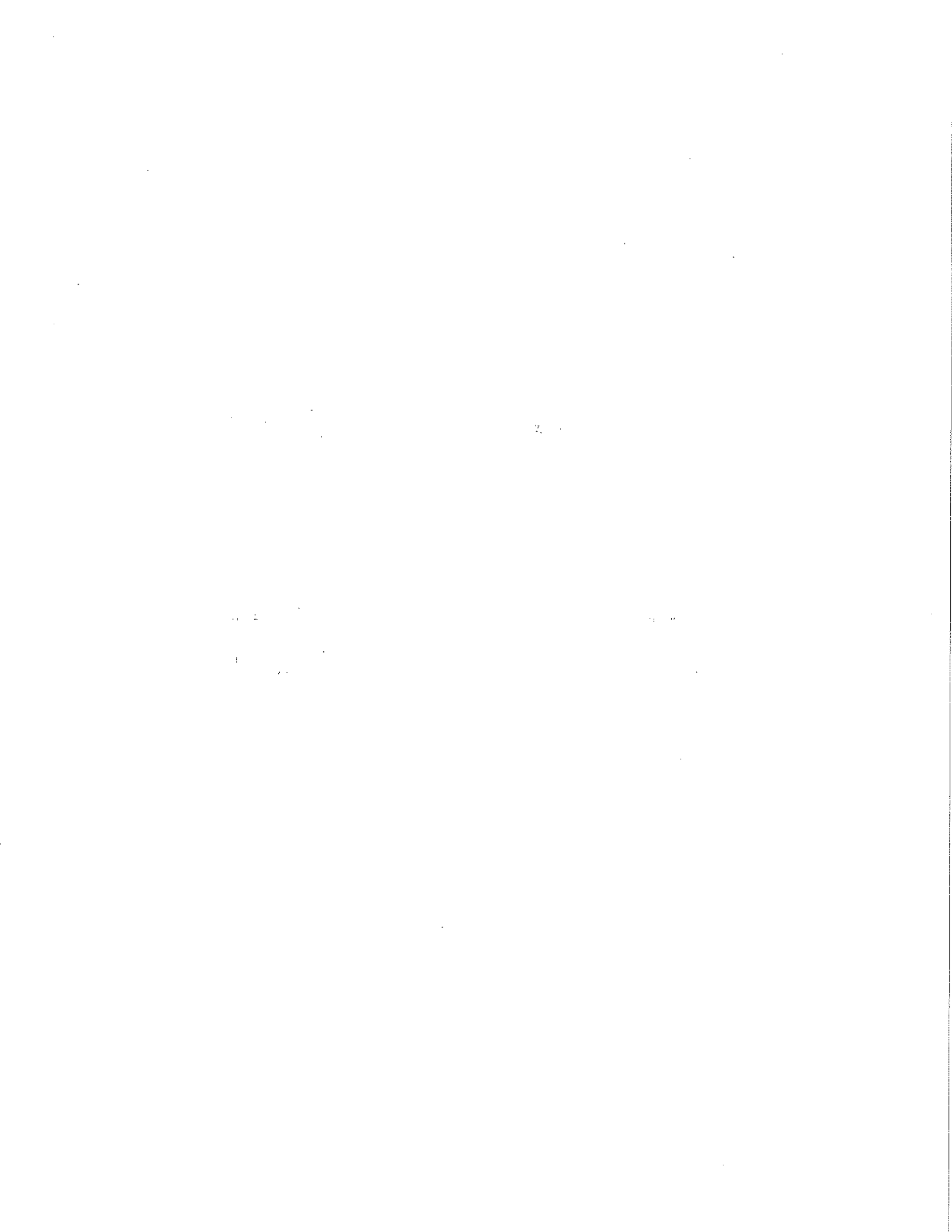
210 Brooks Street, Suite 300

Charleston, West Virginia 25301

(304) 558-0664 (866) 558-0664 FAX (304) 558-2169

www.ethics.wv.gov

ethics@wv.gov





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The Open Meetings Act generally requires that meetings of a public agency's governing body be open to the public and the media, and that reasonable notice of the meeting and its agenda be given in advance.

General Information on Open Meetings Act

Who is covered?

The Act covers all administrative and legislative units of state, county and municipal government including any subunit (e.g. committees) authorized by law to exercise some portion of executive or legislative power. The Act does **not** apply to courts or private organizations that receive government funding.

What is a governing body?

Two or more members of a public agency who have the authority to make decisions for, or recommendations to, the public agency on policy or administration is considered a governing body.



What is a meeting for purposes of the Open Meetings Act?

A "meeting" covered by the Act is a convening of a quorum of a governing body or subcommittee in order to make a decision or to deliberate towards a decision.

Meetings may be held by telephone conference or other electronic means, such as video conferencing. In these instances, governing bodies must ensure that all their members can hear, and be heard by, each other and any media or member of the public present at the meeting.

When a quorum of a governing body discusses issues of interest upon which the governing body expects to take some official action, then this is a meeting. If this discussion takes place outside the confines of a public meeting—whether in person, by telephone, email or other telecommunication means — it is an illegal meeting.

What gatherings are not meetings subject to the Open Meetings Act?

General discussions among members of a governing body or committee on issues of interest to the public in a social, educational, training, informal, ceremonial or similar setting, so long as there is no intent to conduct public business or for the discussion to lead to official action, are not gatherings subject to the Open Meetings Act.

Adjudicatory proceedings, on-site inspections, a political party caucus, and discussions on logistical and procedural methods to schedule and regulate a meeting are also not matters covered by the Open Meetings Act.

Notice and Agenda

How much advance notice of a meeting is necessary?

Public notice of the meeting date and agenda must be made available in advance of a meeting to the public and news media.

Every public agency must establish rules for giving advance notice of all regularly scheduled and special meetings. W.Va. Code § 6-9A-3. In addition, the Open Meetings Committee of the West Virginia Ethics Commission, through the issuance of advisory opinions, has established rules which determine how much advance notice is required.



How do I calculate days for purposes of the Open Meetings Act?

In calculating days, do not count the day of the meeting, weekend days or State or Federal Holidays. State Agencies, however have additional obligations for posting meeting notices.

When and how do I post a Notice?

State Agencies - Each State Agency shall file a notice of any meeting with the Secretary of State for publication in the State Register in a manner to allow it to appear in the Register at least **five** calendar days before the date of the meeting.

Local Governing Bodies - Notice must be given in a reasonable manner. When a governing body meets in accordance with a fixed schedule, such as the second and fourth Monday of each month, it may comply with the meeting notice requirement in the Act by annually posting notice of the date, time and place of these regular meetings or regular committee meetings for the coming year, and keeping this notice posted throughout the year.

Regular meetings - For local governing bodies which do not have a fixed schedule, these bodies may comply with the Open Meetings Act by posting a notice **three** business days in advance of the meeting.



Special meetings - When a local governing body meets on an irregular schedule, or needs to meet before the next regularly scheduled meeting to address matters that do not involve an emergency, these are considered special meetings. Notice must be posted **two** business days in advance of the meeting.

Although State Agencies may conduct a special meeting, i.e. a meeting held between regularly scheduled meetings, due to the more restrictive language in the Open Meetings Act,

the State Agency meeting notice must be published in the State Register at least **five** calendar days prior to the date of the special meeting. State Agencies may **not** call an Emergency Meeting for a subject that is not a true emergency. Failure to file a timely notice of the meeting with the Secretary of State does **not** constitute an emergency.

(See **Emergency Meetings** on page 8.)

What must a notice include?

Notice must include the date, time and place of the meeting. For special meetings or emergency meetings, the notice must state the purpose.

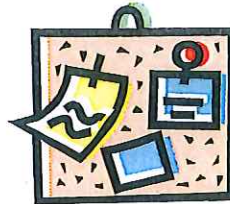
When do I post the Agenda?

Regular meeting – **three** business days before the meeting.
 Special meeting- **two** business days before the meeting.
 Emergency meeting – As soon as practicable

Where and how do I post an agenda?

A governing body complies with the Act by posting its meeting agenda for each regularly scheduled meeting in a public place at its central office, as well as having copies of the agenda available to be picked up at the same location during regular business hours.

In addition, in its discretion, it may distribute agendas to the news media by mail, telephone facsimile or E-mail, or the agenda may be posted on the governing body's internet website, if it has one. While additional dissemination to the public and the media is encouraged, failure to provide an agenda by such additional means will not invalidate an otherwise proper public meeting.



What about governing bodies which meet weekly?

For governing bodies which meet weekly, different rules apply. The agenda may be issued **two** business days before the meeting.

May I amend an agenda?

Yes. The agenda may be amended up to two business days before the meeting. If you amend the agenda, you must repost the agenda following the procedure you used to post the original agenda. The only circumstances under which a governing body may amend an agenda during a meeting is if a true emergency arises.

How specific must an agenda be?

Agendas must give reasonable notice to the public of every issue that will be discussed. Specifically, any matter requiring the governing body to take official action must be listed on the agenda. For example, "filling position of office manager" would be sufficient.

Use of vague headings such as "old business" and "new business" is clearly insufficient. The public should also be given notice of significant additions or changes to the agenda, as noted above. Each governing body should have rules on how such notice will be given.

Minutes

Should minutes be prepared?

The Act requires that written minutes of all open meetings be available to the public within a reasonable time after the meeting. The minutes must include:

- The date, time and place of the meeting.
- The name of each member of the governing body present and absent.
- All motions, orders, resolutions, ordinances and measures proposed, the name of the person proposing each action and the disposition of the matter.
- The results of all votes, including roll call votes by member name, if such votes are conducted.



Emergency Meetings

What is an emergency?


Governing bodies should exercise caution when calling an **emergency meeting**. Ordinarily, an "emergency" involves an unexpected situation or sudden occurrence of a serious nature, such as an event that threatens public health and safety.



Every unexpected or sudden event does not constitute an emergency. For example, employing an attorney to assist the governing body does not constitute an emergency. Likewise, acting on a questionable bill for legal services does not constitute an emergency.

Is immediate action required?

When in doubt as to what constitutes an emergency, ask what are the consequences if the governing body does not act immediately. If it can wait two business days without significant adverse consequences, then you should call a special meeting instead.



Or, call the Ethics Commission to discuss the situation with staff.

In order to satisfy the terms of an emergency meeting exemption, not only must a matter involve an emergency, the governing body must be required to take immediate official action in response to the situation.

For example, if a flood were to contaminate a town's water supply, the council may be required to approve various actions to protect public health and restore the system to safe operation.

Must a notice or an agenda be posted?

For an **emergency meeting**, the notice must be posted as soon as practicable. The notice must set forth the reason for, and purpose of, the emergency meeting. Similarly, governing bodies that wish to add emergency matters to their meeting agenda must post an amended agenda which includes the emergency item. The amended agenda shall further explain the facts and circumstances which warrant adding the emergency item to the agenda.

In the event of an emergency requiring immediate official action, a State Agency may file an emergency meeting notice with the Secretary of State at any time prior to the meeting. The emergency meeting notice shall state the date, time, place and purpose of the meeting and facts and circumstances of the emergency.

Are written minutes required for an Emergency Meeting?

Yes. The explanation for the emergency must be repeated during the meeting and set forth in the written minutes of the meeting.

Executive Sessions

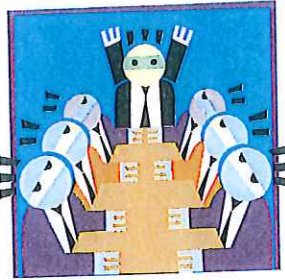
When may a governing body go into an executive session?

A governing body may go into an executive session for any of the reasons set forth in the Open Meetings Act at W.Va. Code § 6-9A-4. Some common grounds for going into an executive session are to discuss personnel matters, pending litigation, to consider matters involving the purchase, sale or lease of real property, or to plan or consider an official investigation.

How do you convene an executive session?

A member of the governing body must make a motion to go into executive session. The motion must state in plain language the grounds for convening an executive session.

For example, a member may state that he or she is moving to go into executive session based upon the personnel exception. It is not necessary to cite the specific code provision. A governing body may go into executive session to discuss **only** matters that appear on the meeting agenda.



Must the agenda state that the governing body will go into executive session?

No. In fact, a governing body may not decide in advance of a meeting that it will go into executive session. The agenda **may** indicate that it is anticipated that a matter may be discussed in executive session, but the governing body may only go into executive session by a majority vote of the members present.

The agenda item must be descriptive enough to put the public on notice of the nature of the matter being discussed regardless of whether it will be discussed in an open session or executive session.

For example, an agenda item to discuss pending litigation may read, "Discuss pending lawsuit of *Smith v. Jones* with Legal Counsel." Once again, generic agenda items such as "Discuss pending litigation" are too vague to adequately put the public on notice as to the matter to be discussed.

May a governing body vote on matters in executive session?

No. Votes may not be taken in an executive session. Instead, the governing body may only vote once it reconvenes in an open session.

One exception is that a governing body may vote to give its attorney settlement authority in an executive session. The fact that a governing body has authorized its attorney to engage in settlement negotiations and/or has set a settlement range is not required to be disclosed. If a settlement is reached, then the settlement agreement, including the amount, becomes a matter of public record.

Is a governing body required to take minutes for an executive session?

No. The decision of whether or not to take minutes for an executive session lies within the discretion of the governing body. The

governing body may want to seek the advice of legal counsel concerning whether minutes should be taken.

If a governing body decides to take minutes in an executive session, the Act does not require the disclosure of such minutes to the public.

Advice and Advisory Opinions

How do I get advice?

Call or write the Ethics Commission for informal advice from one of the attorneys, or check out the Commission's website for relevant advisory opinions.

What is an Advisory Opinion?

The West Virginia Ethics Commission's Committee on Open Governmental Meetings gives written advisory opinions to governing bodies and their members on whether a proposed action or an action of an ongoing nature violates the law.

The opinions provide an absolute defense in any civil suit or criminal prosecution to the requesting agency and any other governing body which is similarly affected, provided the opinion is relied upon in good faith.

The Committee on Open Meetings meets on the first Thursday of each month to consider written requests.

Requests for written advisory opinions should be submitted in writing at least ten calendar days before the Open Meeting Committee meeting.



Why ask for a written Advisory Opinion?

A written advisory opinion gives the persons seeking the opinion an absolute defense to civil suits and criminal charges for future actions taken in good faith reliance on the opinion.

NOTE: The Committee cannot provide advice on an action that has already occurred. However, if the action is part of an ongoing course of conduct, an advisory opinion on continuing that course or

practice may be requested.

The Commission's website, www.ethics.wv.gov, contains precedential opinions. A governing body that acts in good faith reliance on a precedential advisory opinion has an absolute defense to a civil suit or criminal prosecution as long as the underlying facts and surrounding circumstances are substantially the same as those addressed by the written opinion.

