

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JANUARY 15, 2015
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 PURCHASE ORDERS

- January 15, 2015

APPROVAL OF PAYROLL

- December 31, 2014

APPROVAL OF ACCOUNTS PAYABLE

- January 15, 2015

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Lynn Fields, Probate Office
- Quarterly Review - Approval/Closure of Estates - Discussion/Action
2. 10:00 a.m. Daniel P. Lutz, Jr.
- Request to address the Commission concerning the substandard internet service and telecommunication services provided to Jefferson County subscribers - Discussion/Action
3. 10:15 a.m. Interviews and appointment to the Jefferson County Parks and Recreation Commission - 1 unexpired term ending June 30, 2015 - Discussion/Action
4. 10:30 a.m. Tom Reilly, IT Update
5. 10:45 a.m. **BREAK**

6. 11:00 a.m. Public Hearing and approval of the Resolution for Jefferson County's participation in the Eastern Panhandle HOME Consortium of West Virginia - Discussion/Action
7. 11:15 a.m. Todd Fagan, GIS/Addressing Office
- Position Reclassification - Discussion/Action
8. 11:30 a.m. Peter Chakmakian, Attorney - Acardia Communities, Inc.
- Harvest Hills Subdivision (JCPC File No. 01-42) - Request for time extension regarding Tolling of Bond Agreement expiration - Discussion/Action
9. 11:45 a.m. Roger Goodwin, Chief County Engineer and Jennifer Brockman, Director of Planning and Zoning
- Permit Fee Schedules Presentation
10. 12:00 p.m. **Break for Lunch**

UNFINISHED BUSINESS

11. Discuss appointment of Interim County Administrator - Discussion/Action

NEW BUSINESS

12. Tethering of Dogs - Discussion/Action (JT)
13. Review Resolution of Support provided to County Commission by Randy Funkhouser from the HBPA during the January 8, 2015 Horse Racing Summit - Discussion/Action (DM)
14. Comprehensive Plan Review - Discussion/Action
15. Legislative Updates

COUNTY ADMINISTRATOR REPORTS

- County Administrator Update

FINANCE DIRECTOR REPORTS

- Set dates and times for FY16 Budget Review - Discussion/Action
- Potential Hiring Freeze - Discussion/Action