Enforcement and Penalties

How is the Act enforced?

The Ethics Commission has no role in enforcing the Act and does not investigate complaints of violations. The Act provides that any citizen may file a civil action in Circuit Court within 120 days after the action or decision complained of occurred.

Only the Court has the power to compel compliance with the Act or annul a decision made in violation of the Act. Additionally, anyone who willfully and knowingly violates the provisions of the Act is subject to criminal prosecution for a misdemeanor.

What are the penalties for violating the Act?

In civil actions, in addition to injunctive relief requiring a governing body to rescind an action taken in violation of the Act, the prevailing party may obtain attorneys' fees and costs. If a public official is criminally prosecuted and found guilty, then he or she may be fined up to \$500 for a first offense.





Frequently Asked Questions



Are committee meetings subject to the Open Meetings Act and meeting posting requirements?

Yes. All sub-units of a governing body, regardless of size, must follow the Open Meetings Act. This includes regular, standing, and ad hoc committees.

Are work sessions subject to the Open Meetings Act?

Yes. The term work session is frequently used by governing bodies to describe a meeting where the members of the governing body or subcommittee are discussing a project or reviewing a budget, but will not be taking official action.

May citizens and the media record meetings?

Yes. Pursuant to the Open Meetings Act, anyone may record the meetings. The governing body may adopt rules governing the placement of the recording equipment, but it may not prohibit anyone from recording a meeting.

Does the Open Meetings Act require that meetings be electronically recorded by the governing body?

No. However, governing bodies should check their enabling legislation or local ordinances to determine whether recording is required pursuant to statute or rule.

May items be added to the agenda during a meeting?

No. If a citizen or member of the governing body raises a matter during the course of a meeting, the item may not be discussed or voted upon at the meeting. Instead, it must be added to a meeting agenda for a future meeting. The only exception is if the item is an emergency. In that case, the governing body should follow the procedure set forth for emergency meetings and agenda items.



Are governing bodies required to allow members of the public to speak at a meeting?

No. The purpose of the Open Meetings Act is to allow citizens to observe the governing body for purposes of promoting transparency. However, governing bodies are encouraged to have a public comment period. A governing body may adopt rules which impose restrictions upon public comment periods such as the amount of time which will be allocated to each speaker.

.....

**For more information on the Open Meetings Act,
please contact the:**

**WV Ethics Commission
210 Brooks St., Suite 300
Charleston WV 25301**

(304) 558-0664 toll free 1-866-558-0664 fax (304) 558-2169

ethics@wv.gov www.ethics.wv.gov

7/2010

WV Ethics Commission
210 Brooks St., Suite 300
Charleston WV 25301
304-558-0664

OPEN MEETINGS CHECKLIST

FOR STATE EXECUTIVE BRANCH AGENCIES ONLY

- ✓ Are notices of all regular and special meetings published in the State Register by the WV Secretary of State at least 5 calendar days in advance of each meeting? W. Va. Code § 6-9A-3
- ✓ Are notices of any emergency meetings stating the date, time, place and purpose of the meeting, as well as the facts and circumstances of the emergency, filed with the WV Secretary of State prior to the meeting? W. Va. Code § 6-9A-3
- ✓ Does each published notice contain the date, time, place and purpose of the meeting? W. Va. Code § 6-9A-3

FOR ALL OTHER GOVERNING BODIES OF PUBLIC AGENCIES

- ✓ Is a notice containing the schedule for all regular meetings posted annually and maintained throughout the year in a public place, such as the agency's office, the County Courthouse, and/or the local Post Office? W. Va. Code § 6-9A-3
- ✓ Are notices of special meetings containing the date, time, place and purpose of the meeting similarly posted in a public place at least two business days in advance of each meeting? W. Va. Code § 6-9A-3
- ✓ In calculating this two business day notice period, are the date of the meeting, legal holidays, Saturdays and Sundays excluded?

FOR ALL GOVERNING BODIES OF PUBLIC AGENCIES

- ✓ Is a meeting agenda made available a reasonable time in advance of each regular scheduled meeting? W. Va. Code § 6-9A-3

NOTE: The WV Ethics Commission's Committee on Open Governmental Meetings has concluded that governing bodies may provide reasonable advance notice of the items to be acted upon at a regular meeting by issuing the meeting agenda at least three business days in advance of each meeting. Once an agenda has been issued three or more business days in advance, the agenda may only be amended up to two business days in advance of the meeting, unless the matter involves an emergency requiring immediate official action. In calculating these two or three business day periods, the day of the meeting, Saturdays, Sundays and legal holidays are not counted.

- ✓ Does the meeting agenda reasonably describe all matters requiring official action by the governing body that will be dealt with at the meeting?

- ✓ Has the governing body established rules for issuing notice of the date, time, place and agenda of all regular meetings, and the date, time, place and purpose of all special meetings? W. Va. Code § 6-9A-3
- ✓ Before holding an executive session, does the governing body:
 - (1) determine by a majority vote that an executive session is required to consider one of the actions permitted under the Open Meetings Act; and
 - (2) is the authorization in the Act which permits such executive session identified to the governing body and the public by the presiding officer? W. Va. Code § 6-9A-4(a) &(b)
- NOTE:** The Committee on Open Governmental Meetings has concluded that governing bodies may comply with the requirement in (2), above, by describing the subject matter for which an exemption in the Act authorizes an executive session, rather than reciting the applicable numbered section in the W. Va. Code. Further, while certain privileged matters may be discussed in executive session, most matters requiring official action, excluding rulings on student disciplinary matters and developing security procedures, must be voted upon in public.
- ✓ If action is taken by reference to matters contained in a written agenda or similar listing, are copies of such agenda or other listing available for public inspection by the public attending the meeting before any such vote is taken? W. Va. Code § 6-9A-8(a)
- ✓ Are all votes conducted by voice, show of hands or by rising, without use of a secret or written ballot? W. Va. Code § 6-9A-8(b)
- ✓ Are meeting minutes prepared and made available to the public and media within a reasonable time after each meeting? W. Va. Code § 6-9A-5
- ✓ Do the minutes reflect the date, time and place of the meeting? W. Va. Code § 6-9A-5(1)
- ✓ Do the minutes reflect the name of each member of the governing body who was present and absent? W. Va. Code § 6-9A-5(2)
- ✓ Are all motions, proposals, resolutions, orders, ordinances and measures proposed, the name of the person proposing same, and their disposition, reflected in the minutes? W. Va. Code § 6-9A-5(3)
- ✓ If a matter was acted upon that was not on the meeting agenda (or meeting notice in the case of a special meeting), or if the meeting was an emergency meeting, are the facts and circumstances of the emergency explained in the minutes?

- ✓ Are the results of all votes reflected in the minutes? W. Va. Code § 6-9A-5(4)
- ✓ If a member requested a roll call vote on a particular matter, pursuant to applicable rules of the governing body, is the vote of each member by name reflected in the minutes? W. Va. Code § 6-9A-5(4)
- ✓ If a public comment period is provided at any time during the meeting, are members of the public allowed to address the governing body without being required to register more than 15 minutes before the start of the meeting? W. Va. Code § 6-9A-3
- ✓ Are members of the public and media permitted to record or broadcast the open portion of a meeting, so long as their filming or recording does not unduly interfere with the conduct of the meeting? W. Va. Code § 6-9A-9(a) & (b)
- ✓ Does a quorum of the members of the governing body refrain from meeting to discuss and deliberate toward a decision on matters requiring official action at a "work session" or other gathering, unless proper notice of that gathering has been issued, and it is open to the public and media?
- ✓ If the governing body elects to convene with one or more members participating by telephone, are the members telephonically participating audible to all those personally present, including the public and media?

West Virginia Ethics Act

GIFT GUIDELINES

< SOLICITATION OF GIFTS >

General Rule: *A public official or employee may not solicit a gift unless the solicitation is for a charitable purpose.*

The Ethics Act states that public servants may not solicit a gift, unless it is for a charitable purpose from which they and their immediate family members derive no direct personal benefit. They may not directly solicit a subordinate for any gift - not even a gift for a charitable purpose. The Act's prohibition against solicitation of gifts does not apply to solicitation of political contributions. However, WV Code 3-8-12(h) dealing with the regulation and control of elections provides "No person shall solicit any [political] contribution from any nonelective salaried employee of the state government or of any of its subdivisions."

< ACCEPTANCE OF GIFTS >

General Rule: *There are significant restrictions on the gifts which a public official or employee may accept.*

The Ethics Act places restrictions upon the acceptance of gifts from lobbyists or interested persons. Interested persons are those who:

- Seek or do business with the public servant's agency;
- Are engaged in activities regulated or controlled by their agency; or,
- Have financial interests which may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of their official duties.

Certain gifts may be accepted, even if the gift is from a lobbyist or interested person. An overview of acceptable gifts is provided on page two.

< REPORTING OF GIFTS >

The Ethics Act requires that the following individuals must file a financial disclosure form: (1) all elected statewide and county officials, and in some instances municipal elected officials if the municipality has elected by ordinance to be covered by the disclosure provisions; (2) all members of state boards, commissions and agencies appointed by the governor, and, (3) executive branch secretaries of departments, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads and assistant department heads. If you file a financial disclosure form, on the form there is a section entitled gifts. You must disclose all gifts, including meals, which are more than \$ 100.00, received from a person having a direct and immediate interest in a governmental activity, and are not required to be reported by a lobbyist. For example, if a constituent, who is not a lobbyist, takes you to dinner, and the value of your dinner is in excess of \$ 100.00, then you must report the name of the individual who took you to dinner.

< GIFTS WHICH MAY BE ACCEPTED >

Meals and Beverages

There is no monetary limitation on the value of a meal or beverage. For example, you can either accept a hot dog at the ball-park or dinner at the Greenbrier. The only limitation is that the interested party must be present. Gift certificates for meals are not acceptable.

Ceremonial Gifts or Awards of Insignificant Value.

There is no monetary limit placed on a ceremonial gift or award as long as it is reasonable and the gift has an overriding intrinsic, as opposed to fair market value. The gift must be given for a ceremonial purpose. For example the Commission has ruled that commemorative plaques as gifts had an insignificant value even though they cost \$ 35.00 to \$ 40.00 each. Likewise most plaques or gifts which are personalized with an engraving have an insignificant value as they have no real fair market value due to the personalization.

Gifts of Nominal Value

These gifts are permissible provided that the total value of any one item or items given to a public official or employee do not total more than \$ 25.00 for any one year. For example, you could accept a t-shirt and a coffee mug provided that the items, when totaled together, do not cost more than \$ 25.00. Once again the \$ 25.00 limitation does not apply to meals when the person purchasing the meal is present.

Reasonable expenses for food, travel and lodging of the official or employee for a meeting at which the official or employee participates in a panel or speaking engagement at the meeting.

If you are speaking at an event or are a member of a panel, then you may accept reasonable expenses for food, travel and lodging. You cannot accept expenses for amenities at the event such as free golf or spa treatments, unless these amenities are part of the room package for all guests staying at the hotel. The Commission has also held that you may accept reasonable expenses for your spouse or significant other to attend.

Free tickets to charitable, cultural or political events. These tickets are acceptable when the purpose of such gift or admission is a courtesy or ceremony customarily extended to the office.

There is no limitation on the value of a ticket to a charitable, cultural or political event. The test is whether public officials are customarily invited. An example would be a concert (a cultural event) given annually by a local community band. If the local community band or a person or company sponsoring the event customarily provides tickets to elected or appointed officials, then you may accept. This rule does not apply to sporting events.

Sporting events

You may accept a free ticket to a sporting event if the ticket is less than \$ 25.00. If the price of entrance is greater than \$ 25.00 you may only accept a ticket if the ticket is incidental to the conduct of your official or ceremonial duties. For instance, if you are asked to crown the homecoming queen or throw out the opening ball, then you can accept a ticket as you are performing a ceremonial duty.

Purely private and personal gifts and gifts from relatives.

These gifts are acceptable.

WV Ethics Commission
210 Brooks Street, Suite 300, Charleston WV 25301
304-558-0664



West Virginia Ethics Commission

Frequently Asked Questions

DOOR PRIZES, GIFTS AND GIVEAWAYS AT CONFERENCES

OVERVIEW: From time-to-time public employees or officials may win a prize at a conference, or be asked to plan a conference for their agency or an association. This guideline is intended to give clear guidance on accepting, soliciting or giving door prizes, gifts or giveaways in these circumstances.

If my agency has sent me to a conference and I put my name in a drawing at a vendor's booth, if I win a prize, may I keep it?

You may only keep the prize if the fair market value is less than \$25.00. Even if the vendor who donated the prize has no relationship with your agency, i.e. is not a vendor or a regulated party, you may **not** keep a prize with a fair market value in excess of \$25.00, since you are attending the conference in your official capacity as a public employee or official.

If I am at a work-related conference and I win a prize with a fair market value in excess of \$25.00, what should I do?

You may give the prize back or donate it to your agency or a non-profit entity. If you donate the prize to your agency or a non-profit, you may not take a charitable tax deduction. Moreover, you must write a letter to your supervisor documenting the fact that you donated the prize. You may only donate the prize to the agency if the prize is something which may be used by the agency, e.g. a microwave oven. On the other hand, if you win a trip to Myrtle Beach, you must give the gift back or donate it to a charity.

I am helping to plan a conference which is being hosted, in whole or part, by my agency or an association comprised of public officials. What limitations apply? May we ask the conference attendees to bring door prizes or gifts for exchange? May we ask vendors for gifts?

You may afford conference attendees the opportunity to bring a gift for a gift exchange or social event. The rules which apply are: (1) you must make it clear that participation is voluntary; (2) you must inform the attendees that they must use **personal**, not **public**, funds; (3) you and/or the conference participants/public servants may **not** solicit anyone, including local businesses or persons for any gifts. For example, you may not go to a local golf course and ask them to donate a gift certificate for a round of golf; and, (4) the fair market value of any gift may not exceed \$25.00. This last limitation recognizes that some conference participants may be interested parties from the private sector.

My agency is helping to plan a conference. May we use public funds to purchase door prizes, gifts or giveaways? May we use public funds to purchase items for welcome bags for attendees?

A public agency may **not** use public funds to purchase door prizes, gifts or giveaways. A public agency **may** use a reasonable amount of public funds to purchase items such as tote bags, pens, pencils or sticky notes to provide to conference attendees, but the fair market value of all such items provided to each participant may not exceed \$25.00.

My agency is hosting a conference. May we ask vendors to contribute items for welcome bags for attendees?

You may ask vendors or conference sponsors to donate items of nominal value so long as they derive some commercial value from it. For example, a vendor may give a notepad with the company's logo. No one vendor may contribute an item which has a fair market value in excess of \$25.00.

My agency is hosting a conference. May we solicit vendors for door prizes or giveaways?

No. A public agency may **not** solicit private entities for door prizes, gifts or giveaways. It may solicit nominal items with commercial logos in accordance with the guidance rendered in the preceding paragraph governing welcome bags.

We want to use public funds to purchase incentives to encourage audience participation. May we do that?

For some conference sessions, the presenter may want to encourage audience participation by giving participants candy or other small tokens for participating or answering questions correctly. In these situations, a reasonable amount of public funds may be used to purchase incentives of a nominal value, i.e. a fair market value of \$25.00 or less.

What if I belong to an association? Do these same rules apply?

Public servants may belong to associations comprised of public servants and persons from the private sector. Examples include the Troopers Association, Association of Counties, County Commissioners Association, or Municipal League. The same rules/limitations apply to door prizes, gifts or giveaways at any such association event.

What about wellness programs or events promoting wellness. May public funds be used to purchase incentives for these events?

Yes. Public funds may be used for this purpose in accordance with A.O. 2012-20. Any agency seeking to use funds for this purpose should first review this opinion, and contact the Ethics Commission with any questions.

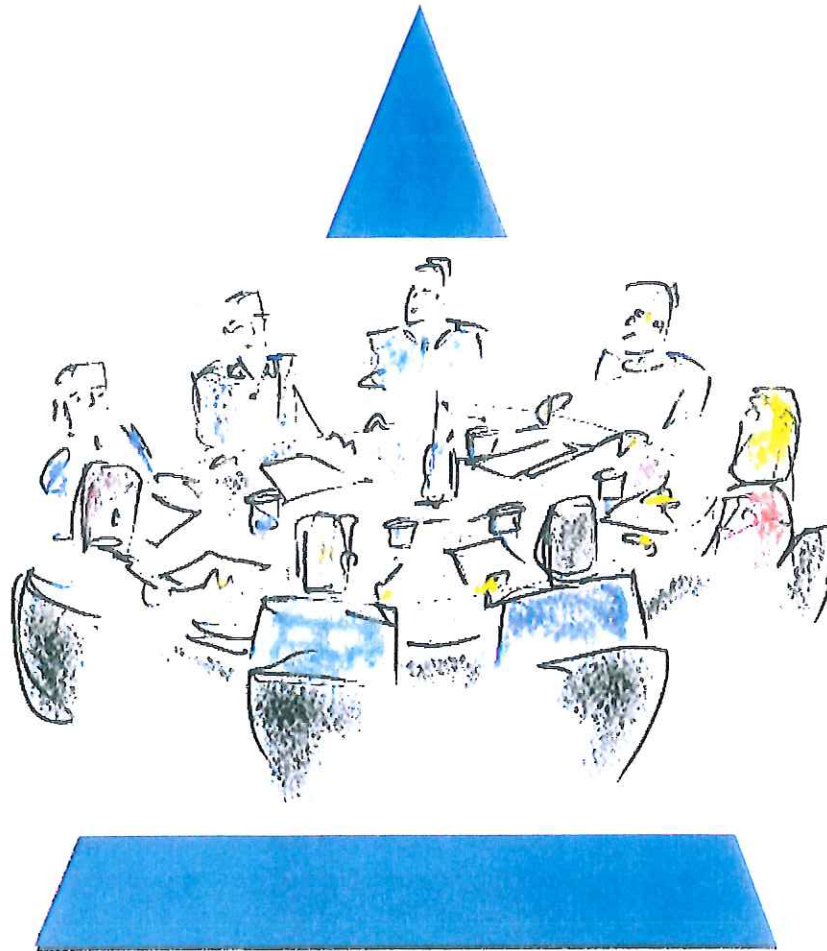
What other advice do you have for me?

The \$25.00 gift limit applies to all gifts from a single source in a calendar year. For example, if at a conference you receive an item with a fair market value of \$15.00, you may not accept another gift with a fair market value of \$15.00 from that same vendor in the same calendar year since the total fair market value would exceed the \$25.00 limit. See *also* Ethics Commission Gift Guidelines.

If your agency is hosting a conference, either by itself or in conjunction with an association comprised of public servants, you may have conference sponsors. In your materials, you should inform sponsors that they may not give items with a fair market value that exceeds \$25. If you have participants at the conference who are public employees or officials from other States, in your conference material you may want to remind them that they should check with their Ethics Commission(s) regarding any limitations on them accepting door prizes, gifts or giveaways at conferences.

Relevant law: W.Va. Code § 6B-2-5(c), Title 158, Series 7, Advisory Opinions 90-172A, 95-20, 96-36, 2006-07, 2010-11 and 2012-20.

Robert's Rules of Order



Presented By

John J. Sorrenti
jsorrenti5@comcast.net

West Virginia State Auditor's Office
Glen B. Gainer III, State Auditor
wvsao.gov

WHAT IS PARLIAMENTARY PROCEDURE?

**IT IS A SET OF RULES FOR THE
CONDUCT OF MEETINGS THAT
ALLOWS EVERYONE TO BE HEARD
AND TO MAKE DECISIONS
WITHOUT CONFUSION.**

Simplified Rules of Order

Principles of Parliamentary Procedure

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.
2. A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence.
3. All members have equal rights, privileges and obligations. One of the chairperson's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally – for example, not to permit a vocal few to dominate the debates.
4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.
5. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members – majority and minority – should be the concern of every member, for a person may be in a majority on one question, but in the minority on the next.
6. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.
7. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and by good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.

Simplified Rules of Order

Sample Order of Business

Here is the sample order of business for a regular business meeting. It is not intended that this is the final word on how an agenda should be presented. Each chairperson should follow an order that is satisfactory to him or her and to the organization.

The Order of Business

The chairperson of a meeting should prepare in advance a list of the order of business or an agenda for the meeting. A sample order of business follows:

1. Preliminaries
2. Call to Order
3. Minutes
4. Treasurer's Report
5. Correspondence (listed)
6. Unfinished Business
7. Committee Reports
8. New Business
9. Announcements
10. Adjournment

Excerpt From Robert's Rules of Order Newly Revised

Procedure in Small Boards

- Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- Motions need not be seconded.
- There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
- Informal discussion of a subject is permitted while no motion is pending.
- The chairperson need not rise while putting questions to vote.
- The chairperson can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly allowed regardless of how many members are present), the chair usually can make motions and usually votes on all questions.

Robert's 405-406

Robert, Sarah Corbin, Robert's Rules of Order Newly Revised, Glenview, Illinois: Scott, Foresman and Company, 1970.

Simplified Rules of Order

Conducting Commission Meetings

1. The President calls the meeting to order and follows the order of the agenda.
2. The agenda may be prepared by the President or a secretary.
3. The County Clerk takes and is in charge of the minutes.
4. Motions do not need a second.
5. There is no limit on debate.
6. Informal discussion is permitted while no motion is pending.
7. The presiding officer can take motions, discuss motions, and should vote on all questions.
8. Voting is done by a show of hands or voice vote.
9. A member should disqualify himself or herself from voting where there is a conflict of interest or an ethical question involved, in the item of business before the commission.

Simplified Rules of Order

Minutes

What to Include in Minutes

1. Name of the organization, date, time, place of meeting, regular, special or adjourned.
2. The presence of the regular presiding officer and the secretary, or the name of their substitutes.
3. What action was taken on the minutes of the previous meeting (approved or corrected).
4. Body of minutes contains the fact that the report of officers, board, standing and special committees were given, and what action was taken.
5. All the final wording of all main motions with amendments incorporated, any motion to rescind, what happened to each motion – was it adopted, lost, or temporarily disposed of, but not if it is withdrawn.
6. The name of the maker of the motion is included but not the person who seconds the motion.
7. Announcements: For example, any previous notice of bylaw changes, or any motion to be made at a later meeting or if the meeting time or place is different for each meeting.
8. Last paragraph contains hour of adjournment.
9. Minutes are closed with signature and title of person who took the minutes.
10. Nothing is erased from the minutes. Corrections are made in the margin. If material is expunged, a line is drawn through the words that are to be expunged.
11. When minutes are approved, the word “approved” and the secretary’s initials and date of their approval are written below the minutes.

I

MOVE

THAT....

Simplified Rules of Order

Motions That Bring a Question Again

Take From the Table

Before a meeting can consider a matter that has been tabled, a member must move:

“That the question concerning _____ be taken from the table.” Such a motion may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

If a motion to take from the table passes, the meeting resumes debate on the original question (or any amendments to it). If a considerable period of time has elapsed since the matter was tabled, it is often helpful for the first speaker to review the previous debate before proceeding to make any new points.

Reconsider

Rescind

Simplified Rules of Order

Incidental Motions

Point of Order

This motion permits a member to draw the chair's attention to what he/she believes to be an error in procedure or a lack of decorum in debate. The member will rise and say: "I rise to a point of order," or simply "Point of order". The chair should recognize the member, who will then state the point of order. The effect is to require the chair to make an immediate ruling on the question involved. The chair will usually give his/her reasons for making the ruling. If the ruling is thought to be wrong, the chair can be challenged.

A point of order can interrupt another speaker, does not require a second, is not debatable, is not amendable, and cannot be reconsidered.

Simplified Rules of Order

Privileged Motions

Recess

A member can propose a short intermission in a meeting even while business is pending, by moving to recess for a specified length of time.

A motion to take a recess may not interrupt another speaker, must be seconded, is not debatable, can be amended (for example, to change the length of the recess), cannot be reconsidered, and requires a majority vote.

Question or Point of Privilege

If a situation is affecting the comfort, convenience, integrity, rights or privileges of a meeting or of an individual member (for example, noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.), a member can *raise a point of privilege*, which permits him/her to interrupt pending business to make an urgent statement, request or motion. (If a motion is made, it must be seconded.) The motion might also concern the reputation of a member, a group of members, the assembly, or the association as a whole.

If the matter is not simple enough to be taken care of informally, the chair rules as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed.

A point of privilege may also be used to seek permission of the meeting to present a motion of an urgent nature.

Simplified Rules of Order

Procedures Used in Meetings

Subsidiary Motions

Amend

An *amendment* is a motion to change, to add words to, or omit words from, an original motion. The change is usually to clarify or improve the wording of the original motion and must, of course be related to that motion.

An amendment cannot interrupt another speaker, must be seconded, is debatable, may itself be amended by an *amendment to the amendment*, can be reconsidered, and requires a majority vote.

The chair should allow full discussion of the amendment (being careful to restrict debate to the amendment, not the original motion) and take a vote on the amendment only, making sure everyone understands the vote is not on the main motion.

If the amendment is defeated, another amendment may be proposed, or discussion proceeds on the original motion.

An amendment to an amendment is a motion to change, to add words to, or omit words from the first amendment. This motion cannot be amended.

Sometimes a main motion is worded poorly, and several amendments may be presented to improve the wording. In such cases it is sometimes better to have a substitute motion rather than try to solve the wording problem with amendments.

Simplified Rules of Order

Procedures Used in Meetings

Debate on Motions

Technically, a meeting should not consider any matter unless it has been placed before the meeting in the form of a motion. In practice, however, it is sometimes advantageous to permit limited discussion of a general topic before the motion is introduced. This discussion can sometimes lead to a properly worded motion that will indicate exactly what the group wants to do. This departure from strict parliamentary procedure must be used with caution. The chair must be careful not to let the meeting get out of control.

Normally, a member may speak only once on the same question, except for the mover of the motion, who has the privilege of "closing" the debate. If an important part of a member's speech has been misinterpreted by a later speaker, the first speaker might speak again for clarification, but no new material should be introduced.

The member who made the motion claims the floor, even though he or she has already spoken on the question, the member is entitled to be recognized before other members.

The mover of a motion may not speak against his or her own motion, although the mover may vote against it. The mover need not speak at all, but when speaking, it must be in favor of the motion. If during the debate, the mover changes his or her mind, he or she can inform the meeting of the fact by asking the meetings permission to withdraw the motion.

Order of Precedence of Motions

	Rank	Motion	May interrupt Speaker	Second Required	Debatable	Amendable	May be reconsidered	Majority required	2/3 majority required
Privileged motions	1.	Fix time to adjourn		X					
	2.	Adjourn		X				X	
	3.	Recess		X				X	
	4.	Question of privilege	X	X ¹	X	X	X	X	
	5.	Orders of the day	X						
Subsidiary motions	6.	Table		X					X ²
	7.	Previous Question		X				X	
	8.	Limit/extend limits of debate		X			X ³		X
	9.	Postpone to a certain time		X	X ⁴		X	X ⁵	X ⁵
	10.	Refer		X	X ⁶	X	X ⁷	X	
	11.	Amend		X	X	X ⁸	X	X	X ⁹
	12.	Postpone indefinitely		X	X		X ¹⁰	X	
	13.	Main position		X	X	X	X	X	

AGENDA REQUEST FORM
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 – 1st Choice: **May 15, 2014**

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

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

Subject (*Wording to be placed on agenda*): **Approval of Employment – Administrative Assistant/Fee Collector**

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

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 approve the Administrative Assistant/Fee Collector for the County Commission office

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

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

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

JEFFERSON COUNTY

Personnel Requisition

Department Name County Commission Date May 15, 2014 Date Needed May 19, 2014

Job Title Administrative Assistant/Fee Collector Salary 29,286.46 Criminal History Check Yes No

Suggested Recruitment Source(s) _____

Applicants Interviewed By Sandy McDonald and Debbie Keyser Position Reports To _____

Minimum Education Required Applicants should be high school graduates

Minimum Experience Required have a minimum of 2 years in an office environment

Job Duties Collects fees (check, money orders or cash) in accordance with County Commission established policies/guidelines and state regulations; balances daily collection receipts with office activity report.

Budget Information

Addition Replacement Explain or For Whom Ambulance Fee

Position Budgeted Yes No Proposed Salary _____ Date of Hire _____

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

Safety/Security _____ Hours Per Week 80

Approvals

Elected Official Approval _____ Date _____

Department Head Approval _____ Date _____

County Commission Approval _____ Date _____

Comments _____

Administrative Assistant/Fee Collection Position

The County Commission of Jefferson County, West Virginia, is seeking an Administrative Assistant to assist with the collection of county fees, along with day-to-day office activities including providing customer service, managing a cash drawer, collection of past due fees, processing and filing records, typing, data entry, and documentation of the process of fee collection.

Applicants should be high school graduates and have a minimum of 2 years in an office environment. Position requires good verbal and written communication skills, good typing skills and knowledge of general office equipment. Proficiency with Microsoft office software (Word, Excel and Access) is a plus.