COUNTY COMMISSION REPORTS

~~~~~ **AFTERNOON SESSION** ~~~~~

16. 1:30 p.m. Recognition Awards
17. 2:00 p.m. Service Awards
18. **ADJOURN**

## **CORRESPONDENCE/INFORMATION**

2015 Board of Review and Equalization Notice and Dates

Impact Fee Status Report for December 2014

Memorandum from the Jefferson County Department of Engineering, 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 Jefferson County Department of Engineering, 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 Jefferson County Department of Engineering, 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 Jefferson County Department of Engineering, 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 Jefferson County Department of Engineering, Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire and EMS Impact Fee Account.

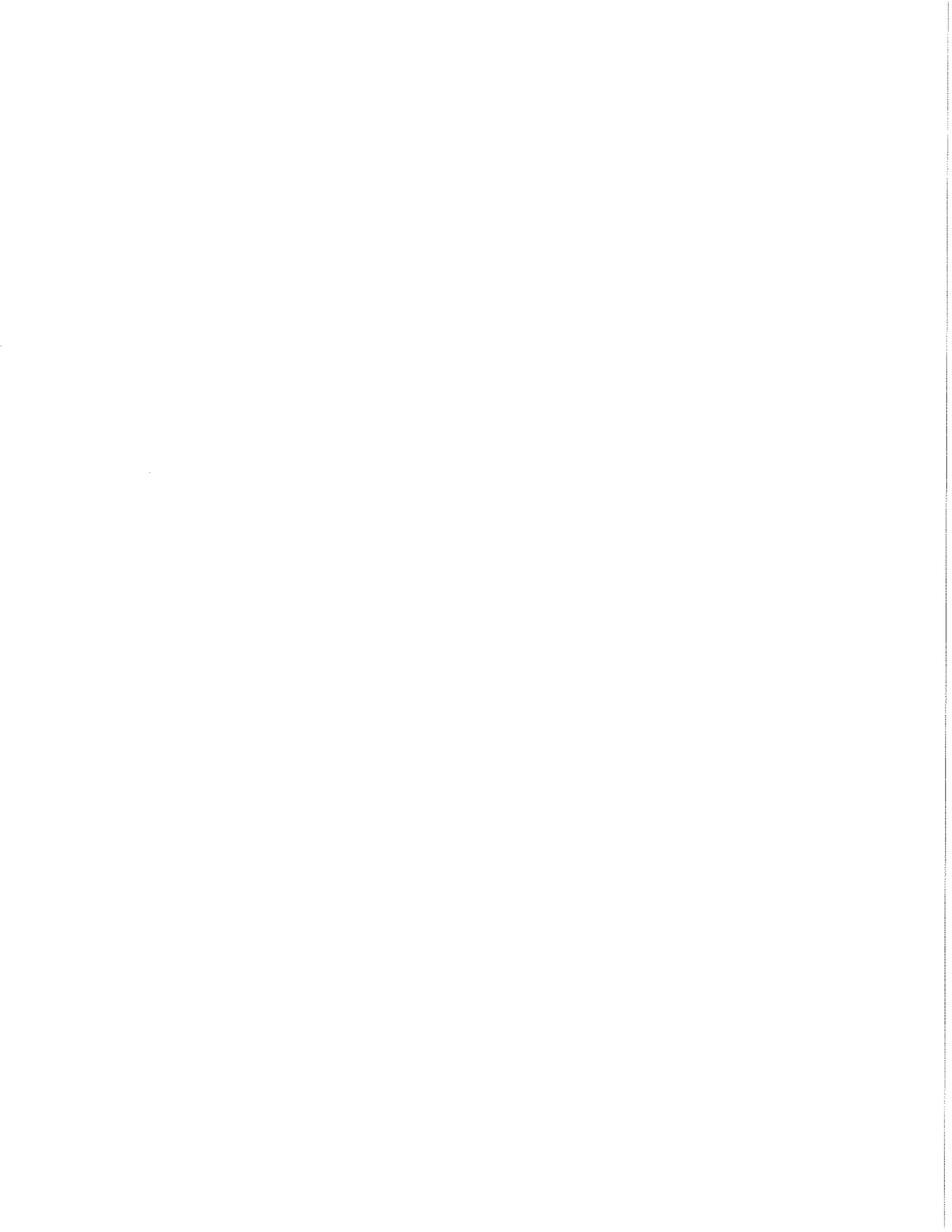
Letter from the WV Public Service Commission re: the Disbursement of Wireless E-911 Subscriber Fees for the months of September, October, and November.

Minutes from the December 1, 2014 Regular Board Meeting of the Jefferson County Public Service District.

E-mail from Gil Narro Garcia, resident, regarding the 2014 Draft Comprehensive Plan.

WV Lottery Weekly Settlement for Charles Town - week ending January 3, 2015.

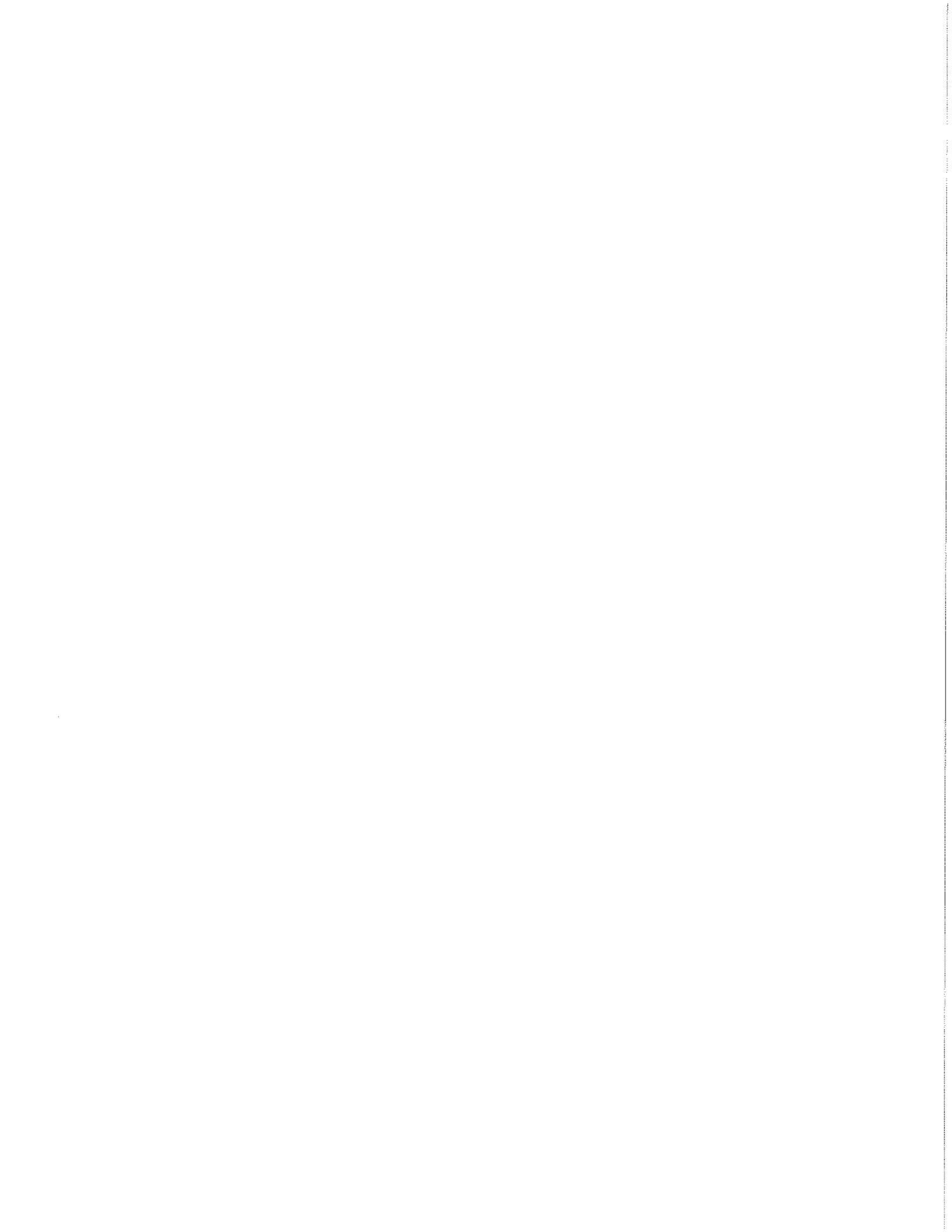
*At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.*



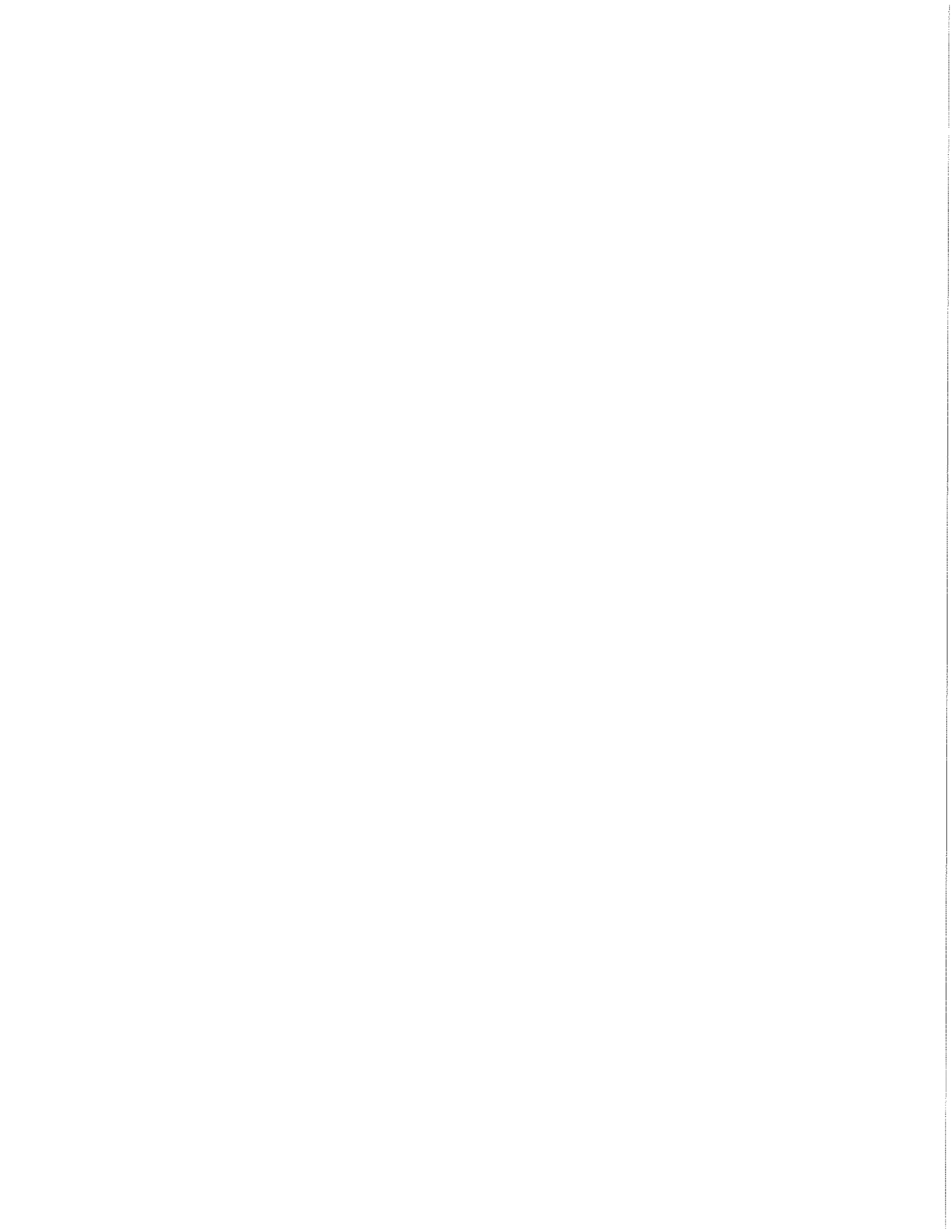
**PURCHASE ORDERS TO BE APPROVED**

**January 15, 2015**

| DEPARTMENT         | PURCHASE ORDER | AMOUNT              | VENDOR        | DESCRIPTION                         |
|--------------------|----------------|---------------------|---------------|-------------------------------------|
| IT                 | 52334          | \$ 15,421.58        | IT Savy       | Windows Server DataCenter, etc.     |
|                    | 52335          | \$ 11,105.55        | Double Radius | Materials/Supplies                  |
| OTHER BUILDINGS    | 52653          | \$ 6,300.00         | Boland        | Replace Compressor for Rooftop Unit |
| <b>GRAND TOTAL</b> |                | <b>\$ 32,827.13</b> |               |                                     |



| DESCRIPTION                 | Fund 001 CO.         | Fund 003 Dog | Total                |
|-----------------------------|----------------------|--------------|----------------------|
| Gross Wages                 | \$ 361,995.69        | \$ -         | \$ 361,995.69        |
| 6.2% Tax Payable OASDI      | \$ 22,364.81         | \$ -         | \$ 22,364.81         |
| 1.45% Tax Payable HI        | \$ 5,230.55          | \$ -         | \$ 5,230.55          |
| Fed Withholding             | \$ 43,395.07         | \$ -         | \$ 43,395.07         |
| WV State Withholding        | \$ 16,086.07         | \$ -         | \$ 16,086.07         |
| PERS Retirement Deduct      | \$ 12,566.83         | \$ -         | \$ 12,566.83         |
| Hosp. Pre-Tax               | \$ -                 |              | \$ -                 |
| Cancer/ICU Pre-Taxed        | \$ 1,272.09          |              | \$ 1,272.09          |
| Cancer/ICU Not Pre-Taxed    | \$ 904.31            |              | \$ 904.31            |
| Optional Life Not Pre-Taxed | \$ -                 |              | \$ -                 |
| Christmas Club              | \$ 5,870.00          |              | \$ 5,870.00          |
| Wage Attach #1              | \$ 1,339.39          |              | \$ 1,339.39          |
| Wage Attach #2              | \$ 83.25             |              | \$ 83.25             |
| Wage Attach #3              | \$ 212.31            |              | \$ 212.31            |
| Wage Attach #4              | \$ 154.83            |              | \$ 154.83            |
| DSRS Retirement Deduct 8.5% | \$ 5,466.53          |              | \$ 5,466.53          |
| 457 - Nationwide            | \$ 749.00            |              | \$ 749.00            |
| 457I - ING                  | \$ 3,040.00          |              | \$ 3,040.00          |
| MD State Tax                | \$ 368.70            |              | \$ 368.70            |
| D/VF                        | \$ -                 |              | \$ -                 |
| VA. State Tax               | \$ 82.84             |              | \$ 82.84             |
| COLONIAL(PLUS)              | \$ 258.09            |              | \$ 258.09            |
| <b>Total Deductions</b>     | <b>\$ 119,444.67</b> | <b>\$ -</b>  | <b>\$ 119,444.67</b> |
| <b>Net Wages Total</b>      | <b>\$ 242,551.02</b> | <b>\$ -</b>  | <b>\$ 242,551.02</b> |
| Pay Dates                   | 31-Dec-2014          |              |                      |



AGENDA REQUEST FORM

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

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 5 to 10 minutes

DATE REQUESTED: 1<sup>ST</sup> CHOICE January 15<sup>th</sup>, 2015

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

SUBJECT: Quarterly Review-Approval/Closure of estates

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION, INCLUDING ANY BACKGROUND INFORMATION:

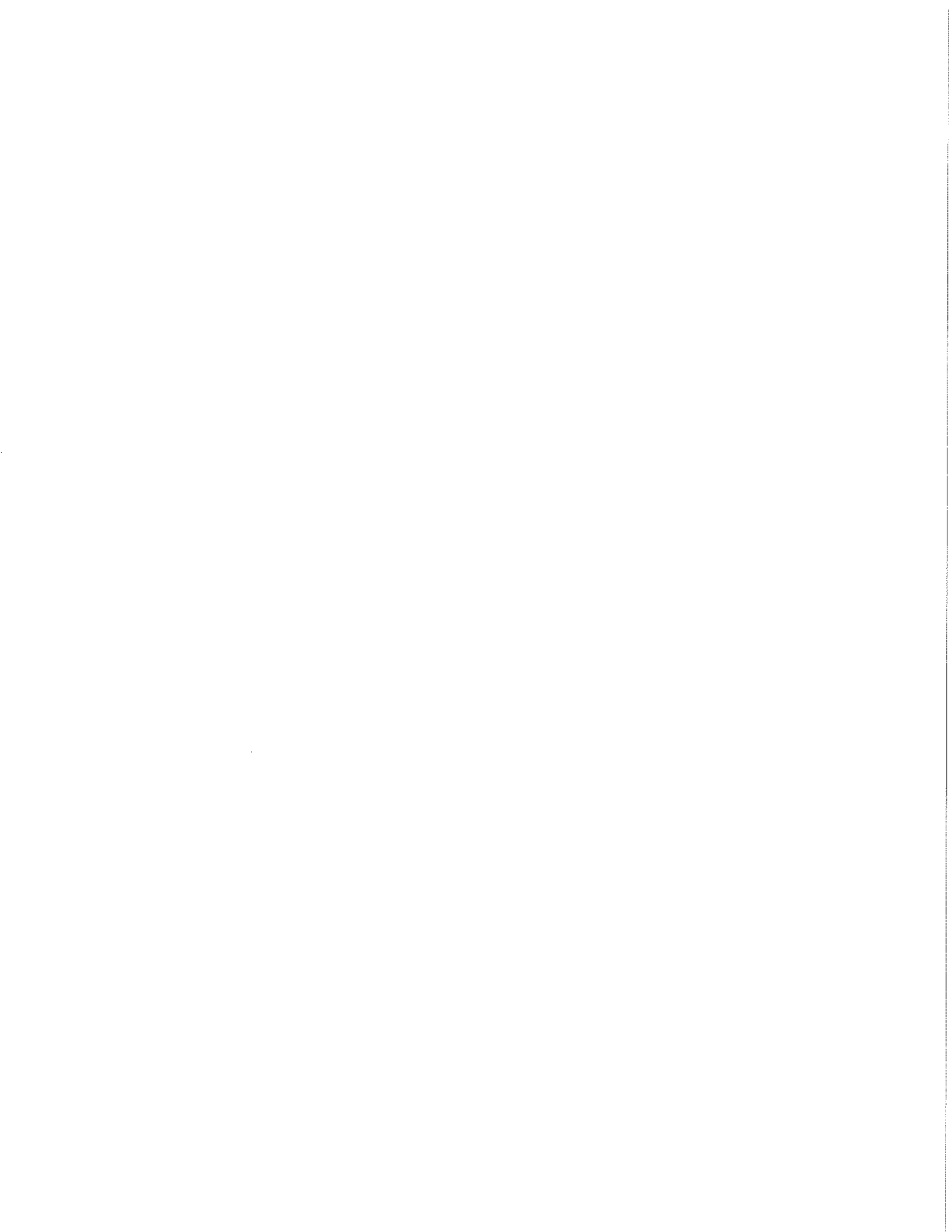
Quarterly review to approve estates opened since last quarterly review, and to close estates that have met all statutory requirements.

RECOMMENDED MOTION: To approve newly opened estates, and to approve closure of estates.

ARE DOCUMENTS ATTACHED: To follow, closer to meeting date

IS A PROJECTOR NEEDED?: NO

[lfields@jeffersoncountywv.org](mailto:lfields@jeffersoncountywv.org) (304) 728-3210



To: Jefferson County Commission

From: DANIEL P. Lutz Jr.

175 Wheeland Road

Charles Town WV 25714

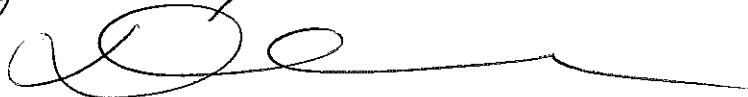
Date: 2 January 2015

Subject: Request time to address Commission

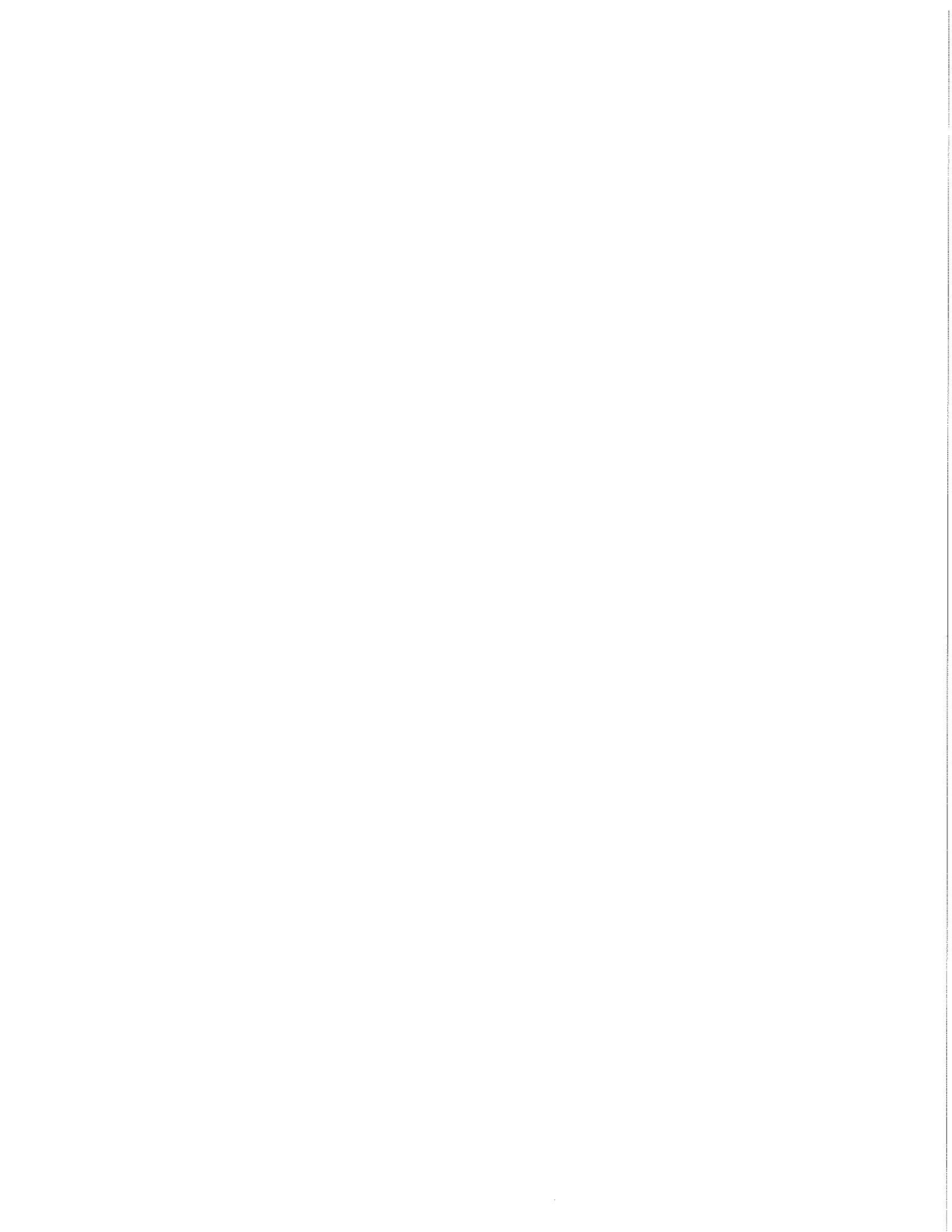
I respectfully request time to address the Commission concerning the substandard internet service and telecommunication services provided to Jefferson County subscribers.

I respectfully request that the Jefferson County Commission join with the Calhoun County Commission in the civil action that body has filed against Frontier Communications and its subsidiaries and holding companies concerning the substandard service provided to that County.

Sincerely



DANIEL P. Lutz Jr  
2 January 2015



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



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **January 15, 2015**

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

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

Subject (*Wording to be placed on agenda*): **Interviews and Appointment to the Jefferson County Parks and Recreation Board – one unexpired term ending June 30, 2015.**

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, December 18, 2014, or as soon thereafter as the Commission may decide:

**Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 2015.**

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. on the Monday prior to the proposed date of appointment.

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

**SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:**

**November 26, December 3, and December 10**

**THANKS - JEFFERSON COUNTY COMMISSION**

## Jessica Carroll

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**From:** leefamily121@comcast.net  
**Sent:** Friday, January 09, 2015 9:10 AM  
**To:** jcarroll@jeffersoncountywv.org  
**Subject:** Parks and Recreation Commission appointment

Jessica Carroll  
Executive Administrative Assistant  
Jefferson County Commission

I am interested in the open position on the Parks and Recreation Commission to be filled at the January 15, 2015 County Commission meeting.

My name is James O. Lee and I live at 121 Fourth Circle in Charles Town with my wife Emily C. Cooper. I have lived in Charles Town since 1987 and have been retired for a little over a year now. I have lifelong interests in the preservation of natural resources and the outdoors. I have a BS in Zoology from North Carolina State University and a BS in Radiology Sciences from the University of North Carolina at Chapel Hill. I know the quality and availability of parks and recreation is an important factor in making a town or county attractive to corporations and people looking to relocate as well as to the quality of life for current residents. I have planted trees in the Old Cave Road Park, Moulton Park on Bloomery Road and at Morgan Grove. I primarily use Sam Michael Park for the cross country course and the dog park and Jefferson Memorial Park for the walking course.

In an ideal world, I would like to see a large soccer complex with fenced in access and protection from vandals, in the center of the county as well as a permanent 400 meter track for walkers and runners to use for exercise within that protected complex.

I look forward to being contacted by you with further questions.

Jim Lee  
121 Fourth Circle  
Charles Town, W.V. 25414  
304-728-7341

January 5, 2015

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

Commissioners:

Please accept this letter as my interest in serving on the Jefferson Count Park and Recreation Commission.

My wife Kathy and I have lived in Jefferson County since 1987 after moving here and accepting employment with the FAA as an Air Traffic Controller. During my time with the FAA I was involved in several Special Projects. Those projects required organizational abilities as well as knowledge of content and technical skills. I worked with a very diverse work group of well over 500, having to interact with all levels of the organization.

As a youth I was involved in many of the sports and other activities my community sponsored. In 2001 I joined the South Jefferson Recreation Council and came to realize just how much it takes to provide these opportunities. I would like to be involved again and believe my past experience would help me be a contributing member of the Parks and Recreation Commission.

References on request

Thank you for your consideration.

Sincerely,



William C. Manning

PO Box 207

Summit Point, WV 25446

H: 304-728-7135

C: 304-261-4052

Enc. 1

**William C. Manning**

PO Box 207  
Summit Point, WV 25446

H 304-728-7135 C 304-261-4052  
email billkate1@comcast.net

**Summary:**

Air Traffic Controller, retired

**Work:** 1986-2010 FAA, Washington ARTCC Leesburg, Va

Full Performance Controller

Responsible for the separation and safe, expedient flow of air traffic at Washington ARTCC. Experienced in all aspects of enroute air traffic control.

Performed on-the-job training and also taught in classroom and simulation lab. Developed local training programs for numerous system upgrades. Responsible for all student training records, program development and interfacing with Management, Training Department and Facilities Maintenance.

**Education:** 1974 Graduate East Pennsboro High School

1974-1977 Harrisburg Area Community College  
Associate of Arts Degree

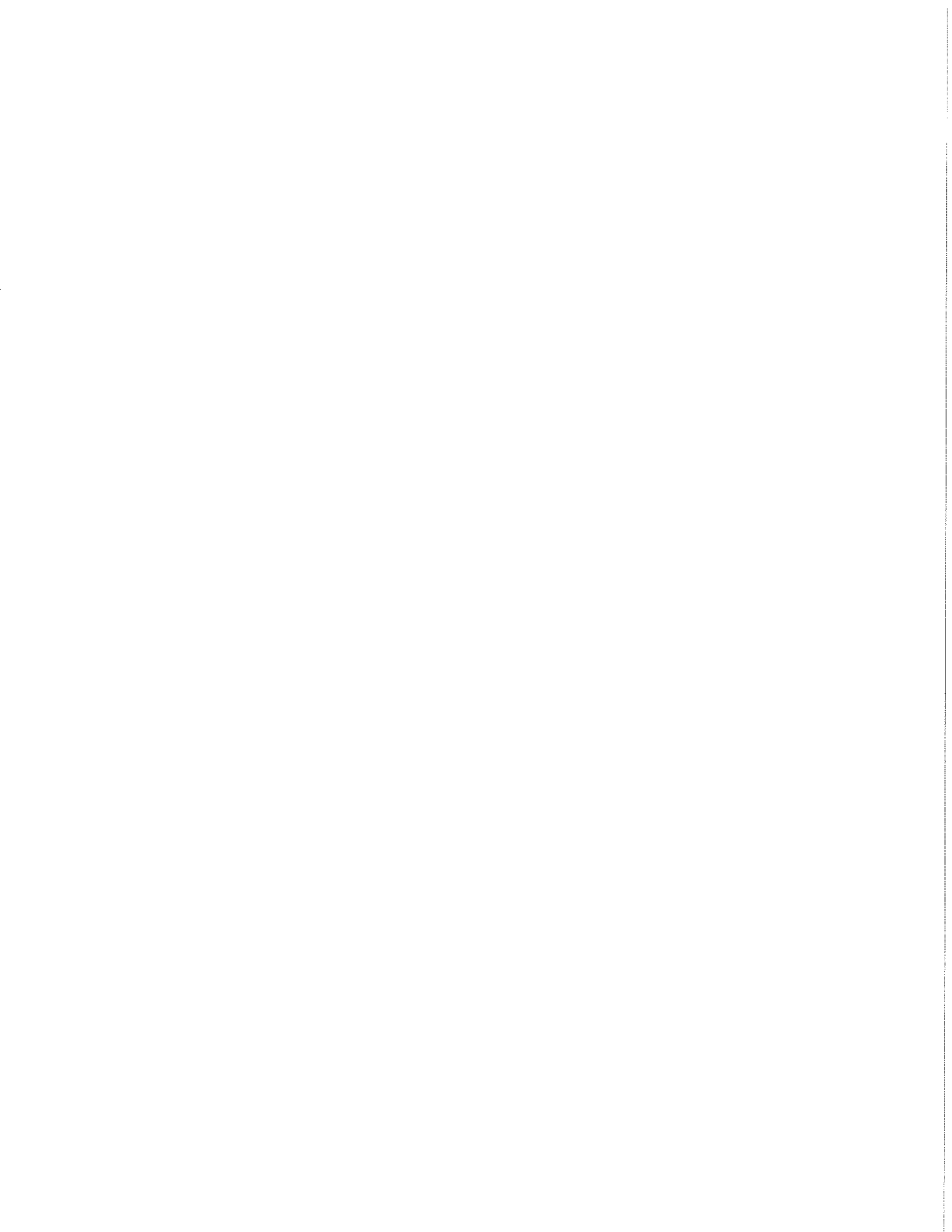
1977-1999 Attended Bloomsburg State College

**Personal:** Resident Jefferson County since 1987

Volunteer VA Medical Center, Martinsburg

Involved with South Jefferson Recreation Council 2001/2004,  
treasurer 2004

All taxes current



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



Name: Tom Reilly

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **January 15, 2015**

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

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

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

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

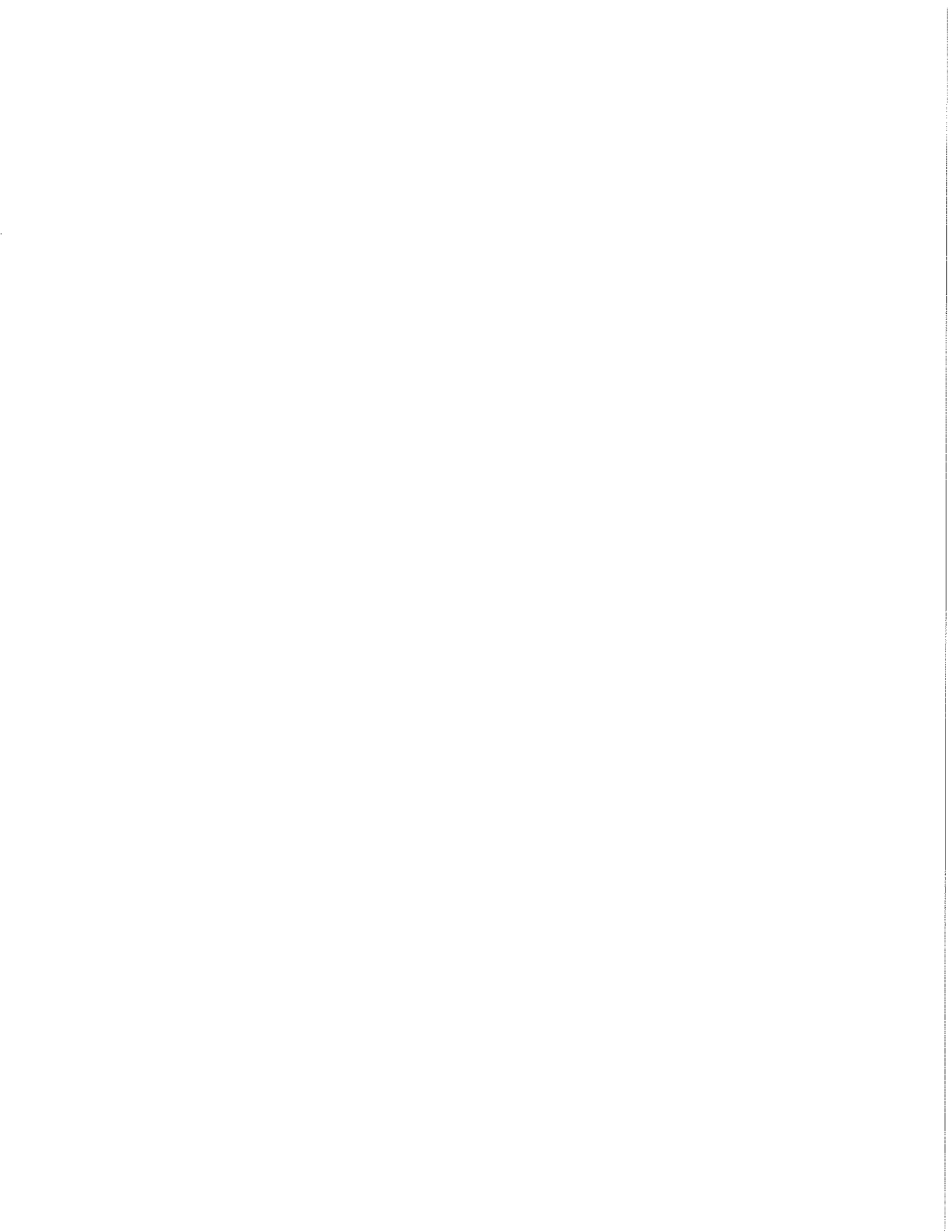
Contact information:

Email address:

Phone Number:

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

not applicable



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



Name: Nancy Strine

Department or Organization: **City of Martinsburg**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **January 15, 2015**

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

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

Subject (*Wording to be placed on agenda*): **Public Hearing and Approval of Resolution for Jefferson County's participation in the Eastern Panhandle HOME Consortium of West Virginia**

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

**JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA  
FY 2015 HOME INVESTMENT PARTNERSHIP PROGRAM**

Notice is hereby given by the Jefferson County Commission that it will hold a public hearing on **Thursday, January 15, 2015 at 11:00 a.m.**, prevailing time, in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia. The Jefferson County Commission Chambers are accessible to persons with physical disabilities. If special arrangements need to be made to accommodate citizens in order for them to participate in the public hearing, please call **Sandy Slusher McDonald, Deputy County Administrator, at 304-728-3284** to make those arrangements.

The purpose of this public hearing is to discuss the specific housing needs of Jefferson County, WV. The Jefferson County Commission is a member of the Eastern Panhandle HOME Consortium of West Virginia which consists of the City of Martinsburg, Berkeley County, part of Jefferson County and part of Morgan County, West Virginia. The HOME Consortium is eligible to receive a HOME Investment Partnership Grant in FY 2015. The U.S. Department of Housing and Urban Development will be notifying the City of Martinsburg in the future of the amount of HOME funds that will be available for FY 2015. In order to receive those funds, the member jurisdictions in the Eastern Panhandle HOME Consortium must develop a program for the use of HOME funds as a part of the City of Martinsburg's FY 2015 Consolidated Annual Action Plan. The HOME Consortium will be preparing their HOME Program and they intend to afford citizens, local agencies, and interested parties the opportunity to become involved in the planning process.

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

Notice is also hereby given that the JEFFERSON COUNTY COMMISSION is accepting proposals for the use of its portion of the HOME Consortium funds for FY 2016 beginning December 18, 2014. Application packets, instructions and information are available on an open basis. All interested applicants are encouraged to contact the Jefferson County Commission office, in order to obtain the application packet and to address any questions. **Please contact Sandy Slusher McDonald at 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284.**

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

**Walt Pellish, President**  
Jefferson County Commission

## RESOLUTION

**A RESOLUTION OF THE County Commission of Jefferson County, West Virginia AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM OF WEST VIRGINIA FOR THE PERIOD OF JULY 1, 2015 TO JUNE 30, 2016.**

**WHEREAS**, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as "HOME"); and

**WHEREAS**, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

**WHEREAS**, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for the low and moderate income residents; and

**WHEREAS**, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, City of Charles Town, City of Ranson, City of Shepherdstown, Town of Bolivar, Town of Harpers Ferry, County of Morgan Town of Paw Paw, Town of Bath West Virginia, have formed a Consortium that has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to seek annual funding; and

**WHEREAS**, the Jefferson County Commission entered into a three (3) year Housing Consortium Cooperation Agreement with an annual renewal clause for participation in the HOME Consortium for the Eastern Panhandle; and

**WHEREAS**, the U.S. Department of Housing and Urban Development is expected to award the HOME Consortium of the Eastern Panhandle a HOME grant upon request and consideration for Fiscal Year 2015; and

**WHEREAS**, the Jefferson County Commission recognizes the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY THAT:**

1. Jefferson County will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, City of Charles Town, City of Ranson, City of Shepherdstown, Town of Bolivar, Town of Harpers Ferry, County of Morgan, Town of Paw Paw, Town of Bath West Virginia, in a Consortium for participation in the HOME Program; and
2. The **President** of the Jefferson County Commission is hereby authorized to enter into a one-year Cooperation Agreement for the period of July 1, 2015 to June 30, 2016 with the other members which form the Eastern Panhandle HOME Consortium of West Virginia; and

3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve funding of the Eastern Panhandle HOME Consortium of West Virginia for the above Fiscal Year 2015 HOME Investment Partnership Program.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**BY:**

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President, Jefferson County Commission

**ATTEST:**

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Jennifer S. Maghan, County Clerk

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



Name: Todd Fagan

Department or Organization: **GIS/Addressing Office**

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

Date Requested – 1<sup>st</sup> Choice: **1/15/15**

Date Requested – 2<sup>nd</sup> Choice: 1/29/15

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

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

It is important to provide a ladder for career development and recognize staff achievement when warranted. This request recommends two actions to meet these objectives; 1.) Establish a new position description of GIS Analyst to fill in the gap between GIS Technician and GIS Specialist; and 2.) Reclassify our current GIS Technician, Jessica Gormont, to the GIS Analyst position. This action will be a “promotion” in the sense of title and grade change; however no raise or salary increase is requested at this time.

Is this a funding request?      No  
If so, how much?                N/A

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

Move to approve the new position description of GIS Analyst as presented and reclassify Jessica Gormont from GIS Technician, Grade III-Step H, to GIS Analyst, Grade IV-Step C at her current salary.

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

Please see attached memo, position description, power point slides, salary scale, and Employee Action Form for further details

Is equipment needed?            Projector    Yes

Contact information:      Email address: [tfagan@jeffersoncountywv.org](mailto:tfagan@jeffersoncountywv.org)    Phone Number: 304-724-6759

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

Click here to enter text.

# Jefferson County GIS/Addressing Office

## DEPARTMENTAL MEMORANDUM

**TO:** Jefferson County Commission  
Debbie Keyser County Administrator

**FROM:** Todd Fagan, GIS Director

**DATE:** January 15<sup>th</sup>, 2015

**SUBJECT:** Position Reclassification



This memo details the merits of a proposed position reclassification in the GIS/Addressing Office; GIS Technician (III) to GIS Analyst (IV)

1. No increase in salary budget necessary, just move staff to corresponding step in next Grade
2. Jessica Gormont has met or exceeded all expectations while serving as *GIS Tech* for seven years with Jefferson County. Ms. Gormont has excelled beyond her original job duties, taken on additional responsibility, provided new value to the County, and gained the experience necessary for promotion to *GIS Analyst*
3. Ms. Gormont has advanced professionally by achieving certification as a GIS Professional (GISP), which required 5 years professional experience, continued education and training, and contributions to the GIS community as evidenced by her election to the Board of West Virginia Assoc. of Geospatial Professionals (WVAGP).
4. Comparison of position skill expectations or characteristics between Grades

| <u>GIS Technician III</u>   | <u>GIS Analyst IV</u>              |
|-----------------------------|------------------------------------|
| Novice                      | Experienced                        |
| Direct Supervision Required | General guidance as needed         |
| Routine Data Entry          | Complex Data Management            |
| Basic Mapping               | Advanced Project Management        |
| Little or No interpretation | Detailed Data Analysis             |
| Basic Operation of Software | Computer Programming and Modelling |

5. County should provide promotion opportunities where possible, recommending a "career ladder" for GIS staff

|               | <u>Position</u> | <u>Grade</u> | <u>Minimum Experience</u> | <u>Complexity</u> | <u>General Duties</u> |                    |
|---------------|-----------------|--------------|---------------------------|-------------------|-----------------------|--------------------|
| Career Ladder | GIS Director    | VI           | 10+ years                 | Comprehensive     | Management            | System Development |
|               | GIS Specialist  | V            | 7-10 years                | Advanced          | Analysis              | Project Management |
|               | GIS Analyst     | IV           | 5-7 years                 | Advanced          | Analysis              | Programming        |
|               | GIS Technician  | III          | 1-5 years                 | Basic             | Data Entry            | Cartography        |

6. Urban and Regional Information Systems Association (URISA) Salary Survey for IT/GIS Professionals (©2011) supports reclassification