Employee benefits package includes WV State Public Employees Retirement plan, 457 Deferred Compensation Savings Plan, life insurance, and health insurance. Work hours will be 8:30 to 5:30 Monday through Friday. Starting salary is \$29,286 for this position.

Jefferson County Commission is an equal opportunity employer.

Submit resume by April 18, 2014 to:

Jefferson County Commission

Attn: Sandy Slusher McDonald, Deputy County Administrator

124 E. Washington Street

P.O. Box 250

Charles Town, WV 25414

Or email: sandy@jeffersoncountywv.org

**Jefferson County, West Virginia
Job Description**

Position Title:	Fee Collector & Administrative Assistant	Grade Level:	II
Department	County Commission	Date:	March, 2014
Reports to:	County Administrator	FLSA Status	NE

Statement of Duties: Employee is responsible for assisting with the collection of Ambulance and Fire Fees as directed by the County Commission. Employee is required to perform all similar or related duties, including back-up duties as required by the County Commission Staff.

Supervision Required: Under general supervision, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, is not required to supervise any County employees. However, they may be asked to train a seasonal part-time employee to assist with collections during peak periods.

Confidentiality: Employee as a regular part of the job does not have access to public information in accordance with the State Public Records Law.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Since this fee involves coordinating efforts and information between a number of different departments, it is beneficial to have working knowledge of internal County operations and personnel.

Work Environment: The work environment involves everyday discomforts typical of an office setting. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Relationships: Relationships are constantly with county employees, co-workers and the public. The employee communicates departmental practices, procedures,

County Commission
Fee Collector
5/7/2014

Jefferson County, West Virginia
Job Description

regulations or guidelines. Employee may be required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation/payment of fees.

Accountability: Consequences of errors, missed deadlines or poor judgment include adverse public relations, monetary loss to the County.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Collects fees (check, money orders or cash) in accordance with County Commission established policies/guidelines and state regulations; balances daily collection receipts with office activity report.
2. Answers telephone and responds to inquiries from the public.
3. Documents approved policies and procedures to ensure consistent administration of fees.
4. Prepares listing of issues/exonerations for the consideration of the Commission.
5. Manages mail. Researches return mail. Makes address changes and then re-mails the fee bills.
6. Works in collaboration with different departments to obtain information needed to process fees or deposit funds.
7. Responsible for depositing funds collected.
8. Responsible for providing a monthly report to the Finance Director of fees collected.
9. Utilizes the proper software and procedures to ensure fees are collected and recorded per state code.
10. Contact citizens as needed for past due bills and for processing liens on property (for ambulance fee only).
11. Provide an annual summary of activities; fees collected, collection rate, liens processed, and recommendations to the supervisor for issues/recommendations of change.
12. Prepares and delivers responses to Freedom of Information Act (FOIA) as requested by the public for the Ambulance and Fire Fee system.
13. Working knowledge of database and terminology for the Assessor and Tax Departments.
14. The initial employee hired for this position will be required to document the entire work flow process and assist the County Administrator with the set-up of the entire fee collection program.
15. This position is the person responsible for maintaining the entire program, and may be supplemented by a seasonable part-time employee.

Recommended Minimum Qualifications

Education and Experience: Position requires a High School Degree or equivalent, and up to (1) year of experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

County Commission
Fee Collector
5/7/2014

**Jefferson County, West Virginia
Job Description**

Knowledge, Abilities and Skill

Knowledge: Common policies, practices, and procedures of collection functions; working knowledge of collection and cash receipts. Working knowledge of personal computers and office software in support of department operations and collection of money.

Abilities: Ability to work independently and be self-motivated, interact effectively and appropriately with the public and other personnel, perform multiple tasks, and ability to work with numbers and cash in an accurate manner.

Skills: Proficient computer keyboarding skills, basic mathematical skills, recordkeeping and clerical skills, organization skills; proficient written and oral communication skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, crouching, and standing. The employee is occasionally required to lift objects such as ledger books, photocopy and computer paper.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, keyboarding as well as the filing of papers.

Visual Skills: Employee is required to routinely read and interpret documents for understanding.

AGENCY: AUDITORS OFFICE INTERNAL USE
TOTAL: \$1,510.09

WARRANT #: 1013725449
DATE: 04/29/14

TRANSACTION ID	INVOICE NUMBER &	PAYEE REFERENCE	PURCHASE ORDER	AMOUNT
1015617787	3RD QTR 2014 REBATE,	WVSTATEAUDITOR		\$1,510.09

Received

MAY 07 2014

Jefferson County Commission



STATE CAPITOL CHARLESTON

If you have questions concerning the above, please call 304-558-2251 Ext. 2133.

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 32080168

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETER FRAUD AND COUNTERFEITING
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

State of West Virginia

STATE WARRANT # 1013725449

Important remittance information on top panel
Remitter: AUDITORS OFFICE INTERNAL USE
Questions? Contact: ANGELIA ROSE at 304-558-2251 Ext. 2133

APRIL 29, 2014

PAYEE JEFFERSON CO COMMISSION

*****\$1,510.09**

1013725449

WEST VIRGINIA TREASURY

John D. Perdue
STATE TREASURER

Allen B. Hauner III
STATE AUDITOR

⑈ 1013725449⑈ ⑆ 051902322⑆ 0005270537822⑈



JEFFERSON COUNTY, WEST VIRGINIA

Engineering Department
116 East Washington Street, Suite 100
P.O. Box 716
Charles Town, West Virginia 25414

Phone: 304-728-3257

Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

Workshop Notice

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

The Jefferson County Commission will conduct an Impact Fees Recalculation Project workshop to allow for a discussion between the County Commission, the county attorney, the consultant TischlerBise, and representatives of the four impact fee entities (Schools, Parks & Recreation, Fire/EMS and Law Enforcement); that includes, but is not limited to, current levels of service and costs, projected needs and costs, assumptions, and legal aspects related to determining and setting impact fees.

The purpose is to resolve any remaining issues so the impact fee consultant, TischlerBise, can finalize the calculations and prepare the final report and fee schedules. Any information provided in advance by the consultant will be forwarded to you in advance of the workshop.

The County Commission respectfully requests that each impact fee entity send at least one representative who can speak on their behalf regarding these matters. Please note that this is not a public hearing.

The workshop is scheduled as follows:

- What: Impact Fees Recalculation
& Fee Schedule Update Project - Workshop**
- When: Wednesday, May 28, 2014, at 1:30 pm**
- 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.

Impact Fee Status Report

April 2014

Office of Impact Fees

Summary

Date Range: Tuesday 1 through Wednesday 30 April 2014

Report Date: 5 May 2014

Process Number Range: 1400052 - 1400076

Total Applications: 25

Total Non-Exempt: 24

Of which:

Commercial: 1

Residential: 23

Of which:

County: 14

Municipal: 10

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for April 2014. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 30 April 2014	1	1	23	25
Fees collected		\$13.00	\$268,582.00	\$268,595.00
<i>Of which</i>				
School Impact Fee			\$235,678.00	\$235,678.00
Law Enforcement Fee		\$0	\$2,817.00	\$2,817.00
Parks & Recreation Fee			\$15,603.00	\$15,603.00
Fire & EMS Fee		\$13.00	\$14,484.00	\$14,497.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 April 2014)	\$341,911.58
April Deposits (1 – 30 April 2014)	\$268,595.00
School March Transactions (withdraws via transfer on 11 April 2014)	(\$301,442.11)
Law March Transactions (withdraws via transfer on 11 April 2014)	(\$1,834.46)
Parks & Rec March Trans. (withdraws via transfer on 11 April 2014)	(\$20,040.73)
Fire & EMS March Trans. (withdraws via transfer on 11 April 2014)	(\$18,594.28)
Interest Earned (30 April 2014)	\$77.81
Ending Statement Balance (30 April 2014)	\$268,672.81
<i>Outstanding Credits (deposits through 1 May 2014)</i>	<i>\$7,711.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 April 2014)	\$482,749.86
March Transactions (deposits via transfer on 11 April 2014)	\$301,442.11
Interest Earned (30 April 2014)	\$196.69
Ending Balance (30 April 2014)	\$784,388.66

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 April 2014)	\$23,076.49
March Transactions (deposits via transfer on 11 April 2014)	\$1,834.46
Interest Earned (30 April 2014)	\$6.99
Ending Balance (30 April 2014)	\$24,917.94

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 April 2014)	\$426,812.52
March Transactions (deposits via transfer on 11 April 2014)	\$20,040.73
Interest Earned (30 April 2014)	\$126.62
Ending Balance (30 April 2014)	\$446,979.87

Table 6. Financial Data – Fire & EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 April 2014)	\$164,227.11
March Transactions (deposits via transfer on 11 April 2014)	\$18,594.28
Interest Earned (30 April 2014)	\$50.80
Ending Balance (30 April 2014)	\$182,872.19

Table 7. Total Impact Fees as of 1 May 2014 /1

Description	Amount
Office of Impact Fees General Account	\$268,672.81
School Impact Fee Account	\$784,388.66
Law Enforcement Fee Account	\$24,917.94
Parks & Recreation Impact Fee Account	\$446,979.87
Fire & EMS Impact Fee Account	\$182,872.19
Total Impact Fees	\$1,707,831.47

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

Table 8. Pending May 2014 Fee Transfers /1

Account	30 April 2014 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$784,388.66	\$235,746.47	\$1,020,135.13
Law Enforcement Fee Account	\$24,917.94	\$2,817.78	\$27,735.72
Parks & Recreation Impact Fee Account	\$446,979.87	\$15,607.67	\$462,587.54
Fire & EMS Impact Fee Account	\$182,872.19	\$14,500.89	\$197,373.08
Total Impact Fees	\$1,439,158.66	\$268,672.81	\$1,707,831.47

/1 This table represents each of the impact fee category account totals as of 30 April 2014 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in April 2014 are listed in table 1 of the General Account (3111776); these transactions will be processed in May 2014. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

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Form 100 Transaction Summary Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Tuesday 1 through Wednesday 30 April 2014

Process Number	Date	LS Name	Firm Name	Park District	Spec Book	Base Page	Tax Map	Parcel	Impact Fee Collection	Date	Exemption Reason
Exempt Applications											
1400074	04/21/2014	Garrison	Thomas	04 Harpers Ferry	1126	96	13	95	\$0.00	04/21/2014	Form 200

Category Count: 1

Category Total \$0.00

Non-Exempt Applications											
1400052	04/03/2014	Segura	Agustin and	03 Charles Town	1005	633	3	32-33	\$12,808.00	04/03/2014	N/A
1400053	04/03/2014	Griffin	James	02 Charles Town	1013	144	21F	26	\$13,070.00	04/03/2014	N/A
1400054	04/04/2014	Finger	Dennis	07 Middleway	1129	337	8	1.3	\$13,070.00	04/04/2014	N/A
1400055	04/04/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	135	\$12,808.00	04/04/2014	N/A
1400056	04/07/2014	Ryan Homes		08 Ranson Corp	982	137	8D	25	\$12,808.00	04/07/2014	N/A
1400057	04/08/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	115	\$12,808.00	04/08/2014	N/A
1400058	04/08/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	116	\$12,808.00	04/08/2014	N/A
1400059	04/08/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	133	\$12,808.00	04/08/2014	N/A
1400060	04/08/2014	Corbin	Norman & Lora	02 Charles Town	1129	651	23F	60	\$7,711.00	04/09/2014	Form 260
1400061	04/10/2014	Oak Hill MHC	The Carlyle	02 Charles Town	972	354	21	26	\$2,091.00	04/10/2014	Form 260
1400063	04/10/2014	Burr SK, LLC		02 Charles Town	1095	690	1	71	\$13.00	04/10/2014	N/A
1400064	04/14/2014	Dan Ryan		09 Shepherdstown	1131	426	9D	86	\$13,070.00	04/14/2014	N/A
1400065	04/14/2014	Dan Ryan		09 Shepherdstown	1131	426	9D	108	\$13,070.00	04/14/2014	N/A
1400066	04/14/2014	Dan Ryan		08 Ranson Corp			8C	234	\$12,808.00	04/14/2014	N/A
1400067	04/16/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	117	\$12,808.00	04/16/2014	N/A
1400068	04/17/2014	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	124	\$12,808.00	04/17/2014	N/A
1400069	04/17/2014	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	123	\$12,808.00	04/17/2014	N/A
1400070	04/17/2014	Dan Ryan		09 Shepherdstown	1127	26	7	1.30	\$13,070.00	04/17/2014	N/A
1400071	04/17/2014	Dan Ryan		09 Shepherdstown	1131	426	9D	81	\$13,070.00	04/17/2014	N/A
1400072	04/17/2014	Dan Ryan		09 Shepherdstown	1131	426	9D	103	\$13,070.00	04/17/2014	N/A

Process Number	Date	Last Name	First Name	Tax District	Block Book	Block Size	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
New Exemption Applications											
1400073	04/21/2014	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	99	\$13,070.00	04/21/2014	N/A
1400075	04/21/2014	Hough	Steve and Tracy	07 Middleway	1059	90	25	1	\$13,070.00	04/21/2014	N/A
1400076	04/29/2014	Porter	Douglas	06 Kabletown	1110	449	6F	129-131	\$7,711.00	04/29/2014	Form 260
Category Count: 24								Category Total \$276,306.00			
TOTAL APPLICATIONS: 25								Grand Total \$276,306.00			

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

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *DM*
DATE: Tuesday, 6 May 2014
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of April 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400052** through **1400075**, inclusive. Within this range there were 22 non-exempt impact fee payments. This amounts to **\$235,678.00**.
- Interest earned by the Office of Impact Fees General Account in April 2014 amounts to **\$77.81**, of which **\$68.47** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$235,746.47.

Check # 944

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 14017
Date: 5/6/2014

Bill To:

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

Pay To:

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

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of April 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582). \$235,678.00

Interest earned by the Office of Impact Fees General Account April 2014. \$68.47

Impact Fee Process Numbers 1400052 through 1400075, inclusive. Within this range, there were 22 non-exempt impact fee payments.

Total: \$235,746.47

Notes/Comments Transfer of funds into School Impact Fee Account (3107582).

Check Number: 944



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 944

Trace 20140506:32704.32

Date 5/6/2014

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$235,678.00

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in April 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
4/4/2014	1400052	2003-3	11/24/2005	\$11,358.00
4/4/2014	1400053	2003-3	11/24/2005	\$11,358.00
4/7/2014	1400054	2003-3	11/24/2005	\$11,358.00
4/7/2014	1400055	2003-3	11/24/2005	\$11,358.00
4/8/2014	1400056	2003-3	11/24/2005	\$11,358.00
4/9/2014	1400057	2003-3	11/24/2005	\$11,358.00
4/9/2014	1400058	2003-3	11/24/2005	\$11,358.00
4/9/2014	1400059	2003-3	11/24/2005	\$11,358.00
4/10/2014	1400060	2003-3	11/24/2005	\$6,701.00
4/14/2014	1400061	2003-3	11/24/2005	\$1,817.00
4/14/2014	1400062	2003-3	11/24/2005	\$11,358.00
4/14/2014	1400063	2003-3	11/24/2005	\$0.00
4/15/2014	1400064	2003-3	11/24/2005	\$11,358.00
4/15/2014	1400065	2003-3	11/24/2005	\$11,358.00
4/15/2014	1400066	2003-3	11/24/2005	\$11,358.00
4/17/2014	1400067	2003-3	11/24/2005	\$11,358.00
4/18/2014	1400068	2003-3	11/24/2005	\$11,358.00
4/18/2014	1400069	2003-3	11/24/2005	\$11,358.00
4/18/2014	1400070	2003-3	11/24/2005	\$11,358.00
4/18/2014	1400071	2003-3	11/24/2005	\$11,358.00
4/18/2014	1400072	2003-3	11/24/2005	\$11,358.00
4/22/2014	1400073	2003-3	11/24/2005	\$11,358.00
4/22/2014	1400075	2003-3	11/24/2005	\$11,358.00
Total amount for this withdraw				\$235,678.00
Total amount for this account				\$235,678.00
Total amount all accounts				\$235,678.00

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

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *MM*
DATE: Tuesday, 6 May 2014
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of April 2014.

This transfer consists of two components:

- Impact Fee Process Numbers 1400052 through 1400075, inclusive. Within this range there were 12 non-exempt impact fee payments. This amounts to **\$2,817.00**.
- Interest earned by the Office of Impact Fees General Account in April 2014 amounts to **\$77.81**, of which **\$0.78** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$2,817.78.

Check # 945

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 14018

Date: 5/6/2014

Bill To:

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

Pay To:

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

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of April 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120).

\$2,817.00

Interest earned by the Office of Impact Fees General Account April 2014.

\$0.78

Impact Fee Process Numbers 1400052 through 1400075, inclusive. Within this range, there were 12 non-exempt impact fee payments.

Total: \$2,817.78

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

Check Number: 945



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 945

Trace 20140506:32805.62

Date 5/6/2014

Series 2

Recipient Sheriff of Jefferson County

Amount \$2,817.00

Account 3120120

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in April 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
4/4/2014	1400052	2005-1	3/22/2005	\$0.00
4/4/2014	1400053	2005-1	3/22/2005	\$262.00
4/7/2014	1400054	2005-1	3/22/2005	\$262.00
4/7/2014	1400055	2005-1	3/22/2005	\$0.00
4/8/2014	1400056	2005-1	3/22/2005	\$0.00
4/9/2014	1400057	2005-1	3/22/2005	\$0.00
4/9/2014	1400058	2005-1	3/22/2005	\$0.00
4/9/2014	1400059	2005-1	3/22/2005	\$0.00
4/10/2014	1400060	2005-1	3/22/2005	\$155.00
4/14/2014	1400061	2005-1	3/22/2005	\$42.00
4/14/2014	1400062	2005-1	3/22/2005	\$262.00
4/14/2014	1400063	2005-1	3/22/2005	\$0.00
4/15/2014	1400064	2005-1	3/22/2005	\$262.00
4/15/2014	1400065	2005-1	3/22/2005	\$262.00
4/15/2014	1400066	2005-1	3/22/2005	\$0.00
4/17/2014	1400067	2005-1	3/22/2005	\$0.00
4/18/2014	1400068	2005-1	3/22/2005	\$0.00
4/18/2014	1400069	2005-1	3/22/2005	\$0.00
4/18/2014	1400070	2005-1	3/22/2005	\$262.00
4/18/2014	1400071	2005-1	3/22/2005	\$262.00
4/18/2014	1400072	2005-1	3/22/2005	\$262.00
4/22/2014	1400073	2005-1	3/22/2005	\$262.00
4/22/2014	1400075	2005-1	3/22/2005	\$262.00

Total amount for this withdraw \$2,817.00

Total amount for this account \$2,817.00

Total amount all accounts \$2,817.00

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

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *DM*
DATE: Tuesday, 6 May 2014
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of April 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400052** through **1400075**, inclusive. Within this range there were 22 non-exempt impact fee payments. This amounts to **\$15,603.00**.
- Interest earned by the Office of Impact Fees General Account in April 2014 amounts to **\$77.81**, of which **\$4.67** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$15,607.67.

Check # 946

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 14019

Date: 5/6/2014

Bill To:

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

Pay To:

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

P.O. Number**Vendor Number****Description****Amount**

Impact Fee payments collected for month of April 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808). \$15,603.00

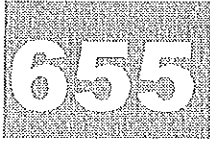
Interest earned by the Office of Impact Fees General Account April 2014. \$4.67

Impact Fee Process Numbers 1400052 through 1400075, inclusive. Within this range, there were 22 non-exempt impact fee payments.

Total: \$15,607.67

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

Check Number: 946



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 946

Trace 20140506:32846.68

Date 5/6/2014

Series 3

Recipient Sheriff of Jefferson County

Account 3122808

Amount \$15,603.00

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in April 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
4/4/2014	1400052	2005-2	5/12/2005	\$752.00
4/4/2014	1400053	2005-2	5/12/2005	\$752.00
4/7/2014	1400054	2005-2	5/12/2005	\$752.00
4/7/2014	1400055	2005-2	5/12/2005	\$752.00
4/8/2014	1400056	2005-2	5/12/2005	\$752.00
4/9/2014	1400057	2005-2	5/12/2005	\$752.00
4/9/2014	1400058	2005-2	5/12/2005	\$752.00
4/9/2014	1400059	2005-2	5/12/2005	\$752.00
4/10/2014	1400060	2005-2	5/12/2005	\$443.00
4/14/2014	1400061	2005-2	5/12/2005	\$120.00
4/14/2014	1400062	2005-2	5/12/2005	\$752.00
4/14/2014	1400063	2005-2	5/12/2005	\$0.00
4/15/2014	1400064	2005-2	5/12/2005	\$752.00
4/15/2014	1400065	2005-2	5/12/2005	\$752.00
4/15/2014	1400066	2005-2	5/12/2005	\$752.00
4/17/2014	1400067	2005-2	5/12/2005	\$752.00
4/18/2014	1400068	2005-2	5/12/2005	\$752.00
4/18/2014	1400069	2005-2	5/12/2005	\$752.00
4/18/2014	1400070	2005-2	5/12/2005	\$752.00
4/18/2014	1400071	2005-2	5/12/2005	\$752.00
4/18/2014	1400072	2005-2	5/12/2005	\$752.00
4/22/2014	1400073	2005-2	5/12/2005	\$752.00
4/22/2014	1400075	2005-2	5/12/2005	\$752.00
Total amount for this withdraw				\$15,603.00
Total amount for this account				\$15,603.00
Total amount all accounts				\$15,603.00

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

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *DM*
DATE: Tuesday, 6 May 2014
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Fire & EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of April 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400052** through **1400075**, inclusive. Within this range there were 23 non-exempt impact fee payments. This amounts to **\$14,497.00**.
- Interest earned by the Office of Impact Fees General Account in April 2014 amounts to **\$77.81**, of which **\$3.89** is attributed to fees collected for Fire & EMS.

As per the attached invoice, the total amount of this transfer is \$14,500.89.

Check # 947

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 14020
Date: 5/6/2014

Bill To:

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

Pay To:

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

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of April 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Fire & EMS Impact Fees Bank Account (3122816). \$14,497.00

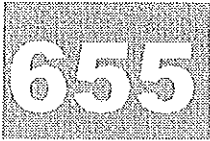
Interest earned by the Office of Impact Fees General Account April 2014. \$3.89

Impact Fee Process Numbers 1400052 through 1400075, inclusive. Within this range, there were 23 non-exempt impact fee payments.

Total: \$14,500.89

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

Check Number: 947



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 947

Trace 20140506:32890.97

Date 5/6/2014

Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$14,497.00

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Fire and EMS Impact Fees Collected in April 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
4/4/2014	1400052	2005-3	5/12/2005	\$698.00
4/4/2014	1400053	2005-3	5/12/2005	\$698.00
4/7/2014	1400054	2005-3	5/12/2005	\$698.00
4/7/2014	1400055	2005-3	5/12/2005	\$698.00
4/8/2014	1400056	2005-3	5/12/2005	\$698.00
4/9/2014	1400057	2005-3	5/12/2005	\$698.00
4/9/2014	1400058	2005-3	5/12/2005	\$698.00
4/9/2014	1400059	2005-3	5/12/2005	\$698.00
4/10/2014	1400060	2005-3	5/12/2005	\$412.00
4/14/2014	1400061	2005-3	5/12/2005	\$112.00
4/14/2014	1400062	2005-3	5/12/2005	\$698.00
4/14/2014	1400063	2005-3	5/12/2005	\$13.00
4/15/2014	1400064	2005-3	5/12/2005	\$698.00
4/15/2014	1400065	2005-3	5/12/2005	\$698.00
4/15/2014	1400066	2005-3	5/12/2005	\$698.00
4/17/2014	1400067	2005-3	5/12/2005	\$698.00
4/18/2014	1400068	2005-3	5/12/2005	\$698.00
4/18/2014	1400069	2005-3	5/12/2005	\$698.00
4/18/2014	1400070	2005-3	5/12/2005	\$698.00
4/18/2014	1400071	2005-3	5/12/2005	\$698.00
4/18/2014	1400072	2005-3	5/12/2005	\$698.00
4/22/2014	1400073	2005-3	5/12/2005	\$698.00
4/22/2014	1400075	2005-3	5/12/2005	\$698.00

Total amount for this withdraw \$14,497.00

Total amount for this account \$14,497.00

Total amount all accounts \$14,497.00

**NOTICE OF PUBLIC HEARING
PROPOSED INCREASE
EMERGENCY 911 LAND LINE FEE**

The County Commission of Jefferson County will hold a public hearing on Wednesday, June 11, 2014, in the County Commission Meeting Room located in the Old Charles Town Library, 200 East Washington Street, Charles Town, West Virginia beginning at 7:00 p.m.

The purpose of the meeting will be to hear public comment on the proposed increase in the Emergency 911 Wireline Fee (land line only) from the current fee of \$2.90 monthly to the proposed new monthly fee of \$5.00. The public is invited to provide written or oral comment at this hearing.

Written comments can be emailed to info@jeffersoncountywv.org

All comments will be accepted until June 18th, 2014 at 5:00 p.m.

You may view the Ordinance at www.jeffersoncountywv.org

A decision will be made at the June 19th, 2014 County Commission Regular Meeting.

**By Order of The County
Commission of Jefferson County
Walt Pellish, President**

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY**

The County Commission of Jefferson County will hold a public hearing on Thursday, May 22, 2014 at 7:00 p.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

At this meeting, there will be public input on the Jefferson County Emergency Services Fee Ordinance.

Anyone wishing to provide written or oral comment may do so at this meeting or send comments to info@jeffersoncountywv.org until Friday, May 30, 2014 5:00 p.m.

You can view the Ordinance at: www.jeffersoncountywv.org

No decisions will be made at this meeting.

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

Jefferson County Public Service District

April 28, 2014

Ms. Barbara Miller
Director of Homeland Security & Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430

Mr. Bill Polk
Director of County Maintenance Department
P.O. Box 250
Charles Town, WV 25414

Sheriff Pete Dougherty
Jefferson County Sheriffs Department
102 Industrial Boulevard, Suite 100
Kearneysville, WV 25430

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

Commissioner Jane Tabb
Jefferson County Commission Liaison to Jefferson County Public Service District
P.O. Box 250
Charles Town, WV 25414

Re: Generator Maintenance Technician

Good Day All:

Jefferson County Public Service District (the District) recently received a letter from Mr. Paul Rosa about our generator maintenance needs. He suggested that the District may wish to join with other Jefferson County service providers to hire a person to take care of all of our generators. This opens the door to talk about this option as well as some others that may be helpful for us to discuss. We may be able to find some cost savings if we can combine some of our maintenance needs and resources.

The District recently entered into a one (1) year renewable contract with Apparatus Repair & Engineering, Inc (AR&E) to maintain our 21 generators. This is our 4th contract with AR&E. During the time we have had them doing twice yearly maintenance on our generators, our rate of generator failure during emergencies has been drastically reduced. Due to this newly executed contract we would not be able to do anything different now, but it gives us time to discuss with all of you, the future of the countywide generator maintenance.

If you would like to meet, please let me know and we can meet at the District's office on Edmond Road in East Burr Park. Please feel free to share this letter with anyone else who may be interested in this discussion.

Sincerely,



Susanne Lawton
General Manager

cc: Paul Rosa
enc: Letter from Mr. Rosa

544 S. Seminary Street
Charles Town, WV 25414
March 14, 2014

Ms. Susanne Lawton, General Manager
Jefferson County Public Service District
340 Edmond Road, Suite A
Kearneysville, WV 25430

Dear Ms. Lawton:

Thank you for taking the time to talk to me today about various generator maintenance options. As I mentioned there now appears to be a critical mass of public agency generators to justify a full-time generator maintenance position that, hopefully, will save all the agencies money.

As I mentioned, when I was on the board of the Jefferson County Emergency Services Agency (JCESA) the board set a strategic objective to use impact fee money to put emergency power generators in all seven fire stations. I am pleased to inform you that, with the installation later this month of a generator for the Middleway fire company, that *strategic objective will have been achieved. Besides those generators the 911 center and the Sheriff's department have backup power, and consideration is being given for a generator for the Sheriff's substation at Blue Ridge Elementary School. That yields a total of 10 county-owned generators.*

Together with the PSD's 21 generators, there are at least 31 generators in county agencies, and possibly more in municipal sewerage treatment and water systems. My guess is that there at least 35 publicly owned generators in need of maintenance. I am forwarding this letter to County Maintenance Supervisor Bill Polk for his consideration to obtain his opinion of whether cross-contracting between agencies can justify a full-time generator maintenance position.

I would appreciate it if you could submit my correspondence to your board for their consideration. Please do not hesitate to contact me at (304) 839-1262 should you have further questions.

Sincerely,



Paul Rosa

cc: Jefferson County Commission
Bill Polk, County Maintenance Supervisor
Sheriff Pete Daugherty
Barb Miller, Director of Emergency Management

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting April 7, 2014

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, April 7, 2014 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; newly appointed board member, Richard Weese; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Finance Manager, April Shultz; Operations Manager, Joe Freeze; District Legal Counsel, David Hammer; Legal Counsel, Jim Kelsh (speakerphone); from Dunn Engineering, Fred Hypes; and Liaison for the County Commission, Commissioner Jane Tabb.