  - a. Common salary ranges by South Region and County Government
    - i. GIS Technician salary range = \$30-\$39K
    - ii. GIS Analyst salary range - \$40-\$49K
7. Position Analysis Questionnaire scored GIS Analyst as Class IV
8. Recommendations
  - b. Establish GIS Analyst position description as Class IV
  - c. Reclassify Jessica Gormont
    - i. from GIS Technician, Class III – Step H (\$43,972.43)
    - ii. to GIS Analyst, Class IV – Step C (same salary)

## Jefferson County GIS Analyst Job Description

|                        |                       |                     |         |
|------------------------|-----------------------|---------------------|---------|
| <b>Position Title:</b> | GIS Analyst           | <b>Grade Level:</b> | IV      |
| <b>Department</b>      | GIS/Addressing Office | <b>Date:</b>        | 7/22/13 |
| <b>Reports to:</b>     | GIS Director          | <b>FLSA Status</b>  | Exempt  |

**Statement of Duties:** The GIS Analyst's responsibilities are two-fold. The first aspect of the position concentrates on data and programming knowledge. The Analyst must be familiar with database driven information, because the second aspect of the position, data analysis, is derived from this knowledge. The Analyst's duties include a high amount of data conversion, application, and implementation. Another role is transferring data from a database with certain parameters and ultimately preparing reports or making decisions from this created information. The Analyst makes practical sense out of processed data and then applies it to real-world cases. Employee collects, edits, manipulates, transforms, queries, maps and assures quality of all GIS and Tabular data in the Jefferson County Enterprise GIS. This position also assists other department with their mapping projects and geographic analysis through performance of advanced data maintenance, visualization or analysis. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the GIS Director, the employee plans, prioritizes, and carries out the regular work in accordance standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decision, and conformance with policy, or other requirements.

**Supervisory Responsibility:** Employee is not regularly required to supervise others.

**Confidentiality:** Employee has access to confidential information of the department.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, time loss, and adverse public relations, jeopardize programs, danger to public health/safety and legal repercussions.

**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 the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized techniques; or determining the methods to accomplish the work.

**Work Environment:** Work is performed in an office environment with some field work required.

**Nature and Purpose of Relationships:** Relationships are regular with co-workers, the public and external contacts such as other professionals. Interaction involves interpretation of guidelines and procedures, planning or coordination of work or resolving problems. More than ordinary

GIS/Addressing Office  
GIS Analyst - 7/5/13

## Jefferson County GIS Analyst Job Description

courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile or uncooperative persons.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

### **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. Responsible for geocoding for the county; assign address ranges to roads and locations as appropriate.
2. Collect, create, update, edit, maintain, analyze, and distribute the county mapping files and metadata documents and provide data to user departments; perform quality assurance for same.
3. Assist in maintenance of GIS system and component databases and datasets. Provide customer service and technical support to all users of the GIS and mapping systems within the County, members of the public, other departments, elected officials and governmental agencies
4. Provide sophisticated geospatial analysis techniques, map queries, and staff reviews for land development applications. Assist County departments with GIS project planning, implementation and management.
5. Perform database maintenance for CAD, SQL, Access, GIS, Excel, and other programs used by the department, including but not limited to database design, integration application development, analysis, programming, scripting, maintenance, and troubleshooting.
6. Operate GIS system as required to generate reports, documentation, metadata, cartography, visualization, maps, illustrations, diagrams, etc. to assist in department or county operations.
7. Create, maintain, and manage public content for online applications such as department website and internet maps.
8. Utilize Global Positioning Systems (GPS) to mark important features in the field for location purposes. Perform various other field work as required.
9. Prepare technical reports and proposals; write user documentation. Make oral and written presentations at meetings, conferences, workshops, and public sessions and represent the County with other government agencies.

## Jefferson County GIS Analyst Job Description

10. Collaborate closely with other developers and GIS professionals. Stay current with GIS education and contribution requirements through training and professional publications or presentations.

### **Recommended Minimum Qualifications:**

**Education and Experience:** Preferred to have a Bachelor's degree in GIS, Geography, Information Technology, or related field and minimum three to five (3-5) years of related 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.

**Special Requirements:** Must have a valid West Virginia Operator's License prior to appointment. GIS Professional (GISP) certification preferred.

### **Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of geographic concepts, spatial analysis, database management, and above average IT knowledge. Higher education in Geographic and/or Computer Sciences.

**Abilities:** Ability to communicate effectively, manage time and projects successfully and efficiently. Work alone or within a team with minimal supervision.

**Skills:** Advanced technical computer skills, and specific training in GIS software in use at Jefferson County (ArcGIS). Strong project management skills are required. Understand, import, export and manipulate various digital GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, raster imagery, tables, etc. Understand relational databases. Utilize typical Microsoft Office software, such as MS Access, in a Windows 7 environment.

### **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, and standing. There may also be some occasional lifting of 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, typing and/or word processing, filing, moving objects, sorting of papers or operating a motor vehicle.

**Visual Skills:** Position requires routine reading of documents, and reports for understanding; employee is required to distinguish colors.

Bi-Weekly/Annual Salaries for Jefferson County Government Adopted 10/14/10

| Grade | Pay Rate | Percentage Increase | Bi-Weekly Hours | A         | B         | C          | D          | E          | F          | G          | H          |
|-------|----------|---------------------|-----------------|-----------|-----------|------------|------------|------------|------------|------------|------------|
| I     | 11.26    | 4.25%               | 70              | 20,500.00 | 21,371.25 | 22,279.53  | 23,226.41  | 24,213.53  | 25,242.61  | 26,315.42  | 27,433.82  |
|       |          |                     | 80              | 23,420.80 | 24,416.18 | 25,453.87  | 26,535.66  | 27,663.43  | 28,839.12  | 30,064.79  | 31,342.54  |
| II    | 14.08    | 3.75%               | 70              | 25,625.00 | 26,585.94 | 27,582.91  | 28,617.27  | 29,690.42  | 30,803.81  | 31,958.95  | 33,157.41  |
|       |          |                     | 80              | 29,286.46 | 30,384.70 | 31,524.13  | 32,706.28  | 33,932.77  | 35,205.25  | 36,525.44  | 37,895.15  |
| III   | 16.9     | 3.25%               | 70              | 30,750.00 | 31,749.38 | 32,781.23  | 33,846.62  | 34,946.63  | 36,082.40  | 37,255.08  | 38,465.87  |
|       |          |                     | 80              | 35,152.00 | 36,294.44 | 37,474.01  | 38,691.91  | 39,949.40  | 41,247.76  | 42,588.31  | 43,972.43  |
| IV    | 19.71    | 2.90%               | 70              | 35,875.00 | 36,915.38 | 37,985.92  | 39,087.51  | 40,221.05  | 41,387.46  | 42,587.70  | 43,822.74  |
|       |          |                     | 80              | 40,996.80 | 42,185.71 | 43,409.09  | 44,667.96  | 45,963.33  | 47,296.26  | 48,667.86  | 50,079.22  |
| V     | 28.16    | 2.50%               | 70              | 51,250.00 | 52,531.25 | 53,844.53  | 55,190.64  | 56,570.41  | 57,984.67  | 59,434.29  | 60,920.14  |
|       |          |                     | 80              | 58,572.80 | 60,037.12 | 61,538.05  | 63,076.50  | 64,653.41  | 66,269.75  | 67,926.49  | 69,624.65  |
| VI    | 36.6     | 2.25%               |                 | 66,625.00 | 68,124.06 | 69,656.85  | 71,224.13  | 72,826.68  | 74,465.28  | 76,140.75  | 77,853.91  |
| VII   | 42.24    | 2.25%               |                 | 76,875.00 | 78,604.69 | 80,373.29  | 82,181.69  | 84,030.78  | 85,921.47  | 87,854.71  | 89,831.44  |
| VIII  | 53.5     | 1.45%               |                 | 97,375.00 | 98,786.94 | 100,219.35 | 101,672.53 | 103,146.78 | 104,642.41 | 106,159.72 | 107,699.04 |

Jefferson County Commission  
Employee Action Form

|                                                                           |                                                                                                                                                                                                                          |                   |                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Name:                                                            | Jessica Gormont                                                                                                                                                                                                          | Date Completed:   | 1/15/15                                                                                                                                                                                                                  |
| Department Number:                                                        | 433                                                                                                                                                                                                                      | Work Location:    | GIS/Addressing Office                                                                                                                                                                                                    |
| Birthdate:                                                                |                                                                                                                                                                                                                          | Mail Address:     | 116 E. Washington St, Suite 201                                                                                                                                                                                          |
| Social Security:                                                          |                                                                                                                                                                                                                          | Mail Address:     | Charles Town, WV 25414                                                                                                                                                                                                   |
| Home Phone:                                                               |                                                                                                                                                                                                                          | Cell Phone:       |                                                                                                                                                                                                                          |
| Salary:                                                                   | \$ 43,972.43                                                                                                                                                                                                             | Salary:           | \$ 43,972.43                                                                                                                                                                                                             |
| Reason:                                                                   |                                                                                                                                                                                                                          |                   | New Hire<br>Promotion<br>Temporary Assignment<br>Annual Increase                                                                                                                                                         |
| Step:                                                                     | H                                                                                                                                                                                                                        | Step:             | C                                                                                                                                                                                                                        |
| Grade:                                                                    | III                                                                                                                                                                                                                      | Grade:            | IV                                                                                                                                                                                                                       |
| Min/Mid/Max                                                               |                                                                                                                                                                                                                          | Min/Mid/Max       |                                                                                                                                                                                                                          |
| From:                                                                     | Candidate                                                                                                                                                                                                                | To:               | Candidate                                                                                                                                                                                                                |
| Select One:                                                               | Non-Exempt<br>Exempt<br>Regular Full Time - 70/hr week<br>Regular Full Time - 80/hr week<br>Regular Part Time - <1040/week<br>Temporary Full Time<br>Temporary Part Time<br>Intern<br>Contract<br>Termination/Retirement | Select One:       | Non-Exempt<br>Exempt<br>Regular Full Time - 70/hr week<br>Regular Full Time - 80/hr week<br>Regular Part Time - <1040/week<br>Temporary Full Time<br>Temporary Part Time<br>Intern<br>Contract<br>Termination/Retirement |
| From:                                                                     |                                                                                                                                                                                                                          | To:               |                                                                                                                                                                                                                          |
| FMLA                                                                      | Military                                                                                                                                                                                                                 | FMLA              | Military                                                                                                                                                                                                                 |
| Personal Unpaid                                                           | Personal Paid                                                                                                                                                                                                            | Personal Unpaid   | Personal Paid                                                                                                                                                                                                            |
| Active                                                                    | Return to Work                                                                                                                                                                                                           | Active            | Return to Work                                                                                                                                                                                                           |
| Workers Comp                                                              | WC Code                                                                                                                                                                                                                  | Workers Comp      | WC Code                                                                                                                                                                                                                  |
| WC Rate:                                                                  |                                                                                                                                                                                                                          | WC Rate:          |                                                                                                                                                                                                                          |
| Additional Info: Reclassification per Commission action, January 15, 2015 |                                                                                                                                                                                                                          |                   |                                                                                                                                                                                                                          |
| <b>Effective Date:</b>                                                    |                                                                                                                                                                                                                          |                   |                                                                                                                                                                                                                          |
| Co Admin/Elected Official:                                                |                                                                                                                                                                                                                          | HR Approval       |                                                                                                                                                                                                                          |
| Commission Approval                                                       |                                                                                                                                                                                                                          | Hiring Mgr Appr   |                                                                                                                                                                                                                          |