CALL TO ORDER

Chairman Peter Appignani called the meeting to order at 7:02PM.

Welcome new board member

The Board and staff welcomed newly appointed board member Mr. Richard Weese. Mr. Weese has replaced Mr. Batra as the appointed residential rate paying customer on the board.

Approval of agenda

There were no changes to the agenda.

Public Comments

None.

OLD BUSINESS

Review Minutes of March 3 regular board meeting

The minutes of the March 3, 2014 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the March 3, 2014 regular meeting minutes as presented. Approved 2-0. Mr. Weese abstained since he was not a member of the board at that time.

Review Minutes of March 19 special board meeting

The minutes of the March 19, 2014 special board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the March 19, 2014 special meeting minutes as presented. Approved 2-0. Mr. Weese abstained since he was not a member of the board at that time.

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

- Consideration of and final action on the adoption a Bond Resolution and related Supplemental Resolution authorizing the issuance of not to exceed \$985,350 in principal amount of the Jefferson County Public Service District's Water Revenue Bonds, Series 2014 A (West Virginia DWTRF Program) and not to exceed \$1,073,246 in principal amount of the Jefferson County Public Service District's Water Revenue Bonds, Series 2014 B (West Virginia DWTRF Program) to finance costs relating to improvements to the water system of the District and to pay costs relating to the issuance of the bonds.
- Authorization of the execution and delivery of a Grant Agreement with the West Virginia Infrastructure and Jobs Development Council (the "WVIJDC") relating to a grant in the amount of \$232,895 (the "WVIJDC Grant") to be used to pay costs relating to improvements to the water system of the District and to pay the District's 1997 Water Revenue Design Bond Anticipation Note.
- Adoption of one or more Resolutions authorizing the disbursement of a portion of the proceeds of the Series 2014 A Bonds and the WVIJDC Grant.
- Other actions relating to the Bonds, WVIJDC Grant and/or the related water system improvement project.

Received

MAY 07 2014

Jefferson County Commission

Cam Siegrist joined the meeting by speakerphone to review the four resolutions (Bond Resolution, Supplemental Resolution, Resolution No. 1, and the Sweep Resolution) that need board approval for the bond closing that will occur on April 17th.

Mr. Appignani read the Bond Resolution into record as follows:

RESOLUTION AUTHORIZING THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF CERTAIN EXTENSIONS, ADDITIONS, BETTERMENTS AND IMPROVEMENTS TO THE WATERWORKS SYSTEM OF THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT AND THE FINANCING OF THE COST, NOT OTHERWISE PROVIDED, THEREOF THROUGH THE ISSUANCE BY THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT OF NOT MORE THAN TWO MILLION FIFTY-EIGHT THOUSAND FIVE HUNDRED NINETY-SIX DOLLARS (\$2,058,596) IN AGGREGATE PRINCIPAL AMOUNT OF WATER REVENUE BONDS IN TWO SERIES, THE FIRST SERIES TO BE DESIGNATED "WATER REVENUE BONDS, SERIES 2014 A (WEST VIRGINIA DWTRF PROGRAM)" IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED NINE HUNDRED EIGHTY-FIVE THOUSAND THREE HUNDRED FIFTY DOLLARS (\$985,350), AND THE SECOND SERIES TO BE DESIGNATED "WATER REVENUE BONDS, SERIES 2014 B (WEST VIRGINIA DWTRF PROGRAM)" IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED ONE MILLION SEVENTY-THREE THOUSAND TWO HUNDRED FORTY-SIX DOLLARS (1,073,246); PROVIDING FOR THE RIGHTS AND REMEDIES OF AND SECURITY FOR THE REGISTERED OWNERS OF SUCH BONDS; APPROVING, RATIFYING AND CONFIRMING A LOAN AGREEMENT WITH THE WEST VIRGINIA WATER DEVELOPMENT AUTHORITY ACTING ON BEHALF OF THE WEST VIRGINIA BUREAU FOR PUBLIC HEALTH; AUTHORIZING THE SALE AND PROVIDING FOR THE TERMS AND PROVISIONS OF SUCH BONDS; AND ADOPTING OTHER PROVISIONS RELATING THERETO. BE IT RESOLVED BY THE PUBLIC SERVICE BOARD OF THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the Bond Resolution as read into record. Unanimously approved.

Mr. Appignani read the Supplemental Resolution into record as follows:

SUPPLEMENT RESOLUTION PROVIDING AS TO PRINCIPAL AMOUNTS, DATE, MATURITY DATES, INTEREST RATES, PRINCIPAL PAYMENT DATES, REDEMPTION PROVISIONS, SALE PRICES AND OTHER TERMS OF THE WATER REVENUE BONDS, SERIES 2014 A (WEST VIRGINIA DWTRF PROGRAM) AND THE WATER REVENUE BONDS, SERIES 2014 B (WEST VIRGINIA DWTRF PROGRAM) OF JEFFERSON COUNTY PUBLIC SERVICE DISTRICT; AUTHORIZING, RATIFYING AND APPROVING A LOAN AGREEMENT RELATING TO SUCH BONDS, THE SALE AND DELIVERY OF SUCH BONDS TO THE WEST VIRGINIA WATER DEVELOPMENT AUTHORITY; DESIGNATING A BONDS REGISTRAR, DEPOSITORY BANK, AND PAYING AGENT; AND MAKING OTHER PROVISIONS AS TO THE BONDS.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the Supplemental Resolution as read into record. Unanimously approved.

Mr. Appignani read the Resolution No. 1 into record as follows:

RESOLUTION OF THE PUBLIC SERVICE BOARD OF THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT APPROVING INVOICES RELATING TO ENGINEERING AND OTHER SERVICES FOR THE CAVALAND & GLEN HAVEN WATER SYSTEM IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT THEREOF WITH PROCEEDS OF THE DISTRICT'S WATER REVENUE BONDS, SERIES 2014 A (WEST VIRGINIA DWTRF PROGRAM), AUTHORIZING THE PAYMENT OF THE DISTRICT'S BOND WITH THE PROCEEDS OF A GRANT MADE BY THE WEST VIRGINIA INFRASTRUCTURE AND JOBS DEVELOPMENT COUNCIL TO THE DISTRICT AND AUTHORIZING THE PAYMENT OF THE ADMINISTRATIVE FEE DUE AND PAYABLE TO THE WEST VIRGINIA MUNICIPAL

BOND COMMISSION RELATING TO THE DISTRICT'S BOND ANTICIPATION NOTE, SERIES 1997, WITH PROCEEDS OF THE DISTRICT'S WATER REVENUE BONDS, SERIES 2014 A (WEST VIRGINIA DWTRF PROGRAM).

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the Resolution No. 1 as read into record. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the Sweep Resolution as presented. Unanimously approved.

Review and consider generator maintenance contract bids

Last month the Board approved the bid solicitation for two advertisements; one for a corrective maintenance (repairs) contract for all emergency generators except the diesel and the other for a preventative maintenance and service contract for the one diesel emergency generator. The District received one proposal for each of the two advertisements from Apparatus Repair and Engineering, Inc (AR&E). Ms. Lawton suggested reviewing the previous proposals that were submitted in November which covered more services at a better cost. The Board reviewed the three previously submitted proposals and chose to approve the November contract from AR&E which Ms. Lawton confirmed was still valid.

- Consider request from Paul Rosa on participating with the County for a generator maintenance position

The District received a letter from Paul Rosa about the possibility of the PSD partnering with other County agencies on hiring a generator maintenance person. The Board thought this could be something to discuss in the future.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to hire AR&E with the contract presented November 20th. Unanimously approved.

Update on Pump Station 5-3 construction

This project is substantially complete. Mr. Freeze stated the contractor is finishing up the punch list and he is very pleased with their work.

Action: No action required by the Board.

Discuss sewer service options for residents in Woodland Mobile Home Park

Ms. Lawton would like to file a Termination Agreement between the District and Mockingbirdhil, Inc with the Public Service Commission to allow the District to terminate water service for the Woodland Mobile Home Park residents if the District installs water meters for these customers. Mr. Kelsh stated that Ms. Lawton can file the initial agreement, but further filings will need to be handled by an attorney. To save money, the Board thought it would be a good idea to have Ms. Lawton do the initial filing if the Board choose to move forward with this action.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to move forward with the filing of the termination agreement with the Public Service Commission. Unanimously approved.

Discuss large unmetered flat rate sewer bill

Last month the Board tabled this item so they could discuss with Mr. Hammer. Currently staff either turns unmetered flat rate customers over to a collection agency or places liens on the property for nonpayment. Ms. Lawton discussed the ongoing problem of collecting payments from flat rate customers since the District cannot terminate their water service for non-payment of sewer service. Mr. Hammer agreed that not much recourse can be done by staff except placing liens on the property to attempt to entice the customer to pay pending balances.

Action: No action required by the Board.

Discuss the District's financial status (status of paying bills)

Finance Manager, April Shultz explained that with the recent Public Service Commission order in the Capital Improvement Fee (CIF) disbursement case allowing the District to pay the Charles Town Utility Board in full, all of the District's disbursements will be paid after the board meeting with a cash balance remaining. Staff is continuing to work on cash flow information to file a response with the Public Service Commission on the CIF case.

Action: No action required by the Board.

Discussion of:

- Vision Statement
- Values
- Covenants

The previous board member Mr. Batra requested these items on the agenda to learn what the District is about and to get familiar with the organization. Mr. Appignani would like to remove it from the agenda with all the other projects going on.

Action: No action required by the Board.

Options and process path for creating/revising PSD strategic plan

Last month Ms. Lawton provided Dunn Engineering with a copy of the request for proposals for a strategic plan for comments which Mr. Hypes has submitted to the Board. Mr. Appignani would like to have Dunn Engineering draft a strategic plan if the other board members agree. Mr. Hypes would like to bring a proposal back to the Board next month outlining the costs for this type of report, an outline/summary for a strategic plan, and verify their current contract covers this type of service. The Board agreed to this request.

Action: No action required by the Board.

Discuss report on easement/ownership of all pump stations

The Board would like staff to gather information on pump stations 3-8, 3-9, 3-13, and 4-6 to submit to a local attorney. These pump stations do not have written easements which may need to be drafted by an attorney.

Action: No action required by the Board.

NEW BUSINESS

Discuss sewer capacity for Harvest Hills and Burr/Bardane Industrial Parks

Mr. Hypes has been working on collecting data to determine the capacity for these two areas. Carla Coffey from Arcadia Communities and Randy Kepler from Greenway Engineering were in the audience representing Harvest Hills. Mr. Hypes believes there is adequate capacity for both, but he would like to conduct flow monitoring and get updated information from the pump stations.

Action: No action required by the Board.

Consider sending letter of support for SRF funding bill

Ms. Lawton informed the Board of a request she received from National Association of Clean Water Agencies for letters of support for continued full funding of clean water projects by the Clean Water State Revolving Fund and the Drinking Water State Revolving Fund.

Action: Motion made by Mr. Weese and seconded by Mr. Strider to approve sending the letter of support regarding SRF funding. Unanimously approved.

Update on Statuses of Current Public Service Commission Cases

Mr. Hammer has not looked into the Norborne Glebe agreements yet.

Mr. Kelsh is preparing a response to file in the case to disburse the Districts Capacity Improvement Fee funds (case no. 13-1832-PSD-PC).

Mr. Hammer has been working with Mr. Rodecker on the Old Standard case (#13-1175-S-C) as well as the circuit court case with East Jefferson Sewer System (#14-C-51).

Action: No action required by the Board.

Consider ratification of each and every action taken at regular Jefferson County PSD board meetings of January 6, 2014, February 3, 2014, March 3, 2014, emergency special board meeting of January 31, 2014, and special board meetings of January 6, 2014, February 17, 2014, and March 19, 2014

Mr. Appignani informed the audience that at the March board meeting, it was determined that Mr. Gagan Batra was not eligible to serve on the Board and the Jefferson County Commission needed to appoint a residential rate paying customer to be in compliance with West Virginia statues for the bond closing to occur for the water systems project. The Jefferson County Commission appointed Mr. Richard Weese at its April 3rd meeting. As a result the actions taken by the Board and voted on by Mr. Batra must be reviewed.

Action: Motion made by Mr. Strider to ratify the January 6, 2014 regular board meeting actions as presented; to ratify the January 6, 2014 special board meeting actions with the exception of the motion made by Mr. Appignani and seconded by Mr. Batra to direct staff to no longer spend the time and resources on pursuing the purchase of Jefferson Utilities, Inc and direct Mr. Kelsh to inform their counsel of this decision based on the financial costs of a purchase at this time; to ratify the January 31, 2014 special board meeting actions as presented; to ratify the February 3, 2014 regular meeting actions with the exception of the motion made by Mr. Appignani and seconded by Mr. Batra to hire David Hammer as the District's new legal counsel; to ratify the March 3, 2014 regular board meeting actions as presented; and to ratify the March 19, 2014 special board meeting actions as presented.

Mr. Hammer suggested the Board discuss the meeting minutes one at a time to lessen confusion. Mr. Appignani stated that he believed Mr. Strider would like to affirm all unanimous actions. Mr. Strider agreed, with the exception of the unanimous vote on the motion to come out of executive session for the consideration for hiring new legal counsel at the February 3rd meeting. Mr. Appignani restated his previous statement to reaffirm all the unanimous actions except for an action taken at the February 3rd regular board meeting under the new business agenda item for "Consideration of hiring new counsel" where the Board voted unanimously to come out of executive session and the special board meeting on January 6th.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to affirm all the unanimous actions taken by the Board since January 6, 2014 with the exception of the special board meeting on January 6, 2014 and the action taken at the February 3, 2014 under the agenda item "Consideration of hiring new legal counsel" for the unanimous action coming out of executive session.

Mr. Appignani asked the question of what Mr. Weese's role is in these decisions. Mr. Hammer stated that since Mr. Weese was not present during the original discussions he should not cast a vote in the decisions. Mr. Kelsh disagreed that Mr. Weese is entitled to vote on the ratification decisions as a duly appointed Board member.

Unanimously approved.

January 6, 2014 special board meeting actions:

1st motion: *Action: Motion made by Mr. Strider and seconded by Mr. Batra to convene into executive session for the purpose of discussing contract negotiations. Unanimously approved.*

Action: Motion made by Mr. Strider at the April 7, 2014 meeting and seconded by Mr. Appignani to reaffirm the 1st motion from the January 6, 2014 special board meeting. Unanimously approved.

2nd motion: *Action: Motion made by Mr. Strider and seconded by Mr. Batra to return to public session. Unanimously approved.*

Action: Motion made by Mr. Strider at the April 7, 2014 meeting and seconded by Mr. Appignani to reaffirm the 2nd motion from the January 6, 2014 special board meeting. Unanimously approved.