| Hiring Mgr Notified                                                       |                                                                                                                                                                                                                          | Payroll Processed |                                                                                                                                                                                                                          |



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



Name: Peter L. Chakmakian, Attorney

Department or Organization: Arcadia Communities, Inc.

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: January 8, 2015  
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice: January 15, 2015

Subject (*Wording to be placed on agenda*): Harvest Hills Subdivision (JCPC File No. 01-42)  
Request for time extension regarding Tolling of Bond Agreement expiration  
Please provide the County Commission with a description of your request or presentation, including any background information:

SEE ATTACHED

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

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

Contact information:  
Email address: pchakmakian@frontiernet.net Phone Number: (304) 725-9797

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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

**REQUEST:**

An Agreement Regarding Bonding Obligation and Declaration of Covenants, Conditions and Restrictions dated January 6, 2011, was entered into by Arcadia Development Co., a California corporation authorized to do business in West Virginia, therein referred to as the “Declarant”, and former titled owner of the Harvest Hills Subdivision, and the County Commission of Jefferson County, West Virginia, hereinafter referred to as “County Commission”, pursuant to an Amendment to the Bonding Policy of the County Commission, under which the parties agree for the tolling of the existing Infrastructure Bond for a period of four (4) years. The market conditions which made the Agreement Regarding Bonding Obligation and Declaration of Covenants, Conditions and Restrictions necessary and appropriate, as set forth therein, have not abated. By deed dated July 23, 2012, and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 1114 at page 471, the titled owner of the Harvest Hills Subdivision became Arcadia Communities, Inc., a Virginia Corporation, which is now the “New” Declarant herein. The “New” Declarant hereby applies for an additional extension of time of four (4) years upon the same covenants, conditions and restrictions set forth in the Agreement Regarding Bond Obligation and Declaration of Covenants, Conditions and Restrictions hereinabove mentioned. The Harvest Hills Tolling of Bond Agreement is due to expire on January 6, 2015.

**MOTION**

Move to approve the request to extend the Agreement Regarding Bonding Obligation and Declaration of Covenants, Conditions and Restrictions upon the same covenants, conditions and restrictions contained in the Agreement dated January 6, 2011, and to extend the expiration date by four (4) years for the Harvest Hills Subdivision Jefferson County Planning Commission File No. 01-42 and that a new/amended Agreement be executed and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia; between Arcadia Communities, Inc., and the Jefferson County Commission.

**THIS DEED OF MERGER** made this \_\_\_\_\_ day of January, 2015, by and between ARCADIA COMMUNITIES, INC., a Virginia corporation authorized to do business in the State of West Virginia, hereinafter referred to as GRANTOR; and ARCADIA COMMUNITIES, INC., a Virginia corporation authorized to do business in the State of West Virginia, hereinafter referred to as GRANTEE.

**WITNESSETH:** That for and in consideration of the sum of Ten Dollars (\$10.00), cash in hand paid, and other good and valuable consideration, the receipt of all of which is hereby acknowledged, the said Grantor does hereby grant and convey, with covenants of general warranty, in fee simple, unto the said Grantee, all that certain lot or parcel of real estate, with improvements thereon and appurtenances thereunto belonging, situate in the Shepherdstown District of Jefferson County, West Virginia, which is more particularly bounded and described as follows:

Lots 28 through and including 50 of the Harvest Hills Subdivision; the lot designated as "Open Space"; and the 50' Right of Way called Plowman Road, situate in the Shepherdstown District, Jefferson County, West Virginia, which are more particularly bounded and described according to a survey and plat entitled "Plat of Correction and Merger Plat Harvest Hills Subdivision Section 1 – Phase 1 (Lots A, B and 28-50), made by Greenway Engineering, dated June 9, 2008, which plat is recorded in the Office of the

Clerk of the County Commission of Jefferson County, West Virginia, on September 23, 2008, in Plat Book 25 at page 70.

**AND BEING** a portion of the same parcel of real estate that was conveyed unto the Grantor, herein by a confirmatory deed dated July 23, 2012, recorded in the aforesaid Clerk's Office in Deed Book 1114 at page 471.

The property to be merged (Lots 28 through and including 50 of the Harvest Hills Subdivision; the lot designated as "Open Space"; and the 50' Right of Way called Plowman Road), hereby conveyed is adjacent to and contiguous to other lands (all that certain tract or parcel of real estate comprising 82.9296 Acres called Residue [Future Development] as the same is shown and depicted upon a survey and plat entitled "Plat of Correction and Merger Plat Harvest Hills Subdivision Section 1 – Phase 1 [Lots A, B and 28-50] made by Greenway Engineering dated June 9, 2008, which plat was recorded in the aforesaid Clerk's Office on September 23, 2008, in Plat Book 25 at page 70), owned by the Grantee herein, having been conveyed to it by a confirmatory deed of record in the aforesaid Clerk's Office in Deed Book 1114 at page 471, and this conveyance is made for the purpose of adjusting the boundary line(s) of said presently owned land(s) of the Grantee, thus creating a single lot after merger, and the parcels are no longer to be

considered as separate parcels and may not be used or sold individually, unless in agreement with prevailing county land development laws.

**THIS CONVEYANCE IS MADE SUBJECT, HOWEVER,** to all restrictive covenants, conditions, easements and limitations of record.

This Deed of Merger is made pursuant to the provisions of the Jefferson County Land Development Site Improvements Bonding & Bond Surety Policy, effective September 2, 2010; and to the Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions and Restrictions (tolling of Bonding Agreement) dated the 6<sup>th</sup> day of January, 2011.

**DECLARATION OF CONSIDERATION OR VALUE**

Under penalties of fine and imprisonment, as provided by law, the undersigned hereby declare that the total consideration paid for the real estate hereby conveyed by the document to which this declaration was less than \$100.00 and therefore exempt from the West Virginia Excise Tax on the transfer of real estate.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

**WITNESS** the following signature and seal:

ARCADIA COMMUNITIES, INC.

By: \_\_\_\_\_ (SEAL)  
Its \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, to wit:

I, \_\_\_\_\_, a Notary Public within and for said County and State, do hereby certify that \_\_\_\_\_, \_\_\_\_\_, whose name is signed to the writing hereto attached, bearing date the \_\_\_\_\_ day of January, 2015, for ARCADIA COMMUNITIES, INC., has this day acknowledged the same before me on behalf of the Corporation.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

My commission expires:

\_\_\_\_\_  
(Affix Notary Seal)

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT PREPARED BY: Peter L. Chakmakian, Attorney at Law, P.O. Box 547, Charles Town, West Virginia 25414

**AGREEMENT REGARDING BONDING OBLIGATIONS AND  
DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS**

**THIS AGREEMENT REGARDING BONDING OBLIGATIONS AND DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS** (this "Declaration") is made and entered into as of the 6<sup>th</sup> day of January, 2011, by Arcadia Development Company ("Declarant"), and the **COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA** (the "County Commission").

**WHEREAS**, Declarant is the owner of a certain tract of land located in Jefferson County, West Virginia, legally described in the deed found recorded in the Jefferson County Clerk's Office in Deed Book 985, Page 363 (the "Land"); and

**WHEREAS**, the Land has been legally subdivided (the "Subdivision") into Harvest Hills Subdivision, Section 1, Phase 1, Lots A, B and Lots 28-50 & Residue consisting of (23) single family lots (the "Lots") pursuant to and in accordance with the subdivision ordinance of Jefferson County, West Virginia in effect on July 18, 1979 (the "Subdivision Ordinance"), and as shown on that certain plat of the Harvest Hills Subdivision, Lots A, B and Lots 28-50 & Residue, recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Plat Book 25 at Page 50 (the "Final Plat"); and

**WHEREAS**, Declarant posted a bond with the County Commission, in the form of a *letter-of-credit*, in the amount of \$1,752,605.00 (the "Existing Infrastructure Bond") to secure the completion of all infrastructure improvements to be made in connection with the development of the Subdivision (the "Infrastructure Improvements") as itemized on that certain Construction Bond – Estimate, dated September 1, 2005 (the "Bond Estimate"), and approved by the Jefferson County Department of Planning, Zoning & Engineering (the "Department") on November 16, 2006; and

**WHEREAS**, due to severe down turn in the economy, and in particular, the housing industry, the Declarant has decided to delay construction of the Infrastructure Improvements and, accordingly, has requested that the County Commission modify the Declarant's original bonding obligations with respect to the Subdivision (the "Original Bonding Obligations") until such time as the Declarant commences construction of the Infrastructure Improvements; and

**WHEREAS**, the County Commission has determined that it is in the best interests of Jefferson County to modify the Original Bonding Obligations until such time as the Declarant commences construction of the Infrastructure Improvements subject to the condition that Declarant execute and record this Declaration which shall run with the Land and be enforceable by the County Commission.

**NOW, THEREFORE**, in consideration of the premises and the covenants and agreements hereinafter set forth, Declarant declares as follows:

1. **Incorporation of Recitals; Defined Terms.** The foregoing recitals are hereby incorporated into this Declaration by this reference as if fully set forth herein. Capitalized terms used herein and not defined or cross-referenced herein shall have the meanings ascribed to such terms in the Subdivision Ordinance.

2. **Modification of Original Bonding Obligations.**

(a) The County Commission's agreement to modify the Original Bonding Obligations shall be subject to the satisfaction of the following condition precedent (the "Modification Conditions"):

(i) The Declarant submits to the Department a surety in the amount of \$10,000 as a Site Stability Bond.

(b) Upon satisfaction of the Modification Condition, the County Commission shall return the Existing Infrastructure Bond to the Declarant and the Original Bonding Obligations shall be deemed modified as follows:

(i) Unless and until Declarant commences the construction of any Infrastructure Improvements, the Declarant's bonding obligations with respect to Subdivision shall be limited to posting a \$10,000 surety as a Site Stability Bond with the County Commission and complying with the provisions of the Bonding Policy with respect to the Site Stability Bond; provided, however, that no infrastructure improvements shall be required to be made to the Land as a condition of keeping the Site Stability Bond in place.

(ii) No Infrastructure Improvements, including without limitation any Site Stability Work, shall occur or be permitted on the Land (other than the continuance of an agricultural use existing on the land prior to this agreement, and/or mowing and other routine maintenance required to preserve the appearance of the Land and the health and safety of the community) unless and until the Declarant submits to the Department, and the Department approves, a new cost estimate for all Infrastructure Improvements, and the Declarant posts an approved surety with the County Commission in the amount of 115% of said estimate in accordance with the Bonding Policy (the "New Infrastructure Bond"). Upon posting of the New Infrastructure Bond, and provided Declarant is not then in default under this Declaration, the County Commission shall return the surety for the Site Stability Bond to the Declarant.

(iii) Once the New Infrastructure Bond has been posted with the County Commission, the County Commission shall hold the New Infrastructure Bond in accordance with the Bonding Policy and the Declarant shall thereafter comply with all provisions of the Bonding Policy. The County Commission shall be under no obligation to grant further modifications to the Declarant's bonding obligations with respect to the Subdivision. The provisions of this Section 2(b)(iii) shall survive termination of this Declaration.

3. **Covenant Not to Commence Construction.** In consideration of the County Commission's agreement to modify the Original Bonding Obligations, Declarant covenants and agrees that prior to satisfying the conditions set forth in Section 2(b)(ii) above, Declarant

shall not commence, or cause any third party to commence, the construction of any Infrastructure Improvements, including without limitation any Site Stability Work.

**4. Covenant Prohibiting Construction of Homes or Sale or Transfer of Lots.**

In consideration of the County Commission's agreement to modify the Original Bonding Obligations, Declarant covenants and agrees that prior to satisfying the conditions set forth in Section 2(b)(ii) above, (a) Declarant shall not commence, or cause any third party to commence, the construction of any single family residence or other structure on any portion of the Land, and (b) Declarant shall not sell or transfer any Lot. Notwithstanding the foregoing, Declarant may transfer the entire Subdivision to a single transferee subject to the terms and provisions of this Declaration; provided, that such transferee expressly assumes the obligations of Declarant under this Declaration by a written agreement satisfactory to the County Commission.

**5. Default.**

(a) The failure of Declarant to observe or perform any of the covenants, conditions or obligations of this Declaration shall constitute a default under this Declaration. If Declarant fails to cure any default within thirty (30) days after the issuance of a notice by the County Commission, specifying the nature of the default; the County Commission may exercise any rights and remedies it may have hereunder or applicable law. Notwithstanding the foregoing, Declarant shall not be entitled to any notice of a violation of the covenant not to sell or transfer any Lot under Section 4(b) of this Declaration.

(b) The County Commission shall have the right to bring any proceedings at law or in equity against the Declarant for violating or attempting to violate or defaulting upon any of the provisions contained in this Declaration, and to recover actual damages for any such violation or default. Such proceeding shall include the right to restrain by injunction any violation or threatened violation by the Declarant or any other person of any of the terms, covenants or conditions of this Declaration, or to obtain a decree to compel performance of any such terms, covenants or conditions. All of the remedies permitted or available to the County Commission under this Declaration or at law or in equity shall be cumulative and not alternative, and the invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right or remedy. In any action brought by the County Commission pursuant to these provisions, the County Commission will be entitled to costs (including but not limited to its reasonable attorneys' fees). In addition, the County Commission shall have the right to draw on the Site Stability Bond and apply the proceeds thereof in accordance with the Bonding Policy.

(c) The maximum length of time for tolling the bond shall be four (4) years. At the time of executing this agreement, the Declarant shall execute a merger deed that merges the lots back into the parent tract. The merger deed shall be held by the Bonding Administrator for the Jefferson County Commission. If the Declarant fails to repost the New Infrastructure Bond and the Bond Surety within four (4) years of the date of this agreement, the County Commission shall have the right to record the merger deed and revoke all project approvals; and the \$10,000 surety for the Site Stability Bond shall be forfeited to the County Commission. The merger deed may not be recorded by the County Commission if the Declarant reposts the Construction Bond and Bond Surety prior to expiration of the four (4) year tolling period; in such case, the merger deed shall be returned by the County

Commission to the Declarant. In the event of recordation of the merger deed, the parent tract and residue parcel shall retain all future development rights under the land development ordinances in effect at the time the future application for land development is presented to the County.

6. **Waiver.** No waiver by the County Commission of any default under this Declaration shall be effective or binding unless made in writing by the County Commission and no such waiver shall be implied from any failure of the County Commission to take any action with respect to any default or violation.

7. **Binding Effect.** The terms of this Declaration shall constitute covenants running with the land and shall bind the Land described herein and inure to the benefit of and be binding upon the Declarant and all parties having any right, title or interest in the Land (or any part thereof), their heirs, successors, successors-in-title and assigns. This Declaration is not intended to supersede, modify, amend or otherwise change the provisions of any prior instrument affecting the land burdened hereby.

8. **Amendment of Declaration.** This Declaration may not be amended except by a written agreement executed by the Declarant and the County Commission and recorded in the Office of the County Clerk of Jefferson County, West Virginia.

9. **Declaration Shall Continue Notwithstanding Breach.** It is expressly agreed that no breach of this Declaration shall entitle the Declarant to cancel, rescind, or otherwise terminate this Declaration

10. **Term of this Declaration.** This Declaration shall be effective as of the date first above written and shall continue in full force and effect until the Declarant satisfies the conditions set forth in Section 2(b)(ii) above. Upon the termination of this Declaration, all rights and privileges derived from and all duties and obligations created and imposed by the provisions of this Declaration, except for the provisions of Section 2(b)(iii) above, shall terminate and have no further force or effect.

11. **Recordation.** This agreement shall be recorded in the Office of the Clerk of the Jefferson County Commission in both the name of the developer and the project name. It shall be the Declarant's responsibility to record the agreement and provide the Bonding Administrator with confirmation of such recordation in the form of the deed book and page number reference.

Harvest Hills Subdivision, Section 1, Phase 1, Lots A, B & Lots 28-50 & Residue  
(Subdivision Name)

Jefferson County Planning Commission File No. 01-42

Brad Durga, Vice President, Arcadia Development Co.  
~~Eli Reinhard, President, Arcadia Development Company~~  
(Applicant/Developer Name)

By: [Signature] Date: 1/14/10

Print Name: Brad Durga Title: Vice President

(Notary Certification Shall Be On The Same Page As The Signatures Being Notarized)

STATE OF California, COUNTY OF Santa Clara, to wit:

I Kathleen Loveall, a Notary Public in and for the State and County aforesaid, do hereby certify that Brad Durga and N/A, as Vice President and N/A, respectively of the Arcadia Development Co. whose names are signed to the foregoing, this day personally appeared before me in my State and County aforesaid and acknowledged their signatures above (and the Corporate Seal as the genuine Seal of the said corporation).

Given under my hand this 4th day of January 2011.



My Commission Expires: 10-1-2014

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of Santa Clara

On 1/14/2011 before me,

\_\_\_\_\_

Here Insert Name and Title of the Officer

personally appeared

Paul Duriga Vice President of

Name(s) of Signer(s)

Ascadia Development Co.

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

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

Kathleen Loveall

Signature of Notary Public

Place Notary Seal Above

## OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

### Description of Attached Document

Title or Type of Document: Agmt. re: ...

Document Date: 1/14/2011 Number of Pages: 6

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

Corporate Officer — Title(s): \_\_\_\_\_

Corporate Officer — Title(s): \_\_\_\_\_

Individual

Individual

Partner —  Limited  General

Partner —  Limited  General

Attorney in Fact

Attorney in Fact

Trustee

Trustee

Guardian or Conservator

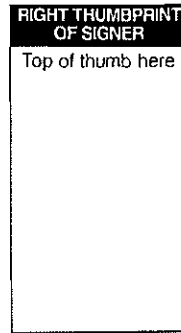
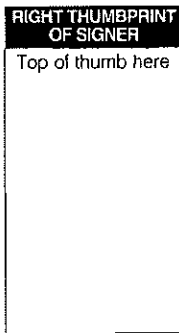
Guardian or Conservator

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_



COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_, President

**(Notary Certification Shall Be On The Same Page As The Signatures Being Notarized)**

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, to wit:

I \_\_\_\_\_, a Notary Public in and for the State and County aforesaid, do hereby certify that \_\_\_\_\_ and \_\_\_\_\_, as \_\_\_\_\_ and \_\_\_\_\_, respectively of the \_\_\_\_\_, whose names are signed to the foregoing, this day personally appeared before me in my State and County aforesaid and acknowledged their signatures above (and the Corporate Seal as the genuine Seal of the said corporation).

Given under my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jennifer S. Maghan  
Clerk, County Commission of Jefferson County, WV

| DATE       | INVOICE NO.  | DESCRIPTION         | INVOICE AMOUNT | DEDUCTION | BALANCE  |
|------------|--------------|---------------------|----------------|-----------|----------|
| 1-04-11    | 010411/HH2   | HH Ph I Sec 2, Cash | 10000.00       |           | 10000.00 |
| CHECK DATE | CHECK NUMBER | TOTALS              |                |           |          |
| 1-04-11    | 568          |                     | 10000.00       |           | 10000.00 |

**ARCADIA EAST CO**  
117 N BAILEY LANE  
PURCELLVILLE, VA 20134  
540-751-0321

WACHOVIA BANK, N.A.  
wachovia.com 68-54  
514

568

Pay: \*\*\*\*\*Ten thousand dollars and no cents

DATE CHECK NO. AMOUNT

January 4, 2011

568 \$\*\*\*\*\*10,000.00

**PAY**  
TO THE  
ORDER  
OF

Jefferson Co. Commission



⑈000568⑈ ⑆051400549⑆ 2000049333286⑈

2004 2005 2006 2007 2008 2008 2008 2008 2010 2011 2012 2013 2014

500

400

300

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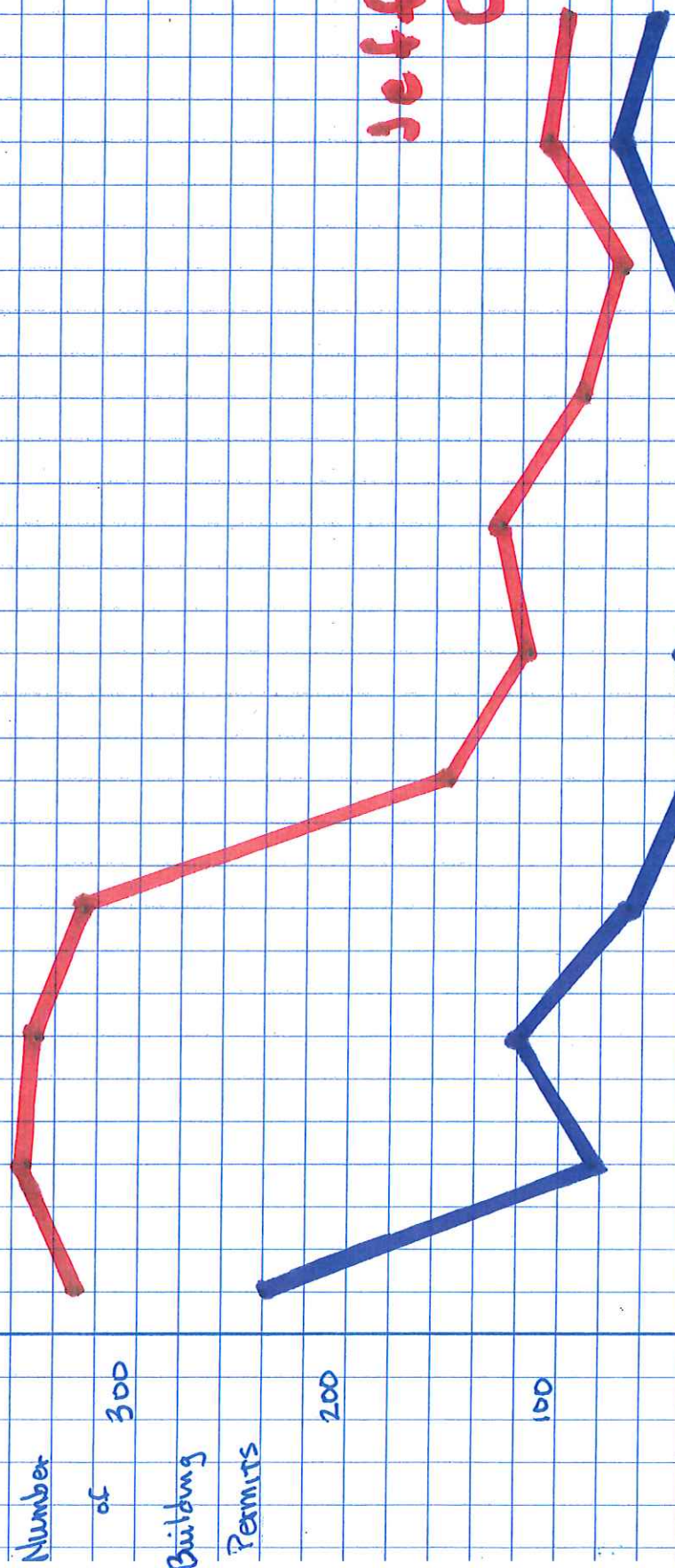
100

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Number  
of  
Building  
Permits

Jefferson  
County

Charles  
Town



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



Name: Roger Goodwin, Chief County Engineer

Department or Organization: Engineering Department

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: December 4, 2014

Date Requested – 2<sup>nd</sup> Choice: December 18, 2014

Subject (*Wording to be placed on agenda*): Proposed Update to the Engineering Department's Permit Fee Schedule and the Planning & Zoning Department's Fee Schedule.

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

During the 2015 FY budget presentations the County Commission requested that staff present to the County Commission updated permit fee schedules for their consideration. Attached are the proposed fee schedules along with a history of permit fees. The fee schedules reflect approximately a 10% increase in permit fees. There has not been an increase in permit fees since 2001.

Is this a funding request? Y/N No If so, how much? \$ N/A

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

The following are options for County Commission action on this matter:

1. Move to adopt the permit fee schedules as presented; or
2. Move to adopt the permit fee schedules with revisions as discussed; or
3. Move to keep the current permit fee schedules.

Note: The Engineering Department's proposed fee schedules and the Planning and Zoning Department's proposed fee schedules are presented together under this agenda item request; however, it is our intent that the County Commission may take separate action on each department's proposed fee schedules.

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

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

Engineering Department  
Proposed Building Permit Fee Schedules

December 4, 2014

History

Updated permit fees were established at the time the Building Code was adopted in 2001, and some fees were then increased again around year 2003. There have been no permit fee increases since then.

In 2010, the Chief County Engineer and the Director of Planning & Zoning proposed updated fee schedules to the County Commission; however, the County Commission did not adopt the proposed fee schedules or any increase in permit fees.

In 2014, the County Commission directed that an increase in permit fees be proposed and presented to them again for consideration.

Types of Fees

For purposes of this discussion, the fees that we have in place are "building permit fees" and "land development fees."

1. Building Permit Fees

Building permit fees apply to the structures only, which are built throughout the county. They are imposed under the Jefferson County Building Code Enforcement Ordinance. The fee covers the processing of building permit applications, review and approval of the construction plans, scheduling and performing inspections, maintaining records and issuing Certificates of Use & Occupancy. Examples of typical structures include: single-family dwellings, townhouses, apartment buildings, mobile/manufactured homes, churches, restaurants, grocery stores, hotels, self-storage facilities, convenience stores, office buildings, and additions and remodeling projects, etc.

Under the Building Code Enforcement Ordinance we deal with two categories of projects:

- A. **International Residential Code (IRC)** – construction related to residential dwellings; and
- B. **International Building Code (IBC)** – construction related to commercial & industrial type projects.

Therefore, we have a fee schedule for residential type (IRC) projects and another fee schedule for commercial/industrial type (IBC) projects.

## 2. Land Development Fees

Land development fees apply to subdivision plats and/or site plans that are processed and approved by the Jefferson County Planning Commission under the subdivision regulations. The land development fee covers all the steps that staff is involved in from pre-proposal conferences to plan review, public hearings, recording of plats, administration of the construction bond, performing construction inspections, processing bond releases, and reviewing as-built drawings and certifications, etc.

Under land development there are two types of projects:

### **A. Residential and Commercial Subdivisions.**

Examples of residential subdivisions are:

- Locust Hill Subdivision
- Sheridan Estates Subdivision
- Windmill Crossing Townhomes
- Gap View Subdivision
- Cambridge Mobile Home Park

Examples of commercial subdivisions are:

- Bardane Industrial Park
- Burr Business Park
- Sunnyside Business Park
- Jefferson Crossing II

Residential and Commercial Subdivisions have a land development fee that is charged for all the steps that staff is involved in from pre-proposal conferences to plan review, public hearings, recording of plats, administration of the construction bond, performing construction inspections, processing bond releases, and reviewing as-built drawings and certifications. This fee is in addition to the

building permit fee for the structures that are built on each individual lot.

**B. Site Plans**

Examples of site plan projects are:

- IHOP Restaurant (Jefferson Crossing II)
- Valley Health Medical Transport (Burr Business Park)
- U.S. Coast Guard Office Bldg. (Bardane Industrial Park)
- Fellowship Bible Church (outlying parcel)
- Charles Town Races

However, for site plans there is no land development fee in place. The building permit fee that is charged for the structure has historically been considered to also cover the cost of processing the site plan.

The review and processing of the site plan is entirely separate from that required for the building permit. The Site Plan requires the same amount of processing as a residential or commercial subdivision, which requires staff to be involved from the pre-proposal conferences to plan review, public hearings, administration of the construction bond, performing construction inspections, processing bond releases, and reviewing as-built drawings and certifications.

Proposed Fee Schedules

The current fee schedule format is a unit based (e.g., cost/sq.-ft. of floor area), or in some cases a combination of value based (e.g., fee based on market value of project) plus unit based fee schedule.

With the proposed fee schedule we move to a total unit based fee schedule format. The fee is basically a set minimum base amount plus an additional fee per sq.-ft. of floor area.

Pro's

- Applicant can't manipulate market values to decrease the permit fee; and
- Unit values (sq.-ft of floor area) are easier for staff to verify off the plans versus having no data to verify market value, which means that with a market value system the staff would have to rely on the honor system; and
- As the size of project increases, which results in more staff time, the permit fee increases; and vice-versa.

Con's

- No automatic inflationary adjustment (which automatically occurs with a value based fee schedule) to the permit fees. With a unit based fee schedule we will need to periodically increase the fees due to inflation.

With the proposed fee schedule, we also added fee categories/items that are missing so the fee schedule matches up with the way we do business and to reflect the types of projects we encounter. This should make it less confusing for the permit applicants since it will be easier for them to determine which fee applies to their project.

For determining the proposed fee amounts the base fee cost amount was increased 10% and the unit fee cost amount was increased 10%. The 10% increase is less than the 31% increase that would occur if adjusted at an annual inflationary rate of 2.5% over the past 11 years. However, the 10% amount lets us look at the amount of additional revenue generated for each additional 10% increment of fee increases.

Permit fees collected by the Engineering Department over the past 5 calendar years is as follows:

| Engineering Dept. Permit Fee Revenue |                |                       |
|--------------------------------------|----------------|-----------------------|
| Year                                 | No. of Permits | Permit Fees Collected |
| 2009                                 | 685            | \$140,711             |
| 2010                                 | 711            | \$165,717             |
| 2011                                 | 683            | \$151,574             |
| 2012                                 | 642            | \$133,038             |
| 2013                                 | 631            | \$156,080             |

It is estimated that for every 10% increase in fees an additional \$15,000 in permit fee revenue will be generated by the by the Engineering Department at the current permit rate. The proposed fee schedules for the Engineering Department are as follows:

Jefferson County, West Virginia  
Engineering Department

Miscellaneous Fees

**PROPOSED  
MISCELLANEOUS FEES  
SCHEDULE  
Final Draft  
As of December 4, 2014**

Date: 12/4/2014

| No. | Item                                                                 | Current Fee  | Proposed Fee |
|-----|----------------------------------------------------------------------|--------------|--------------|
| 1   | Minor Redline Revisions - Preliminary Plats & Site Plans             | \$150        | \$175        |
| 2   | Major Redline Revisions - Preliminary Plats & Site Plans             | \$150        | \$250        |
| 3   | Land Development Site Work - Inspection                              | \$50         | \$55         |
| 3   | Land Development Site Work - Reinspection (due to failed inspection) | \$50         | \$55         |
| 4   | Final Plat - Minor Amendment Review                                  | \$0          | \$75         |
| 5   | Construction Bond - Time Extension Request                           | \$300        | \$300        |
| 6   | Construction Bond - Surety Renewal                                   | \$0          | \$300        |
| 7   | Construction Bond - Tolling of Bonding Request                       | \$0          | \$300        |
| 8   | Floodplain Ordinance - Floodplain Delineations                       | \$10         | \$10         |
| 9   | Floodplain Ordinance - 100 Yr. Flood Elevation Determination         | \$0          | \$25         |
| 10  | Floodplain Ordinance - Review of LOMA or LOMR requests               | \$0          | \$25         |
| 11  | Small format Document Copies - (letter, legal & 11"x17")             | \$1/page     | \$1/page     |
| 12  | Large format Document Copies (plan sheets, maps, etc.)               | \$7.50/sheet | \$7.50/sheet |
| 13  |                                                                      |              |              |
| 14  |                                                                      |              |              |
| 15  |                                                                      |              |              |
| 16  |                                                                      |              |              |
| 17  |                                                                      |              |              |
| 18  |                                                                      |              |              |

Jefferson County, West Virginia  
 Engineering Department  
 Office of Building Permits & Inspections

**PROPOSED IRC BUILDING PERMIT FEE SCHEDULE  
 FINAL DRAFT  
 (As of December 4, 2014)**

**IRC - Residential Building Permit Fee Schedule**

Date: 12/4/2014

| Current Fee                                                                                                       |                                                                   |                                                  |                                     |                          | Proposed Fee                                                                                                      |                                                                   |                                                  |                                     |                                         |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------|-------------------------------------|-----------------------------------------|
| Residential Permit Type                                                                                           | Base Fee                                                          | Fee per Sq.-Ft. of Finished Area                 | Fee per Sq.-Ft. of Un-finished Area | Fee per Porch Deck/Stoop | Residential Permit Type                                                                                           | Base Fee                                                          | Fee per Sq.-Ft. of Finished Area                 | Fee per Sq.-Ft. of Un-finished Area | Fee per Porch Deck/Stoop at Entry Doors |
| Single-Family Dwelling                                                                                            | \$25.00                                                           | \$0.18                                           | \$0.10                              | \$25/each                | Single-Family Dwelling                                                                                            | \$50.00                                                           | \$0.18                                           | \$0.10                              | \$30/each                               |
| Mobile/Manufactured Home                                                                                          | \$25.00                                                           | \$0.18                                           | \$0.10                              | \$25/each                | Mobile/Manufactured Home                                                                                          | \$50.00                                                           | \$0.18                                           | \$0.10                              | \$30/each                               |
| Townhouse & Duplex (less than 4 story)                                                                            | \$25 per unit                                                     | \$0.20                                           | \$0.10                              | \$25/each                | Townhouse & Duplex (less than 4 story)                                                                            | \$50 per unit                                                     | \$0.20                                           | \$0.10                              | \$30/each                               |
| Residential Dwelling Addition                                                                                     | \$50.00                                                           | \$0.18                                           | \$0.00                              | \$25/each                | Residential Dwelling Addition                                                                                     | \$55.00                                                           | \$0.18                                           | \$0.00                              | \$30/each                               |
| Residential Interior Room/Basement Renovation                                                                     | \$50 + \$50 per required inspection                               |                                                  |                                     |                          | Residential Interior Room/Basement Renovation                                                                     | \$75 + \$50 per required inspection                               |                                                  |                                     |                                         |
| Chimney/Fireplace (added to existing dwelling)                                                                    | \$100 per chimney                                                 |                                                  |                                     |                          | Chimney/Fireplace (added to existing dwelling)                                                                    | \$110 per chimney                                                 |                                                  |                                     |                                         |
| Sheds/Garage/Structure ancillary to Residence                                                                     | \$50.00                                                           | \$0.18                                           | \$0.08                              |                          | Sheds/Garage/Structure ancillary to Residence                                                                     | \$60.00                                                           | \$0.18                                           | \$0.08                              |                                         |
| Decks                                                                                                             | \$50.00                                                           | plus \$0.08/sq.-ft. of deck area                 |                                     |                          | Decks                                                                                                             | \$60.00                                                           | plus \$0.08/sq.-ft. of deck area                 |                                     |                                         |
| Swimming Pool                                                                                                     | \$50.00                                                           | plus \$0.08/sq.-ft. of pool area and patio area. |                                     |                          | Swimming Pool                                                                                                     | \$60.00                                                           | plus \$0.08/sq.-ft. of pool area and patio area. |                                     |                                         |
| Replacement Windows                                                                                               | \$100.00                                                          |                                                  |                                     |                          | Replacement Windows                                                                                               | \$110.00                                                          |                                                  |                                     |                                         |