3rd Motion: *Action: Motion made by Mr. Appignani and seconded by Mr. Batra to direct staff to no longer spend the time and resources on pursuing the purchase of Jefferson Utilities, Inc and direct Mr. Kelsh to inform their counsel of this decision based on the financial costs of a purchase at this time. Approved 2-1. Mr. Strider voted against the motion.*

Action: Motion made by Mr. Appignani at the April 7, 2014 meeting to reaffirm the 3rd motion from the January 6, 2014 special board meeting. Motion failed due to a lack of a second.

- 4th Motion: *Action: Motion made by Mr. Batra and seconded by Mr. Strider to adjourn. Unanimously approved.*
- Action: Motion made by Mr. Strider and seconded by Mr. Weese to reaffirm the 4th motion from the January 6, 2014 special board meeting. Unanimously approved.**

February 3, 2014 regular board meeting actions for "Consideration of hiring new counsel":

Mr. Hammer informed the Board of a technical problem that could occur with this action item. If the motion to hire new counsel is voided it will be considered that Mr. Hammer didn't represent the District as counsel. Holding confidential information, Mr. Hammer doesn't want the District to be in the position where the client-attorney privilege is lost. Mr. Hammer officially resigned as the District's counsel and stated that the Board may rehire him if they wish.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept Mr. Hammer's resignation. Approved 2-1. Mr. Appignani voted no.

1st Motion: *Action: Motion made by Mr. Appignani and seconded by Mr. Batra to convene in executive session for consideration of hiring new counsel. Approved 2-1. Mr. Strider opposed.*

Action: Motion made by Mr. Strider at the April 7, 2014 meeting and seconded by Mr. Weese to reaffirm the 1st motion from the February 3, 2014 regular board meeting. Unanimously approved.

2nd Motion: *Action: Motion made by Mr. Strider and seconded by Mr. Batra to return to public session. Unanimously approved.*

Action: Motion made by Mr. Appignani at the April 7, 2014 meeting and seconded by Mr. Strider to reaffirm the 2nd motion from the February 3, 2014 regular board meeting. Unanimously approved.

3rd Motion: *Action: Motion made by Mr. Appignani and seconded by Mr. Batra to hire David Hammer as the District's new legal counsel. Motion approved 2-1. Mr. Strider opposed.*

Action: Motion made by Mr. Appignani at the April 7, 2014 meeting to reaffirm the 3rd motion from the February 3, 2014 regular board meeting. Motion failed due to lack of a second.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to direct Mr. Hammer to continue to work with Mr. Rodecker who is acting as lead counsel on legal matter's associated with Old Standard, LLC and East Jefferson Sewer Service, PSC case # 13-1175-S-C and the associated circuit court case # 14-C-51. Unanimously approved.

Discussion of any Expenses over Budget

Mrs. Shultz informed the Board that the special expense account was over budget, but will be revised with the budget revision in May. The District had a 112% coverage rate.

Action: No action required by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for Public Service District water expenses in the amount of \$3,451.37. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for the Public Service District sewer expenses in the amount of \$115,306.22. Unanimously approved.

Approve transfer of \$865.64 from the renewal & replacement account to the Sewer Operating account for installation of PLC at pump station 4-5.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the transfer of \$865.64 from the renewal & replacement account to sewer operating account for installation of PLC at pump station 4-5. Unanimously approved.

Approve transfer of \$545.00 from the renewal & replacement account to the Sewer Operating account for the pressure transducer at Driswood pump station 3-14.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the transfer of \$545.00 from the renewal & replacement account to sewer operating account for the pressure transducer at Driswood pump station 3-14. Unanimously approved.

Approve transfer of \$895.00 from the renewal & replacement account to the Sewer Operating account for pump repairs at pump station 1-11.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the transfer of \$895.00 from the renewal & replacement account to sewer operating account for pump repairs at pump station 1-11. Unanimously approved.

Approve transfer of \$3,157.84 from the renewal & replacement account to the Sewer Operating account for pump repair at pump station 3-8.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the transfer of \$3,157.84 from the renewal & replacement account to sewer operating account for pump repairs at pump station 3-8. Unanimously approved.

Approve transfer of \$2,775.48 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the transfer of \$2,775.48 from the sewer security deposit account into the sewer operating account for security deposit refunds. Unanimously approved.

General Manager's Report

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

Pump station problems – Ms. Lawton will have quotes next month for creating a gravel driveway where the District's trucks are tearing up the yard when they have to haul the Godwin pump to another pump station.

Action: No action required by the Board.

Other staff reports

Action: No action required by the Board.

Public Comment

None.

Correspondence

None discussed.

Mrs. Shultz, Mr. Freeze, Mr. Hypes and Mr. Kelsh exited the meeting.

Mr. Siegrist rejoined the meeting by speakerphone. He requested the Board also approve the grant agreement for the water system bond closing.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to authorize the chairman and secretary to execute and deliver the grant agreement with the affixed seal.

A brief discussion was held before the vote. The Board needs to appoint Mr. Weese as acting Secretary for the purpose of executing documents for the water project bond closing. Next month the Board will appoint Mr. Weese as the Secretary. Mr. Appignani nominated Mr. Weese as the acting Secretary. Mr. Strider had no objections.

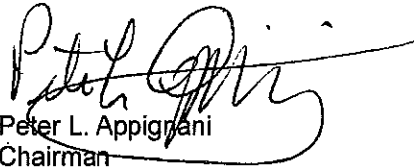
Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to adjourn. Unanimously approved.

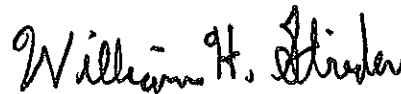
There being no further business at this time, the meeting was adjourned at 9:53PM.

The next regular meeting is scheduled for Monday, May 5, 2014 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani
Chairman



William H. Strider
Treasurer

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

Week Ending Date

Week Ending

April 26, 2014

FY14

May 2, 2014

To be Deposited on:

Amount Played	61,544,559.60
Amount Won	55,219,581.76
Amount Promo	345,014.00
MWAP Contribution	<u>3,439.41</u>
Adjusted Gross Terminal Revenue	<u>5,976,524.43</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>239,060.99</u>
Net Terminal Revenue	<u>5,737,463.44</u>
Surcharge @ 10%	573,746.35
State Share Excess @ 58%	332,772.88
Track Share of Capital Reinvestment @ 42%	240,973.47
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	231334.53
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	9638.94
Adjusted Net Terminal Revenue	<u>5,163,717.09</u>
Racetrack @ 46.50% / 42%	2,168,761.18
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,117,123.96
Race Track Purses @ 7% / 14% / 8%	413,097.37
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	25,818.59
Greyhound Development @ .75%	38,727.88
Thoroughbred Development @ .75%	38,727.88
Racing Commission @ 1%	51,637.18
County/Municipality @ 2%	103,274.36
3% Funds:	
Tourism Promotion Fund @ 1.375%	71,001.11
Development Office Promotion Fund @ .375%	19,363.94
Research Challenge Fund @ .5%	25,818.59
Capitol Renovation and Improvement Fund @ .6875%	35,500.55
2004 Capitol Complex Parking Garage Fund @ .0625%	3,227.32
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>51,637.18</u>
	<u>5,163,717.09</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%	RAMSON 33.68%	SHEPHERDS TOWN 16.32%
6 days ending: 07/06/13	\$ 123,196.88	\$ 123,196.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/13/13	\$ 128,060.40	\$ 128,060.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/20/13	\$ 115,128.84	\$ 115,128.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/27/13	\$ 123,049.56	\$ 123,049.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/03/13	\$ 116,180.80	\$ 116,180.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/10/13	\$ 120,078.64	\$ 120,078.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/17/13	\$ 124,888.56	\$ 124,888.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/24/13	\$ 118,284.44	\$ 89,882.12	\$ 28,402.32	\$ 2,252.30	\$ 11,332.53	\$ 616.33	\$ 9,565.90	\$ 4,635.26
08/31/13	\$ 117,826.36	\$ 58,913.18	\$ 58,913.18	\$ 4,671.81	\$ 23,506.36	\$ 1,278.42	\$ 19,841.96	\$ 9,614.63
09/07/13	\$ 135,517.48	\$ 67,758.74	\$ 67,758.74	\$ 5,373.27	\$ 27,035.74	\$ 1,470.36	\$ 22,821.14	\$ 11,058.23
09/14/13	\$ 106,748.44	\$ 53,374.22	\$ 53,374.22	\$ 4,232.58	\$ 21,296.31	\$ 1,158.22	\$ 17,976.44	\$ 8,710.67
09/21/13	\$ 108,555.88	\$ 54,277.94	\$ 54,277.94	\$ 4,304.24	\$ 21,656.90	\$ 1,177.83	\$ 18,280.81	\$ 8,858.16
09/28/13	\$ 109,763.00	\$ 54,881.50	\$ 54,881.50	\$ 4,352.10	\$ 21,897.72	\$ 1,190.93	\$ 18,484.09	\$ 8,956.66
10/05/13	\$ 111,901.48	\$ 55,950.74	\$ 55,950.74	\$ 4,436.89	\$ 22,324.35	\$ 1,214.13	\$ 18,844.21	\$ 9,131.16
10/12/13	\$ 111,675.84	\$ 55,837.92	\$ 55,837.92	\$ 4,427.95	\$ 22,279.33	\$ 1,211.68	\$ 18,806.21	\$ 9,112.75
10/19/13	\$ 122,654.40	\$ 61,327.20	\$ 61,327.20	\$ 4,863.25	\$ 24,469.55	\$ 1,330.80	\$ 20,655.00	\$ 10,008.60
10/26/13	\$ 105,708.12	\$ 52,854.06	\$ 52,854.06	\$ 4,191.33	\$ 21,088.77	\$ 1,146.93	\$ 17,801.25	\$ 8,625.78
11/02/13	\$ 115,087.08	\$ 57,543.54	\$ 57,543.54	\$ 4,563.20	\$ 22,959.87	\$ 1,248.70	\$ 19,380.66	\$ 9,391.11
11/09/13	\$ 109,333.52	\$ 54,666.76	\$ 54,666.76	\$ 4,335.07	\$ 21,812.04	\$ 1,186.27	\$ 18,411.76	\$ 8,921.62
11/16/13	\$ 112,991.92	\$ 56,495.96	\$ 56,495.96	\$ 4,480.13	\$ 22,541.89	\$ 1,225.96	\$ 19,027.84	\$ 9,220.14
11/23/13	\$ 97,257.24	\$ 48,628.62	\$ 48,628.62	\$ 3,856.25	\$ 19,402.82	\$ 1,055.24	\$ 16,378.12	\$ 7,936.19
11/30/13	\$ 119,291.32	\$ 59,645.66	\$ 59,645.66	\$ 4,729.90	\$ 23,798.62	\$ 1,294.31	\$ 20,088.66	\$ 9,734.17
12/07/13	\$ 94,612.48	\$ 47,306.24	\$ 47,306.24	\$ 3,751.38	\$ 18,875.19	\$ 1,026.55	\$ 15,932.74	\$ 7,720.38
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	\$ 1,366.92	\$ 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	\$ 18,326.86	\$ 8,860.47
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
03/29/14	\$ 102,349.20	\$ 51,174.60	\$ 51,174.60	\$ 4,058.15	\$ 20,418.67	\$ 1,110.49	\$ 17,235.60	\$ 8,351.69
04/05/14	\$ 110,459.80	\$ 55,229.90	\$ 55,229.90	\$ 4,379.73	\$ 22,036.73	\$ 1,198.49	\$ 18,601.43	\$ 9,013.52
04/12/14	\$ 97,306.36	\$ 48,653.18	\$ 48,653.18	\$ 3,858.20	\$ 19,412.62	\$ 1,055.77	\$ 16,386.39	\$ 7,940.20
04/19/14	\$ 108,938.44	\$ 54,469.22	\$ 54,469.22	\$ 4,319.41	\$ 21,733.22	\$ 1,181.98	\$ 18,345.23	\$ 8,889.38
04/26/14	\$ 103,274.36	\$ 51,637.18	\$ 51,637.18	\$ 4,094.83	\$ 20,603.23	\$ 1,120.53	\$ 17,391.40	\$ 8,427.19
Subtotal	\$ 4,646,154.08	\$ 2,779,108.78	\$ 1,867,045.30	\$ 148,056.69	\$ 744,951.10	\$ 40,514.88	\$ 628,820.83	\$ 304,701.80

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	7/3/2010	115,402.58	7/1-2/2011	69,824.12	7/7/2012	161,637.92	7/6/2013	123,196.88
7/11/2009	168,815.08	7/10/2010	205,731.64	7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40
7/18/2009	160,652.98	7/17/2010	161,386.76	7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84
7/25/2009	158,869.08	7/24/2010	160,368.28	7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56
8/1/2009	174,493.08	7/31/2010	157,802.08	7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80
8/8/2009	138,408.80	8/7/2010	136,494.98	8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64
8/15/2009	81,222.14	8/14/2010	78,376.68	8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56
8/22/2009	76,260.31	8/21/2010	76,199.02	8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12
8/29/2009	80,472.92	8/28/2010	72,460.03	8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18
9/5/2009	80,798.15	9/4/2010	76,362.84	9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74
9/12/2009	86,286.92	9/11/2010	82,969.36	9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22
9/19/2009	70,010.15	9/18/2010	67,638.78	9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94
9/26/2009	69,316.87	9/25/2010	70,435.06	9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50
10/3/2009	72,286.04	10/2/2010	71,013.86	10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74
10/10/2009	69,650.63	10/9/2010	69,311.50	10/8/2011	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	11/3/2012	56,545.30	11/2/2013	57,543.54
11/7/2009	63,741.59	11/6/2010	61,337.62	11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	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	12/1/2012	50,243.34	11/30/2013	59,645.66
12/5/2009	51,006.51	12/4/2010	53,215.08	12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	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
1/2/2010	92,980.40	1/1/2011	85,152.12	12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88
1/9/2010	55,020.46	1/8/2011	54,301.30	1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94
1/16/2010	60,551.28	1/15/2011	54,005.90	1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64
1/23/2010	69,943.53	1/22/2011	60,924.74	1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80
1/30/2010	48,527.75	1/29/2011	48,036.94	1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60
2/6/2010	37,155.14	2/5/2011	60,777.44	2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52
2/13/2010	44,334.00	2/12/2011	67,471.84	2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08
2/20/2010	76,946.12	2/19/2011	72,018.54	2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98
2/27/2010	72,024.40	2/26/2011	75,544.02	2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78
3/6/2010	76,936.85	3/5/2011	74,535.34	3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94