| Electrical Wiring Only<br>(Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.) | \$100.00                                                          |                                                  |                                     |                          | Electrical Wiring Only<br>(Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.) | \$110.00                                                          |                                                  |                                     |                                         |
| Demolition - Residential Dwelling                                                                                 | \$100.00                                                          | \$0.00                                           | \$0.00                              |                          | Demolition - Residential Dwelling                                                                                 | \$110.00                                                          | \$0.00                                           | \$0.00                              |                                         |
| Retaining Wall (4' or more from footer to top wall)                                                               | \$50 plus \$0.08/lineal foot of wall                              |                                                  |                                     |                          | Retaining Wall (4' or more from footer to top wall)                                                               | \$60 plus \$0.08/lineal foot of wall                              |                                                  |                                     |                                         |
| Fence (6' or more in height above ground surface)                                                                 | \$50 plus \$0.08/lineal foot of fence                             |                                                  |                                     |                          | Fence (6' or more in height above ground surface)                                                                 | \$60 plus \$0.08/lineal foot of fence                             |                                                  |                                     |                                         |
| Agricultural Building                                                                                             | \$50.00                                                           | \$0.00                                           | \$0.00                              |                          | Agricultural Building                                                                                             | \$55.00                                                           | \$0.00                                           | \$0.00                              |                                         |
| Re-inspection Fee                                                                                                 | \$50/each re-inspection, paid prior to re-inspection              |                                                  |                                     |                          | Re-inspection Fee                                                                                                 | \$50/each re-inspection, paid prior to re-inspection              |                                                  |                                     |                                         |
| Plan change after permit issued                                                                                   | \$50 plus \$50 for each additional inspection due to plan change. |                                                  |                                     |                          | Plan change after permit issued                                                                                   | \$50 plus \$50 for each additional inspection due to plan change. |                                                  |                                     |                                         |
| Permit Application Denied & Resubmitted within 90 days for review:                                                | \$75 re-application fee                                           |                                                  |                                     |                          | Permit Application Denied & Resubmitted within 90 days for review:                                                | \$75 re-application fee                                           |                                                  |                                     |                                         |
| Beginning Construction Without a Permit                                                                           | 1st time = \$50                                                   | 2nd time = \$150                                 | 3rd time = \$300                    |                          | Beginning Construction Without a Permit                                                                           | 1st time = \$50                                                   | 2nd time = \$150                                 | 3rd time = \$300                    |                                         |

Jefferson County, West Virginia  
Engineering Department  
Office of Building Permits & Inspections

**PROPOSED IBC BUILDING PERMIT FEE SCHEDULE  
FINAL DRAFT  
(As of December 4, 2014)**

**IBC - Commercial/Industrial Building Permit Fee Schedule**

Date: 12/4/2014

| Commercial Permit Type                                                                      | Current Fee                                                       |                                                |                                     | Commercial Permit Type                                                                                           | Proposed Fee                                                                 |                                                |                                           |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------|
|                                                                                             | Base Fee                                                          | Fee per Sq.-Ft. of Finished Area               | Fee per Sq.-Ft. of Un-finished Area |                                                                                                                  | Base Fee                                                                     | Fee per Sq.-Ft. of Finished Floor Area         | Fee per Sq.-Ft. of Un-finished Floor Area |
| Commercial/Industrial/Multi-Family Buildings (value less than \$50,000)                     | \$250.00                                                          | \$0.18                                         | \$0.18                              | Commercial/Industrial/Multi-Family Buildings (Less than 1,000 sq.-ft. floor area)                                | \$275.00                                                                     | \$0.18                                         | \$0.18                                    |
| Commercial/Industrial/Multi-Family Buildings (value greater than \$50,000)                  | \$500.00                                                          | \$0.18                                         | \$0.18                              | Commercial/Industrial/Multi-Family Buildings (Greater than or equal to 1,000 sq.-ft. floor area)                 | \$550.00                                                                     | \$0.18                                         | \$0.18                                    |
| Commercial Interior Room Renovation                                                         | \$1,000 plus \$50 per required inspection                         |                                                |                                     | Commercial Interior Room Renovation                                                                              | \$1,000 plus \$50 per required inspection                                    |                                                |                                           |
| Church Building                                                                             | \$500.00                                                          | \$0.18                                         | \$0.18                              | Church Building                                                                                                  | \$550.00                                                                     | \$0.18                                         | \$0.18                                    |
| Church Addition, Pavilions & Ancillary Structures (value less than \$25,000)                | \$50 plus \$50 per required inspection                            |                                                |                                     | Church Addition, Pavilions & Ancillary Structures (Less than 1,000 sq.-ft. floor area/foot print)                | \$75 + \$50 per required inspection                                          |                                                |                                           |
| Church Addition, Pavilions & Ancillary Structures (value greater than \$25,000)             | \$250.00                                                          | \$0.18                                         | \$0.18                              | Church Addition, Pavilions & Ancillary Structures (Greater than or equal to 1,000 sq.-ft. floor area/foot print) | \$275                                                                        | \$0.18                                         | \$0.18                                    |
| Institutional (hospital, school, fire hall, etc.)                                           | \$250.00                                                          | \$0.18                                         | \$0.18                              | Institutional (hospital, school, fire hall, etc.)                                                                | \$275                                                                        | \$0.18                                         | \$0.18                                    |
| Commercial Swimming Pool                                                                    | \$250.00                                                          | Plus \$0.18/sq.-ft. of pool & patio area       |                                     | Commercial/Institutional Swimming Pool                                                                           | \$275 per pool + \$0.18/sq.-ft. of pool & patio; \$250 per Whirlpool/Hot Tub |                                                |                                           |
| Demolition Permit                                                                           | \$200.00                                                          | \$0.00                                         | \$0.00                              | Demolition Permit                                                                                                | \$225.00                                                                     | \$0.00                                         | \$0.00                                    |
| Existing Cell Tower or Electric Substation & Equipment                                      | \$250.00                                                          | \$0.00                                         | \$0.00                              | Existing Cell Tower or Electric Substation & Equipment                                                           | \$275.00                                                                     | \$0.00                                         | \$0.00                                    |
| New Cell Tower or Electric Substation & Equipment                                           | \$1,000.00                                                        | \$0.00                                         | \$0.00                              | New Cell Tower or Electric Substation & Equipment                                                                | \$1,100.00                                                                   | \$0.00                                         | \$0.00                                    |
| Temporary Construction Trailers                                                             | \$50.00                                                           | \$0.00                                         | \$0.00                              | Temporary Construction Trailers                                                                                  | \$60.00                                                                      | \$0.00                                         | \$0.00                                    |
| Sign Permit: Value < or = to \$2,500                                                        | \$50.00                                                           | N/A                                            | N/A                                 | Sign Permit: Value < or = to \$2,500                                                                             | \$60.00                                                                      | N/A                                            | N/A                                       |
| Sign Permit: Value > \$2,500                                                                | \$250.00                                                          | N/A                                            | N/A                                 | Sign Permit: Value > \$2,500                                                                                     | \$275.00                                                                     | N/A                                            | N/A                                       |
| Retaining Wall (4' or more from footer to top wall)                                         | \$50 plus \$0.08/lineal foot of wall                              |                                                |                                     | Retaining Wall (4' or more from footer to top wall)                                                              | \$60 plus \$0.08/lineal foot of wall                                         |                                                |                                           |
| Fence (6' or more in height above ground surface)                                           | \$50 plus \$0.08/lineal foot of fence                             |                                                |                                     | Fence (6' or more in height above ground surface)                                                                | \$60 plus \$0.08/lineal foot of fence                                        |                                                |                                           |
| Replacement Windows                                                                         | \$100.00                                                          |                                                |                                     | Replacement Windows                                                                                              | \$110.00                                                                     |                                                |                                           |
| Electrical Wiring Only                                                                      | \$100.00                                                          |                                                |                                     | Electrical Wiring Only                                                                                           | \$110.00                                                                     |                                                |                                           |
| (Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.)     |                                                                   |                                                |                                     | (Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.)                          |                                                                              |                                                |                                           |
| Site Plan with no Structures (parking lot, walkway, etc.)                                   | \$250.00                                                          | plus \$1.00 for every \$1,000 value > \$50,000 |                                     | Site Plan with no Structures (parking lot, walkway, etc.)                                                        | \$275.00                                                                     | plus \$1.00 for every \$1,000 value > \$50,000 |                                           |
| Re-Inspection Fee                                                                           | \$50/each re-inspection, paid prior to re-inspection              |                                                |                                     | Re-Inspection Fee                                                                                                | \$50/each re-inspection, paid prior to re-inspection                         |                                                |                                           |
| Plan change after permit application reviewed                                               | \$50 plus \$50 for each additional inspection due to plan change. |                                                |                                     | Plan change after permit application reviewed                                                                    | \$50 plus \$50 for each additional inspection due to plan change.            |                                                |                                           |
| Permit Application Denied & Resubmitted within 90 days for review; \$75 re-application fee. |                                                                   |                                                |                                     | Permit Application Denied & Resubmitted within 90 days for review; \$100 re-application fee.                     |                                                                              |                                                |                                           |
| Beginning Construction Without a Permit                                                     | 1st time = \$50                                                   | 2nd time = \$150                               | 3rd time = \$300                    | Beginning Construction Without a Permit                                                                          | (1st time = \$50, 2nd time \$150, 3rd time \$300) + permit fee               |                                                |                                           |

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Planning & Zoning**  
116 East Washington Street, 2<sup>nd</sup> Floor  
P.O. Box 338  
Charles Town, West Virginia 25414

Email: [planningdepartment@jeffersoncountyvwy.org](mailto:planningdepartment@jeffersoncountyvwy.org)  
[zoning@jeffersoncountyvwy.org](mailto:zoning@jeffersoncountyvwy.org)

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

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**MEMO**

**TO:** County Commission Members  
**FROM:** Jennifer M. Brockman, AICP, Director, Planning and Zoning Department  
**DATE:** November 20, 2014  
**RE:** Potential Planning and Zoning Land Development Fee Increases

---

**Overview**

In response to budget and revenue concerns expressed by the County Commission early in 2014, Planning and Zoning staff have reviewed older proposed fee increases as options for the County Commission to reconsider. Attached is a proposed updated 2001 Land Development Fee Schedule reflecting a 10% increase in land development and subdivision fees, breaking fees down to follow the current Subdivision Regulation processes, and adding fees for site plans. A similar update was proposed to the County Commission by the Planning Commission in early 2011. A separate proposal related to Building Permit and Engineering fees is being presented by the Department of Engineering.

Potential revisions to the fees were discussed extensively between 2009 and 2011, but no increase occurred at that time, and fee increases have not been considered recently. Staff respectfully requests that, at a minimum, the revised fee structure be approved and fees be added for the major and minor site plan for which no fees are currently charged.

**History of Fee Revisions Considered**

The current Land Development and Subdivision Fee Schedule was approved by the County Commission in 2001. After the adoption of the November 2008 Subdivision Regulations, the Planning Commission and Planning, Zoning, and Engineering staff initiated a review of the 2001 Land Development Fees to determine if they accurately reflected the costs associated with development review activities. The effort to develop actual cost recovery fees was thoroughly vetted and received considerable input. In October 2010, the County Commission reviewed the last version of the cost recovery fees forwarded to them by the Planning Commission and determined that cost recovery would result in fees that were too high and were not realistic for the current economy. The County Commission sent the fees back to the Planning Commission to reconsider the proposal. Later that month, the Planning Commission directed staff to utilize the new format developed during the cost recovery analysis that reflects the newer Subdivision Regulation processes and modify the current land development fees to reflect a 20% increase above current levels.

In January 2011, staff presented the Land Development Fee proposal in the format requested by the Planning Commission generally reflecting a 20% increase in fees. Development review categories for which no fee currently exists were noted. In some cases, staff recommended a fee and in some cases these were left at zero for the Commission's consideration. Additional details to the breakdown were also presented. At that time the Planning Commission made a motion to have staff rework the current proposed fees to indicate no more than a 10% increase in current fees. When this 10% increase was presented to the County Commission in February 2001, the Commission voted to postpone

consideration of these fee increases for a minimum of two years. The time is ripe for this reconsideration and the attached tables reflect the 10% increase proposed in 2011 with some minor modifications. Please note that this follows the format previously requested that more closely parallels the most recent versions of the Zoning and Land Development Ordinance and the Subdivision and Land Development Regulations. Fees for items that currently have no fees, such as site plans, are listed in blue for the Commission's information.

**Planning & Zoning Departments'  
Proposed Land Development Fee Schedule  
October 2014**

| Minor Residential Subdivision | CURRENT FEE | PROPOSED FEE |
|-------------------------------|-------------|--------------|
| ≤ 5 Lots                      | Final Plat  | Final Plat   |
| Base Fee Per Plat             | \$200       | \$220        |
| Plus Per Lot Fee              | \$200       | \$220        |

| Merger Deed<br>(Lot Line Adjustment) | CURRENT FEE | PROPOSED FEE |
|--------------------------------------|-------------|--------------|
| Base Fee Per Plat                    | \$100       | \$110        |
| Plus Per Lot Fee                     | \$100       | \$110        |

| Minor Non-Residential Subdivision                                                                 | CURRENT FEE | PROPOSED FEE |
|---------------------------------------------------------------------------------------------------|-------------|--------------|
| ≤ 5 Lots; 4 + Residue Lot maximum;<br>and only in existing approved<br>Commercial/Industrial Park | Final Plat  | Final Plat   |
| Base Fee Per Plat                                                                                 | \$300       | \$330        |
| Plus Per Lot Fee                                                                                  | \$500       | \$550        |

| Major Residential Subdivision | CURRENT FEES                     |                            | PROPOSED FEES                                       |                                  |                            |
|-------------------------------|----------------------------------|----------------------------|-----------------------------------------------------|----------------------------------|----------------------------|
|                               | Preliminary Plat<br>(each phase) | Final Plat<br>(each phase) | Concept Plan                                        | Preliminary Plat<br>(each phase) | Final Plat<br>(each phase) |
| > 5 Lots                      |                                  |                            |                                                     |                                  |                            |
| Base Fee Per Plat             | \$150                            | \$150                      | <i>1-50 Lots<br/>\$275<br/>50+ Lots<br/>\$1,100</i> | \$180                            | \$150                      |
| Plus Per Lot Fee              | \$250                            | \$150                      |                                                     | \$275                            | \$165                      |

| Major Non-Residential Subdivision | CURRENT FEES                     |                            | PROPOSED FEES                                       |                                  |                            |
|-----------------------------------|----------------------------------|----------------------------|-----------------------------------------------------|----------------------------------|----------------------------|
|                                   | Preliminary Plat<br>(each phase) | Final Plat<br>(each phase) | Concept Plan                                        | Preliminary Plat<br>(each phase) | Final Plat<br>(each phase) |
| > 5 Lots                          |                                  |                            |                                                     |                                  |                            |
| Base Fee Per Plat                 | \$150                            | \$150                      | <i>1-50 Lots<br/>\$275<br/>50+ Lots<br/>\$1,100</i> | \$180                            | \$150                      |
| Plus Per Lot Fee                  | \$250                            | \$250                      |                                                     | \$275                            | \$275                      |

**Planning & Zoning Departments'**  
**Proposed Land Development Fee Schedule**  
 October 2014

| Mobile Home Park Site Plan<br>(No subdivision of lots) | CURRENT FEE                                                              | PROPOSED FEES |                                                                          |
|--------------------------------------------------------|--------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|
|                                                        | Site Plan, Bonding & Milestone Inspections<br>(Re-Inspection Fees Apply) | Concept Plan  | Site Plan, Bonding & Milestone Inspections<br>(Re-Inspection Fees Apply) |
| Base Fee Per Park                                      | \$250                                                                    | <b>\$135</b>  | \$135                                                                    |
| Plus Per Gross Project Acre                            | \$100                                                                    |               | \$110                                                                    |
| Per Mobile Home Pad                                    | \$200                                                                    |               | \$220                                                                    |
| Per Principal Building                                 | \$100                                                                    |               | \$110                                                                    |

| Campground Site Plan        | CURRENT FEE                                                              | PROPOSED FEES |                                                                          |
|-----------------------------|--------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|
|                             | Site Plan, Bonding & Milestone Inspections<br>(Re-Inspection Fees Apply) | Concept Plan  | Site Plan, Bonding & Milestone Inspections<br>(Re-Inspection Fees Apply) |
| Base Fee Per Project        | \$250                                                                    | <b>\$135</b>  | \$135                                                                    |
| Plus Per Gross Project Acre | \$100                                                                    |               | \$110                                                                    |
| Per Campsite                | \$50                                                                     |               | \$55                                                                     |
| Per Principal Building      | \$100                                                                    |               | \$110                                                                    |

| Townhome, Condominium,<br>Apartment & Motel/Hotel Site Plan<br>(no subdivision of lots) | CURRENT FEE                                                              | PROPOSED FEES |                                                                          |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|
|                                                                                         | Site Plan, Bonding & Milestone Inspections<br>(Re-Inspection Fees Apply) | Concept Plan  | Site Plan, Bonding & Milestone Inspections<br>(Re-Inspection Fees Apply) |
| Base Fee Per Plat                                                                       | \$250                                                                    | <b>\$135</b>  | \$135                                                                    |
| Plus Per Gross Project Acre                                                             | \$100                                                                    |               | \$110                                                                    |
| Per Principal Building                                                                  | \$200                                                                    |               | \$220                                                                    |
| Per Unit                                                                                | \$100                                                                    |               | \$110                                                                    |

| Self-Storage Units Site Plan<br>& Minor or Major Process | PROPOSED FEES |                                                                          |
|----------------------------------------------------------|---------------|--------------------------------------------------------------------------|
|                                                          | Concept Plan  | Site Plan, Bonding & Milestone Inspections<br>(Re-Inspection Fees Apply) |
| Base Fee Per Plan                                        | <b>\$135</b>  | <b>\$1000</b>                                                            |

**Planning & Zoning Departments'**  
**Proposed Land Development Fee Schedule**  
 October 2014

| Cell Tower Site Plan | PROPOSED FEES |                                                                       |
|----------------------|---------------|-----------------------------------------------------------------------|
|                      | Concept Plan  | Site Plan, Bonding & Milestone Inspections (Re-Inspection Fees Apply) |
| Base Fee Per Plan    | <b>\$135</b>  | <b>\$1000</b>                                                         |

| Minor/Limited Site Plan | PROPOSED FEE                                                          |  |
|-------------------------|-----------------------------------------------------------------------|--|
|                         | Site Plan, Bonding & Milestone Inspections (Re-Inspection Fees Apply) |  |
| Base Fee Per Plan       | <b>\$1200</b>                                                         |  |

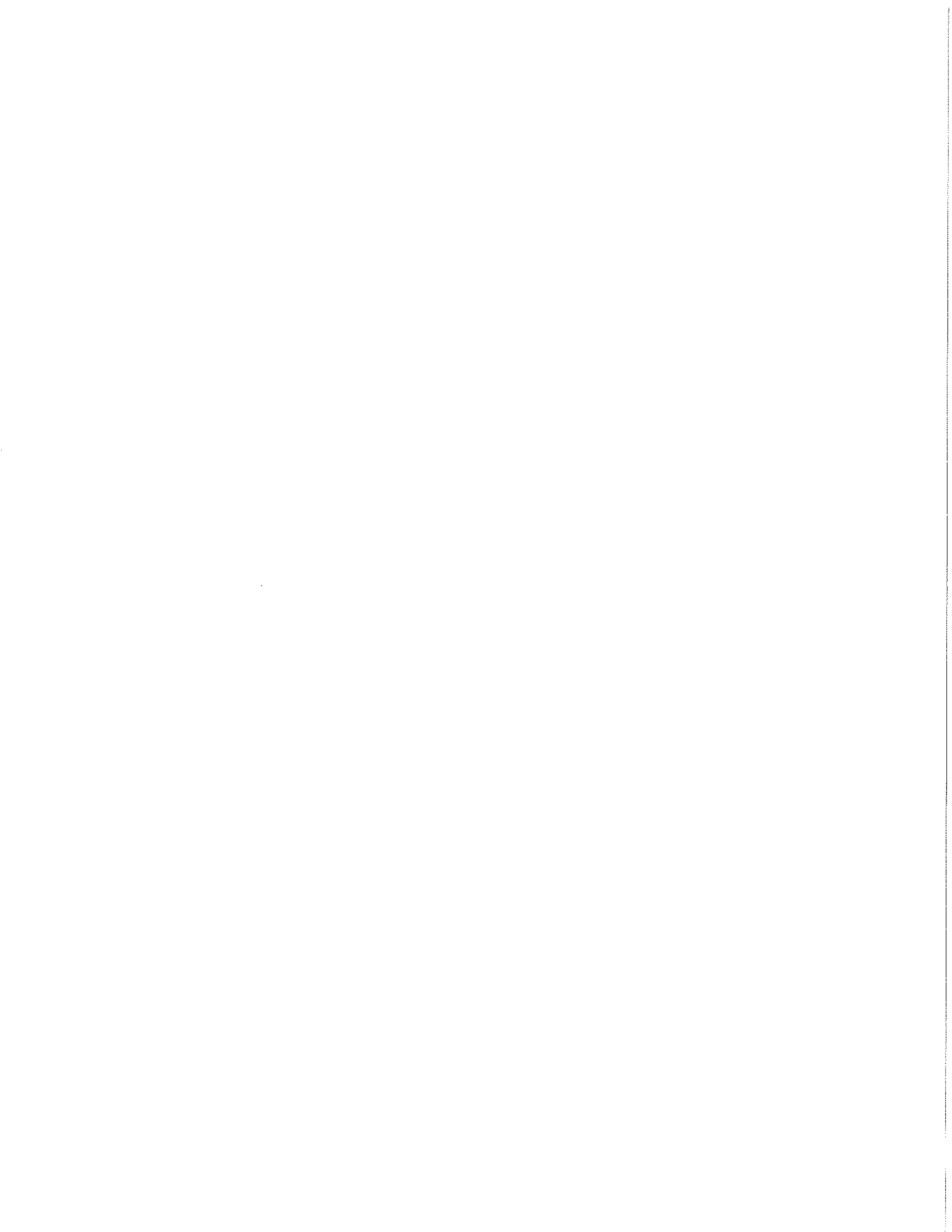
| Minor/Full Site Plan                                                                                                       | PROPOSED FEE                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--|
| Sites < 5,000 sq. ft. on undeveloped site or < than 10% of existing buildings or 10,000 sq. ft. or less; whichever is less | Site Plan, Bonding & Milestone Inspections (Re-Inspection Fees Apply) |  |
| Base Fee Per Plan                                                                                                          | <b>\$2400</b>                                                         |  |
| Plus fee for area > 5,000 sq. ft. of impervious area plus disturbed area.                                                  | \$0.02 per sq. ft. of impervious + disturbed area over 5,000 sq. ft.  |  |

| Major/Full Site Plan                                                                                                       | PROPOSED FEES |                                                                       |
|----------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------|
| Sites > 5,000 sq. ft. on undeveloped site or > than 10% of existing buildings or 10,000 sq. ft. or less; whichever is less | Concept Plan  | Site Plan, Bonding & Milestone Inspections (Re-Inspection Fees Apply) |
| Base Fee Per Plan                                                                                                          |               | <b>\$3600</b>                                                         |
| Plus fee for area > 5,000 sq. ft. of impervious area plus disturbed area.                                                  | <b>\$600</b>  | \$0.04 per sq. ft. of impervious + disturbed area over 5,000 sq. ft.  |

**Planning & Zoning Departments'  
Proposed Land Development Fee Schedule  
October 2014**

| Redline Revision                                                                 | CURRENT FEES     |           | PROPOSED FEES    |           |
|----------------------------------------------------------------------------------|------------------|-----------|------------------|-----------|
|                                                                                  | Preliminary Plat | Site Plan | Preliminary Plat | Site Plan |
| Minor Revision Base Fee Per Plan (up to 3 different revisions on one submission) | \$150            | \$150     | \$165            | \$165     |
| Major Revision Base Fee Per Plan (up to 3 different revisions on one submission) | -                | -         | \$250            | \$250     |

| <u>ZONING ITEMS</u>                                                                   | <u>CURRENT FEES</u>      | <u>PROPOSED FEES</u>                                                                                                              |
|---------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Zoning Ordinance Text Amendment Application                                           | -                        | <b>\$1100</b>                                                                                                                     |
| Zoning Ordinance Map Amendment Application (Rezoning)                                 | \$1000 + \$50 per acre   | \$1100 + \$55 per acre                                                                                                            |
| Conditional Use Permit (CUP) Application without LESA                                 | \$250 + \$50 per acre    | \$275 + \$55 per acre                                                                                                             |
| Conditional Use Permit (CUP) Application with LESA                                    | \$250 + \$50 per acre    | \$275 + \$55 per acre<br>50% returned if the project falls LESA<br>0% returned if the project falls LESA & loses an appeal to BZA |
| Modification of existing CUP requiring Board/Commission Approval                      | \$250 + \$25 per acre    | \$275 + \$25 per acre                                                                                                             |
| Appeal of CUP once Issued by Board/Commission                                         | \$250 per appeal filed   | \$275 per appeal filed                                                                                                            |
| Zoning Variance Application                                                           | \$100 per section varied | \$110 per section varied                                                                                                          |
| Multiple Use Variances                                                                | \$200                    | \$220                                                                                                                             |
| Zoning Variance Application (construction/use has commenced prior to BZA approval)    | \$150                    | \$165                                                                                                                             |
| Administrative Appeal Application (each Issue appealed constitutes a separate appeal) | \$100/per Item           | \$110/per Item                                                                                                                    |
| Zoning Map Interpretation                                                             | No charge                | No Charge                                                                                                                         |
| Zoning Text Interpretation                                                            | No charge                | No Charge                                                                                                                         |
| Zoning Certificate<br><i>*No fee if only a tenant change in conforming structure</i>  | No charge                | <b>\$25</b>                                                                                                                       |



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



Name: Debbie Keyser

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **January 15, 2015**

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

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

Subject (*Wording to be placed on agenda*): **Discuss appointment of Interim County Administrator**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

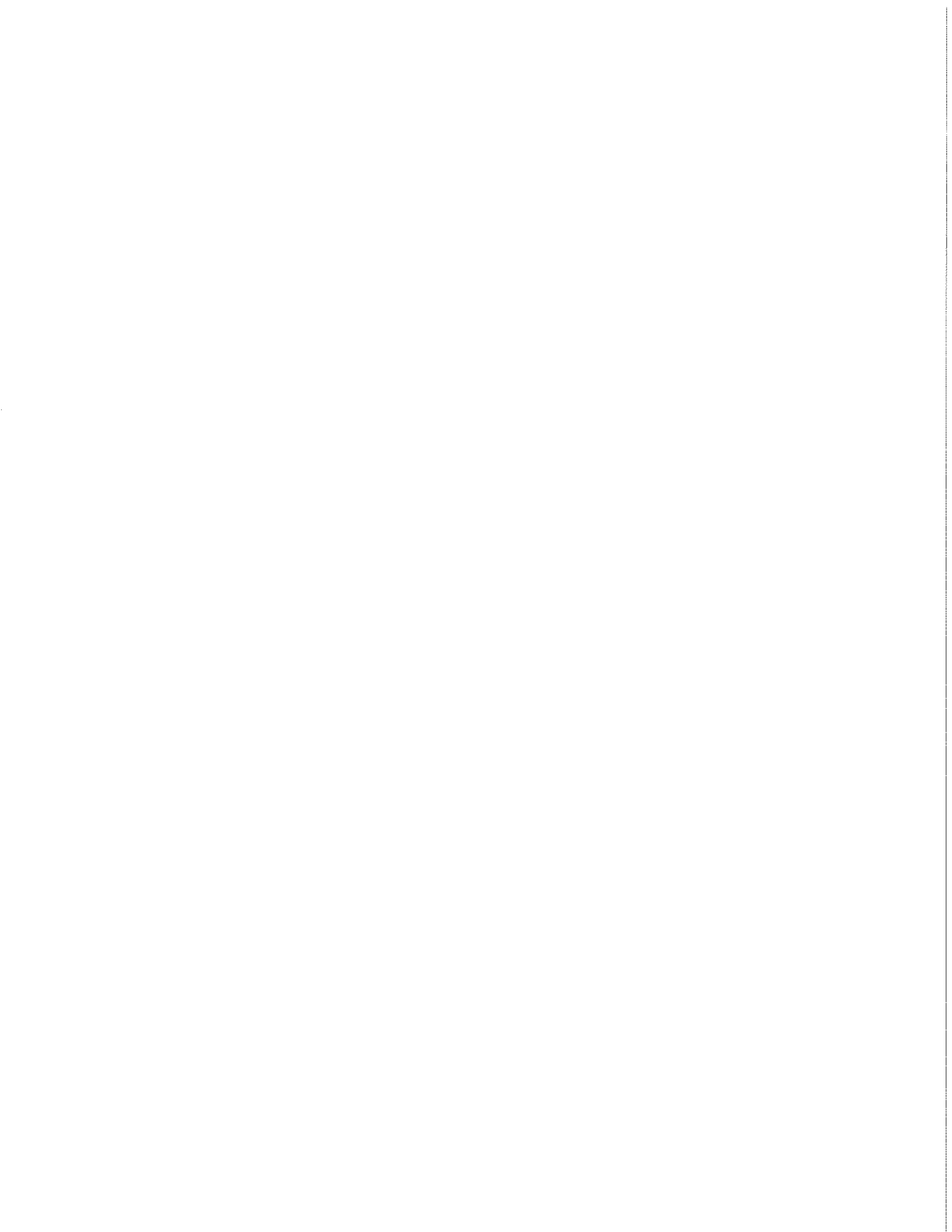
Contact information:

Email address:

Phone Number:

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

not applicable



**AGENDA REQUEST FORM**

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



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10

Date Requested – 1<sup>st</sup> Choice: Jan. 15, 2015

Date Requested – 2<sup>nd</sup> Choice: Jan. 29, 2015

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

Subject (Wording to be placed on agenda):

**Tethering of Dogs**

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

**Request legal counsel to research state code on tethering of dogs for possible local ordinance.**

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

Are documents attachments? Yes            No  
If not, explain:

Is a projector needed? Yes            No

Contact information:

Email address: [Vinemont@frontiernet.net](mailto:Vinemont@frontiernet.net)

Phone number: 304.725.4325



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



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **January 15, 2015**

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

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

Subject (*Wording to be placed on agenda*): **Review Resolution of Support provided to County Commission by Randy Funkhouser from the Horseman's Benevolent and Protective Association during the Horse Racing Summit on January 8, 2015**

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

## RESOLUTION

Be it hereby RESOLVED and DECLARED by each of the persons and entities whose signatures appear below:

**First**, that year round, live thoroughbred horse racing at the Hollywood Casino at Charles Town Races and thoroughbred horse breeding at farms in West Virginia are an integral part of the Eastern Panhandle of West Virginia's agriculture, and that agriculture is a critical ingredient in West Virginia's economy;

**Second**, that year round, live thoroughbred horse racing at the Hollywood Casino at Charles Town Races and local thoroughbred horse breeding at farms in West Virginia protects and enhances tourism in the Eastern Panhandle of West Virginia, including but not limited to, hotels, motels, bed & breakfasts, restaurants, historic tourism, and purveyors and sellers of goods and services of every kind and variety, and that tourism is a critical ingredient in West Virginia's economy;

**Third**, that year round, live thoroughbred horse racing at the Hollywood Casino at Charles Town Races and thoroughbred horse breeding at farms in West Virginia promote job creation and continued employment and the generation of state revenues, and that job creation and continued employment are essential not only to the financial and moral well-being of those who are employed,

but to the spouses, children, and families of those so employed who, without the benefits of such employment, would be forced to rely upon scarce public resources or suffer penury;