3/13/2010	71,007.37	3/12/2011	66,979.48	3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66
3/20/2010	74,335.38	3/19/2011	73,113.26	3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62
3/27/2010	69,941.88	3/26/2011	68,490.80	3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60
4/3/2010	70,636.28	4/2/2011	70,846.58	3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90
4/10/2010	69,692.79	4/9/2011	67,076.78	4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18
4/17/2010	69,335.92	4/16/2011	64,698.56	4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22
4/24/2010	68,714.11	4/23/2011	67,674.14	4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18
5/1/2010	68,799.06	4/30/2011	66,807.50	4/28/2012	72,880.66	5/4/2013	61,102.92		
5/8/2010	67,403.54	5/7/2011	66,379.74	5/5/2012	71,582.30	5/11/2013	57,428.70		
5/15/2010	70,186.32	5/14/2011	66,699.76	5/12/2012	63,357.92	5/18/2013	61,172.80		
5/22/2010	64,695.71	5/21/2011	63,210.44	5/19/2012	78,984.36	5/25/2013	57,131.24		
5/29/2010	67,157.40	5/28/2011	64,724.06	5/26/2012	67,396.24	6/1/2013	65,920.66		
6/5/2010	77,371.80	6/4/2011	74,952.34	6/2/2012	76,959.44	6/8/2013	55,233.74		
6/12/2010	66,106.29	6/11/2011	62,203.12	6/9/2012	63,584.86	6/15/2013	54,067.52		
6/19/2010	64,888.48	6/18/2011	61,200.76	6/16/2012	59,436.12	6/22/2013	54,690.28		
6/26/2010	63,950.29	6/25/2011	65,470.44	6/23/2012	55,921.30	6/29/2013	55,991.38		
6/30/2010	29,667.19	6/30/2011	34,351.16	6/30/2012	58,207.40	6/30/2013	11,509.54		

TOTALS **4041141.56**

4016541.01

4124906.8

3580645.18

2,779,108.78

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	March, 2014	78,201.51
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	760563.41

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	March, 2014	234,604.53
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	2,281,690.23

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

Week Ending Date	Week Ending May 3, 2014 FY14 May 9, 2014
To be Deposited on:	
Amount Played	64,091,021.73
Amount Won	57,514,801.36
Amount Promo	234,902.00
MWAP Contribution	<u>3,620.22</u>
Adjusted Gross Terminal Revenue	<u>6,337,698.15</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>253,507.92</u>
Net Terminal Revenue	<u>6,084,190.23</u>
Surcharge @ 10%	608,419.04
State Share Excess @ 58%	352,883.04
Track Share of Capital Reinvestment @ 42%	255,536.00
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	<i>245314.56</i>
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	<i>10221.44</i>
Adjusted Net Terminal Revenue	<u>5,475,771.19</u>
Racetrack @ 46.50% / 42%	2,299,823.90
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,245,066.15
Race Track Purses @ 7% / 14% / 8%	438,061.70
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	27,378.86
Greyhound Development @ .75%	41,068.28
Thoroughbred Development @ .75%	41,068.28
Racing Commission @ 1%	54,757.72
County/Municipality @ 2%	109,515.44
3% Funds:	
Tourism Promotion Fund @ 1.375%	75,291.85
Development Office Promotion Fund @ .375%	20,534.14
Research Challenge Fund @ .5%	27,378.86
Capitol Renovation and Improvement Fund @ .6875%	37,645.93
2004 Capitol Complex Parking Garage Fund @ .0625%	3,422.36
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>54,757.72</u>
	<u>5,475,771.19</u>

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

Charles Town
1999 Net Terminal Revenue \$ 45,603,174
Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
6 days ending: 07/06/13	\$ 123,196.88	\$ 123,196.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/13/13	\$ 128,060.40	\$ 128,060.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/20/13	\$ 115,128.84	\$ 115,128.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/27/13	\$ 123,049.56	\$ 123,049.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/03/13	\$ 116,180.80	\$ 116,180.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/10/13	\$ 120,078.64	\$ 120,078.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/17/13	\$ 124,888.56	\$ 124,888.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/24/13	\$ 118,284.44	\$ 89,882.12	\$ 28,402.32	\$ 2,252.30	\$ 11,332.53	\$ 616.33	\$ 9,565.90	\$ 4,635.26
08/31/13	\$ 117,826.36	\$ 58,913.18	\$ 58,913.18	\$ 4,671.81	\$ 23,506.36	\$ 1,278.42	\$ 19,841.96	\$ 9,614.63
09/07/13	\$ 135,517.48	\$ 67,758.74	\$ 67,758.74	\$ 5,373.27	\$ 27,035.74	\$ 1,470.36	\$ 22,821.14	\$ 11,058.23
09/14/13	\$ 106,748.44	\$ 53,374.22	\$ 53,374.22	\$ 4,232.58	\$ 21,296.31	\$ 1,158.22	\$ 17,976.44	\$ 8,710.67
09/21/13	\$ 108,555.88	\$ 54,277.94	\$ 54,277.94	\$ 4,304.24	\$ 21,656.90	\$ 1,177.83	\$ 18,280.81	\$ 8,858.16
09/28/13	\$ 109,763.00	\$ 54,881.50	\$ 54,881.50	\$ 4,352.10	\$ 21,897.72	\$ 1,190.93	\$ 18,484.09	\$ 8,956.66
10/05/13	\$ 111,901.48	\$ 55,950.74	\$ 55,950.74	\$ 4,436.89	\$ 22,324.35	\$ 1,214.13	\$ 18,844.21	\$ 9,131.16
10/12/13	\$ 111,675.84	\$ 55,837.92	\$ 55,837.92	\$ 4,427.95	\$ 22,279.33	\$ 1,211.68	\$ 18,806.21	\$ 9,112.75
10/19/13	\$ 122,654.40	\$ 61,327.20	\$ 61,327.20	\$ 4,863.25	\$ 24,469.55	\$ 1,330.80	\$ 20,655.00	\$ 10,008.60
10/26/13	\$ 105,708.12	\$ 52,854.06	\$ 52,854.06	\$ 4,191.33	\$ 21,088.77	\$ 1,146.93	\$ 17,801.25	\$ 8,625.78
11/02/13	\$ 115,087.08	\$ 57,543.54	\$ 57,543.54	\$ 4,563.20	\$ 22,959.87	\$ 1,248.70	\$ 19,380.66	\$ 9,391.11
11/09/13	\$ 109,333.52	\$ 54,666.76	\$ 54,666.76	\$ 4,335.07	\$ 21,812.04	\$ 1,186.27	\$ 18,411.76	\$ 8,921.62
11/16/13	\$ 112,991.92	\$ 56,495.96	\$ 56,495.96	\$ 4,480.13	\$ 22,541.89	\$ 1,225.96	\$ 19,027.84	\$ 9,220.14
11/23/13	\$ 97,257.24	\$ 48,628.62	\$ 48,628.62	\$ 3,856.25	\$ 19,402.82	\$ 1,055.24	\$ 16,378.12	\$ 7,936.19
11/30/13	\$ 119,291.32	\$ 59,645.66	\$ 59,645.66	\$ 4,729.90	\$ 23,798.62	\$ 1,294.31	\$ 20,088.66	\$ 9,734.17
12/07/13	\$ 94,612.48	\$ 47,306.24	\$ 47,306.24	\$ 3,751.38	\$ 18,875.19	\$ 1,026.55	\$ 15,932.74	\$ 7,720.38
12/14/13	\$ 58,458.04	\$ 29,229.02	\$ 29,229.02	\$ 2,317.86	\$ 11,662.38	\$ 634.27	\$ 9,844.33	\$ 4,770.18
12/21/13	\$ 89,162.04	\$ 44,581.02	\$ 44,581.02	\$ 3,535.27	\$ 17,787.83	\$ 967.41	\$ 15,014.89	\$ 7,275.62
12/28/13	\$ 124,234.28	\$ 62,117.14	\$ 62,117.14	\$ 4,925.89	\$ 24,784.74	\$ 1,347.94	\$ 20,921.05	\$ 10,137.52
01/04/14	\$ 125,927.76	\$ 62,963.88	\$ 62,963.88	\$ 4,993.04	\$ 25,122.59	\$ 1,366.32	\$ 21,206.23	\$ 10,275.70
01/11/14	\$ 75,871.88	\$ 37,935.94	\$ 37,935.94	\$ 3,008.32	\$ 15,136.44	\$ 823.21	\$ 12,776.82	\$ 6,191.15
01/18/14	\$ 98,837.28	\$ 49,418.64	\$ 49,418.64	\$ 3,918.90	\$ 19,718.04	\$ 1,072.38	\$ 16,644.20	\$ 8,065.12
01/25/14	\$ 85,441.60	\$ 42,720.80	\$ 42,720.80	\$ 3,387.76	\$ 17,045.60	\$ 927.04	\$ 14,388.37	\$ 6,972.03
02/01/14	\$ 95,363.20	\$ 47,681.60	\$ 47,681.60	\$ 3,781.15	\$ 19,024.96	\$ 1,034.69	\$ 16,059.16	\$ 7,781.64
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	\$ 18,326.86	\$ 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
03/29/14	\$ 102,349.20	\$ 51,174.60	\$ 51,174.60	\$ 4,058.15	\$ 20,418.67	\$ 1,110.49	\$ 17,235.60	\$ 8,351.69
04/05/14	\$ 110,459.80	\$ 55,229.90	\$ 55,229.90	\$ 4,379.73	\$ 22,036.73	\$ 1,198.49	\$ 18,601.43	\$ 9,013.52
04/12/14	\$ 97,306.36	\$ 48,653.18	\$ 48,653.18	\$ 3,858.20	\$ 19,412.62	\$ 1,055.77	\$ 16,386.39	\$ 7,940.20
04/19/14	\$ 108,938.44	\$ 54,469.22	\$ 54,469.22	\$ 4,319.41	\$ 21,733.22	\$ 1,181.98	\$ 18,345.23	\$ 8,889.38
04/26/14	\$ 103,274.36	\$ 51,637.18	\$ 51,637.18	\$ 4,094.83	\$ 20,603.23	\$ 1,120.53	\$ 17,391.40	\$ 8,427.19
05/03/14	\$ 109,515.44	\$ 54,757.72	\$ 54,757.72	\$ 4,342.29	\$ 21,848.33	\$ 1,188.24	\$ 18,442.40	\$ 8,936.46
Subtotal	\$ 4,755,669.52	\$ 2,833,866.50	\$ 1,921,803.02	\$ 152,398.98	\$ 766,799.43	\$ 41,703.12	\$ 647,263.23	\$ 313,638.26

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	7/3/2010	115,402.58	7/1-2/2011	69,824.12	7/7/2012	161,637.92	7/6/2013	123,196.88
7/11/2009	168,815.08	7/10/2010	205,731.64	7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40
7/18/2009	160,652.98	7/17/2010	161,386.76	7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84
7/25/2009	158,869.08	7/24/2010	160,368.28	7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56
8/1/2009	174,493.08	7/31/2010	157,802.08	7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80
8/8/2009	138,408.80	8/7/2010	136,494.98	8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64
8/15/2009	81,222.14	8/14/2010	78,376.68	8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56
8/22/2009	76,260.31	8/21/2010	76,199.02	8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12
8/29/2009	80,472.92	8/28/2010	72,460.03	8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18
9/5/2009	80,798.15	9/4/2010	76,362.84	9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74
9/12/2009	86,286.92	9/11/2010	82,969.36	9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22
9/19/2009	70,010.15	9/18/2010	67,638.78	9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94
9/26/2009	69,316.87	9/25/2010	70,435.06	9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50
10/3/2009	72,286.04	10/2/2010	71,013.86	10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74
10/10/2009	69,650.63	10/9/2010	69,311.50	10/8/2011	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	11/3/2012	56,545.30	11/2/2013	57,543.54
11/7/2009	63,741.59	11/6/2010	61,337.62	11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	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	12/1/2012	50,243.34	11/30/2013	59,645.66
12/5/2009	51,006.51	12/4/2010	53,215.08	12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	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
1/2/2010	92,980.40	1/1/2011	85,152.12	12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88
1/9/2010	55,020.46	1/8/2011	54,301.30	1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94
1/16/2010	60,551.28	1/15/2011	54,005.90	1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64
1/23/2010	69,943.53	1/22/2011	60,924.74	1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80
1/30/2010	48,527.75	1/29/2011	48,036.94	1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60
2/6/2010	37,155.14	2/5/2011	60,777.44	2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52
2/13/2010	44,334.00	2/12/2011	67,471.84	2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08
2/20/2010	76,946.12	2/19/2011	72,018.54	2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98
2/27/2010	72,024.40	2/26/2011	75,544.02	2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78
3/6/2010	76,936.85	3/5/2011	74,535.34	3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94

3/13/2010	71,007.37	3/12/2011	66,979.48	3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66
3/20/2010	74,335.38	3/19/2011	73,113.26	3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62
3/27/2010	69,941.88	3/26/2011	68,490.80	3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60
4/3/2010	70,636.28	4/2/2011	70,846.58	3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90
4/10/2010	69,692.79	4/9/2011	67,076.78	4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18
4/17/2010	69,335.92	4/16/2011	64,698.56	4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22
4/24/2010	68,714.11	4/23/2011	67,674.14	4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18
5/1/2010	68,799.06	4/30/2011	66,807.50	4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72
5/8/2010	67,403.54	5/7/2011	66,379.74	5/5/2012	71,582.30	5/11/2013	57,428.70		
5/15/2010	70,186.32	5/14/2011	66,699.76	5/12/2012	63,357.92	5/18/2013	61,172.80		
5/22/2010	64,695.71	5/21/2011	63,210.44	5/19/2012	78,984.36	5/25/2013	57,131.24		
5/29/2010	67,157.40	5/28/2011	64,724.06	5/26/2012	67,396.24	6/1/2013	65,920.66		
6/5/2010	77,371.80	6/4/2011	74,952.34	6/2/2012	76,959.44	6/8/2013	55,233.74		
6/12/2010	66,106.29	6/11/2011	62,203.12	6/9/2012	63,584.86	6/15/2013	54,067.52		
6/19/2010	64,888.48	6/18/2011	61,200.76	6/16/2012	59,436.12	6/22/2013	54,690.28		
6/26/2010	63,950.29	6/25/2011	65,470.44	6/23/2012	55,921.30	6/29/2013	55,991.38		
6/30/2010	29,667.19	6/30/2011	34,351.16	6/30/2012	58,207.40	6/30/2013	11,509.54		

TOTALS 4041141.56

4016541.01

4124906.8

3580645.18

2,833,866.50

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	March, 2014	78,201.51
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	760563.41

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	March, 2014	234,604.53
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	2,281,690.23