**Fourth**, that year round, live thoroughbred horse racing at the Hollywood Casino at Charles Town Races and thoroughbred horse breeding at farms in West Virginia generate tax revenues that support the provision of essential government services, including public education, police and fire services, and our municipal and county governments who, without such tax revenues, would be forced to further scale-back essential services and employment.

WHEREFORE, as evidenced by our signatures below, we support year round, live thoroughbred horse racing at the Hollywood Casino at Charles Town Races and thoroughbred horse breeding at farms in West Virginia.

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |



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



Name: JCC

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **January 15, 2015**

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

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

Subject (*Wording to be placed on agenda*): **Comprehensive Plan Review Update**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



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



Name: JCC

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **January 15, 2015**

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

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

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

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

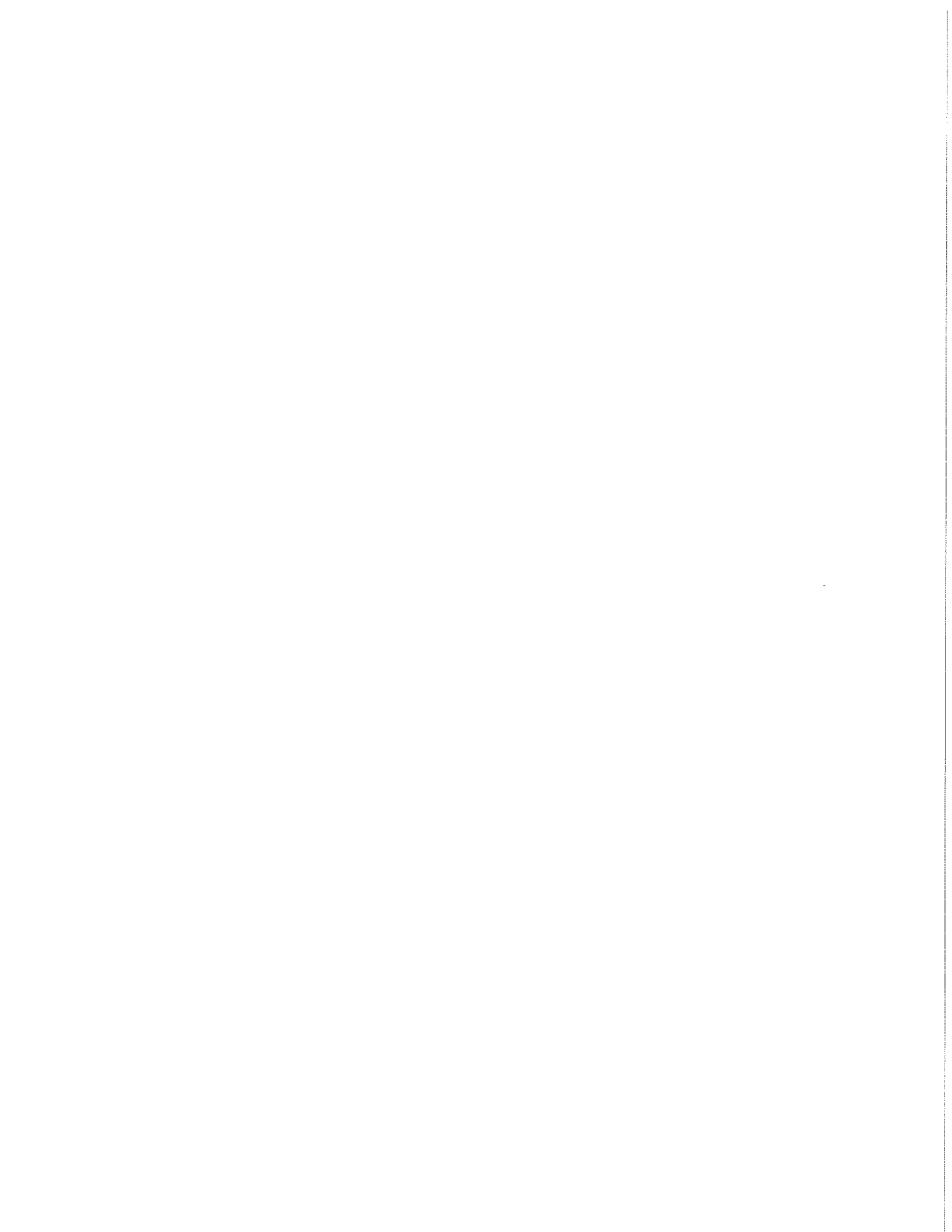
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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



Name: Tim Stanton

Department or Organization: **County Commission – Finance Director**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **January 15, 2015**

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

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

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

- Set Dates and Times for Budget Review
- Discussion of Hiring Freeze

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

| Sunday                 | Monday | Tuesday                                   | Wednesday              | Thursday                                  | Friday | Saturday |
|------------------------|--------|-------------------------------------------|------------------------|-------------------------------------------|--------|----------|
| <h1>February 2015</h1> |        |                                           |                        |                                           |        |          |
| 1                      | 2      | 3                                         | 4                      | 5                                         | 6      | 7        |
| 8                      | 9      | 10<br>9:30-noon budget<br>BOLE<br>1:30 pm | 11<br>9:30-4<br>Budget | 12<br>9:30-noon budget<br>BOLE<br>1:30 pm | 13     | 14       |
| 15                     | 16     | 17                                        | 18                     | 19                                        | 20     | 21       |
| 22                     | 23     | 24                                        | 25                     | 26                                        | 27     | 28       |
|                        |        |                                           |                        |                                           |        |          |

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



Name: Debbie Keyser

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **January 15, 2015**

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

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

Subject (*Wording to be placed on agenda*): **Recognition and Service Awards for Jefferson County Employees**

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



**NOTICE  
Board of Review and  
Equalization**

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, January 29, 2015, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2015.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

No questions of class changes or late filing of farms shall be addressed, only questions of assessed value will be reviewed.

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2015 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates:

|          |                   |           |
|----------|-------------------|-----------|
| Tuesday  | February 3, 2015  | 1:30 p.m. |
| Thursday | February 5, 2015  | 1:30 p.m. |
| Tuesday  | February 10, 2015 | 1:30 p.m. |
| Thursday | February 12, 2015 | 1:30 p.m. |

Persons wishing to appear before the Commission should apply to the Assessor no later than Friday, February 13, 2015 in order to complete the proper forms and to schedule a hearing date prior to the planned final date of Tuesday, February 17, 2015.

You may also appeal by filing a written protest with the Clerk of the County Commission no later than February 20, 2015, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October. If the Board of Review and Equalization has adjourned sine die before February 20, 2015, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 20, 2015 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2015.

Given under my hand this 18<sup>th</sup> day of December, 2014.

---

JENNIFER MAGHAN, COUNTY CLERK

# Impact Fee Status Report

## December 2014

### Office of Impact Fees

#### Summary

Date Range: Monday 1 through Wednesday 31 December 2014

Report Date: 5 January 2015

Process Number Range: 1400197 - 1400206

Total Applications: 10

Total Non-Exempt: 10

*Of which:*

Commercial: 0

Residential: 10

*Of which:*

County: 6

Municipal: 4

Total Exempt: 0

*Of which:*

Commercial: 0

Residential: 0

*Of which:*

County: 0

Municipal: 0

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

**Table 1. Form 100 Tallies**

|                        | Exempt | Commercial | Residential  | Total        |
|------------------------|--------|------------|--------------|--------------|
| 1 – 31 December 2014   | 0      | 0          | 10           | 10           |
| Fees collected         |        | \$0.00     | \$123,248.00 | \$123,248.00 |
| <i>Of which</i>        |        |            |              |              |
| School Impact Fee      |        |            | \$107,984.00 | \$107,984.00 |
| Law Enforcement Fee    |        | \$0.00     | \$1,448.00   | \$1,448.00   |
| Parks & Recreation Fee |        |            | \$7,166.00   | \$7,166.00   |
| Fire & EMS Fee         |        | \$0.00     | \$6,650.00   | \$6,650.00   |

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

| Description                                                           | Amount              |
|-----------------------------------------------------------------------|---------------------|
| Opening Statement Balance (1 December 2014)                           | \$129,447.40        |
| December Deposits (1 – 31 December 2014)                              | \$123,248.00        |
| School Nov. Transactions (withdraws via transfer on 11 December 2014) | (\$113,630.51)      |
| Law Nov. Transactions (withdraws via transfer on 11 December 2014)    | (\$1,310.58)        |
| Parks & Rec Nov. Trans. (withdraws via transfer on 11 December 2014)  | (\$7,523.44)        |
| Fire & EMS Nov. Trans. (withdraws via transfer on 11 December 2014)   | (\$6,982.87)        |
| Interest Earned (31 December 2014)                                    | \$45.92             |
| <b>Ending Statement Balance (31 December 2014)</b>                    | <b>\$123,293.92</b> |
| <i>Outstanding Credits (deposits through 1 January 2015)</i>          | <i>\$0.00</i>       |

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

| Description                                                       | Amount                |
|-------------------------------------------------------------------|-----------------------|
| Opening Balance (1 December 2014)                                 | \$1,088,317.75        |
| November Transactions (deposits via transfer on 11 December 2014) | \$113,630.51          |
| Interest Earned (31 December 2014)                                | \$494.85              |
| <b>Ending Balance (31 December 2014)</b>                          | <b>\$1,202,443.11</b> |

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

| Description                                                       | Amount             |
|-------------------------------------------------------------------|--------------------|
| Opening Balance (1 December 2014)                                 | \$39,848.22        |
| November Transactions (deposits via transfer on 11 December 2014) | \$1,310.58         |
| Interest Earned (31 December 2014)                                | \$17.30            |
| <b>Ending Balance (31 December 2014)</b>                          | <b>\$41,176.10</b> |

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

| Description                                                       | Amount              |
|-------------------------------------------------------------------|---------------------|
| Opening Balance (1 December 2014)                                 | \$488,170.64        |
| November Transactions (deposits via transfer on 11 December 2014) | \$7,523.44          |
| Requisition 14R0109 - Mount Mission Park Playground               | (\$17,186.00)       |
| Interest Earned (31 December 2014)                                | \$208.06            |
| <b>Ending Balance (31 December 2014)</b>                          | <b>\$478,716.14</b> |

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

| Description                                                       | Amount              |
|-------------------------------------------------------------------|---------------------|
| Opening Balance (1 December 2014)                                 | \$107,452.17        |
| November Transactions (deposits via transfer on 11 December 2014) | \$6,982.87          |
| Interest Earned (31 December 2014)                                | \$47.64             |
| <b>Ending Balance (31 December 2014)</b>                          | <b>\$114,482.68</b> |

**Table 7. Total Impact Fees as of 1 January 2015 /1**

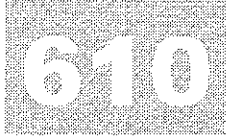
| Description                           | Amount                |
|---------------------------------------|-----------------------|
| Office of Impact Fees General Account | \$123,293.92          |
| School Impact Fee Account             | \$1,202,443.11        |
| Law Enforcement Fee Account           | \$41,176.10           |
| Parks & Recreation Impact Fee Account | \$478,716.14          |
| Fire & EMS Impact Fee Account         | \$114,482.68          |
| <b>Total Impact Fees</b>              | <b>\$1,960,111.95</b> |

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

**Table 8. Pending January 2015 Fee Transfers /1**

| Account                               | 31 Nov. 2014<br>Account Totals | Pending Impact<br>Fee Transfers | Account Totals        |
|---------------------------------------|--------------------------------|---------------------------------|-----------------------|
| School Impact Fee Account             | \$1,202,443.11                 | \$108,024.41                    | \$1,310,467.52        |
| Law Enforcement Fee Account           | \$41,176.10                    | \$1,448.46                      | \$42,624.56           |
| Parks & Recreation Impact Fee Account | \$478,716.14                   | \$7,168.76                      | \$485,884.90          |
| Fire & EMS Impact Fee Account         | \$114,482.68                   | \$6,652.30                      | \$121,134.98          |
| <b>Total Impact Fees</b>              | <b>\$1,836,818.03</b>          | <b>\$123,293.93</b>             | <b>\$1,960,111.96</b> |

/1 This table represents each of the impact fee category account totals as of 31 December 2014 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in January 2015 are listed in table 1 of the General Account (3111776); these transactions will be processed in December 2014. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



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

*Impact Fee Applications Processed between dates Wednesday 1 through Friday 31 December 2014*

| Process Number | Date | App Name | City Name | App District | Desk | Desk Code | Lot | Parcel | Impact Fees Collected | Date | Exemption Reason |
|----------------|------|----------|-----------|--------------|------|-----------|-----|--------|-----------------------|------|------------------|
|----------------|------|----------|-----------|--------------|------|-----------|-----|--------|-----------------------|------|------------------|

**Exempt Applications**

|                          |                       |               |
|--------------------------|-----------------------|---------------|
| <b>Category Count: 0</b> | <b>Category Total</b> | <b>\$0.00</b> |
|--------------------------|-----------------------|---------------|

**Non-Exempt Applications**

|         |            |             |                  |                  |      |     |     |      |             |            |     |
|---------|------------|-------------|------------------|------------------|------|-----|-----|------|-------------|------------|-----|
| 1400197 | 12/03/2014 | Henry       | James            | 01 Bolivar Corp  | 1035 | 263 | 2   | 10.1 | \$12,808.00 | 12/03/2014 | N/A |
| 1400198 | 12/04/2014 | Boyd        | Michael          | 08 Ranson Corp   | .    | .   | 10  | 21.1 | \$12,808.00 | 12/04/2014 | N/A |
| 1400199 | 12/10/2014 | Orr         | Kenneth and      | 09 Shepherdstown | 1101 | 336 | 7D  | 16   | \$13,070.00 | 12/10/2014 | N/A |
| 1400200 | 12/16/2014 | Brian Lants | Ashland Village, | 01 Bolivar Corp  | .    | .   | 1   | 15.2 | \$12,808.00 | 12/16/2014 | N/A |
| 1400201 | 12/16/2014 | Dan Ryan    |                  | 04 Harpers Ferry | 1129 | 541 | 9D  | 153  | \$13,070.00 | 12/16/2014 | N/A |
| 1400202 | 12/16/2014 | Dan Ryan    |                  | 04 Harpers Ferry | 1129 | 541 | 9D  | 114  | \$13,070.00 | 12/16/2014 | N/A |
| 1400203 | 12/17/2014 | K Hovnanian |                  | 03 Charles Town  | 1095 | 342 | 11B | 299  | \$12,808.00 | 12/17/2014 | N/A |
| 1400204 | 12/19/2014 | Pete Kubic  | Kubic            | 09 Shepherdstown | 1148 | 390 | 8F  | 17   | \$9,868.00  | 12/19/2014 | N/A |
| 1400205 | 12/19/2014 | Pete Kubic  | Kubic            | 09 Shepherdstown | 1148 | 390 | 8F  | 18   | \$9,868.00  | 12/19/2014 | N/A |
| 1400206 | 12/22/2014 | Grewal      | Joshbeen         | 06 Kabletown     | 431  | 535 | 6G  | 3    | \$13,070.00 | 12/22/2014 | N/A |

|                           |                       |                     |
|---------------------------|-----------------------|---------------------|
| <b>Category Count: 10</b> | <b>Category Total</b> | <b>\$123,248.00</b> |
|---------------------------|-----------------------|---------------------|

|                               |                    |                     |
|-------------------------------|--------------------|---------------------|
| <b>TOTAL APPLICATIONS: 10</b> | <b>Grand Total</b> | <b>\$123,248.00</b> |
|-------------------------------|--------------------|---------------------|

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

**COPY**

Michelle Mason  
Impact Fee Program Specialist

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

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason  
DATE: Monday, 5 January 2015  
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 December 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400197** through **1400206**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$107,984.00**.
- Interest earned by the Office of Impact Fees General Account in December 2014 amounts to **\$45.92**, of which **\$40.40** is attributed to fees collected for Schools.

**As per the attached invoice, the total amount of this transfer is \$108,024.40.**

**Check # 976**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 15001  
**Date:** 1/5/2015

**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 December 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). \$107,984.00

Interest earned by the Office of Impact Fees General Account December 2014. \$40.40

Impact Fee Process Numbers 1400197 through 1400206, inclusive. Within this range, there were 10 non-exempt impact fee payments.

**Total: \$108,024.40**

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

**Check Number:** 976



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

Account 3111776

Schools

Check Number 976

Trace 20150105:58266.23

Date 1/5/2015 Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$107,984.00

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 December 2014.

| Deposit Date | Process Number | Ordinance | Enact Date | Amount      |
|--------------|----------------|-----------|------------|-------------|
| 12/4/2014    | 1400197        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 12/5/2014    | 1400198        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 12/11/2014   | 1400199        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 12/17/2014   | 1400200        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 12/17/2014   | 1400201        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 12/17/2014   | 1400202        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 12/18/2014   | 1400203        | 2003-3    | 11/24/2005 | \$11,358.00 |
| 12/22/2014   | 1400204        | 2003-3    | 11/24/2005 | \$8,560.00  |
| 12/22/2014   | 1400205        | 2003-3    | 11/24/2005 | \$8,560.00  |
| 12/23/2014   | 1400206        | 2003-3    | 11/24/2005 | \$11,358.00 |

**Total amount for this withdraw \$107,984.00**

**Total amount for this account \$107,984.00**

**Total amount all accounts \$107,984.00**

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

COPY

Michelle Mason  
Impact Fee Program Specialist

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

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason  
DATE: Monday, 5 January 2015  
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 December 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400197** through **1400206**, inclusive. Within this range there were 6 non-exempt impact fee payments. This amounts to **\$1,448.00**.
- Interest earned by the Office of Impact Fees General Account in December 2014 amounts to **\$45.92**, of which **\$0.46** is attributed to fees collected for Law Enforcement.

**As per the attached invoice, the total amount of this transfer is \$1,448.46.**

**Check # 977**

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

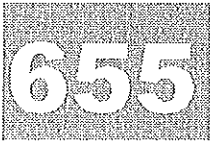
Number: 15002

Date: 1/5/2015

**Bill To:**Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414**Pay To:**Sheriff of Jefferson County  
P.O. Box 9  
Charles Town, WV 25414**P.O. Number****Vendor Number**

| <b>Description</b>                                                                                                                                                                                                  | <b>Amount</b>     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Impact Fee payments collected for month of December 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120). | \$1,448.00        |
| Interest earned by the Office of Impact Fees General Account December 2014.                                                                                                                                         | \$0.46            |
| Impact Fee Process Numbers 1400197 through 1400206, inclusive. Within this range, there were 6 non-exempt impact fee payments.                                                                                      |                   |
| <b>Total:</b>                                                                                                                                                                                                       | <b>\$1,448.46</b> |

**Notes/Comments** Transfer of funds into Law Enforcement Impact Fee Account (3120120).**Check Number:** 977



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

Account 3111776

Law Enforcement

Check Number 977

Trace 20150105:58350.49

Date 1/5/2015 Series 2

Recipient Sheriff of Jefferson County  
Amount \$1,448.00

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 December 2014.

| Deposit Date                          | Process Number | Ordinance | Enact Date | Amount            |
|---------------------------------------|----------------|-----------|------------|-------------------|
| 12/4/2014                             | 1400197        | 2005-1    | 3/22/2005  | \$0.00            |
| 12/5/2014                             | 1400198        | 2005-1    | 3/22/2005  | \$0.00            |
| 12/11/2014                            | 1400199        | 2005-1    | 3/22/2005  | \$262.00          |
| 12/17/2014                            | 1400200        | 2005-1    | 3/22/2005  | \$0.00            |
| 12/17/2014                            | 1400201        | 2005-1    | 3/22/2005  | \$262.00          |
| 12/17/2014                            | 1400202        | 2005-1    | 3/22/2005  | \$262.00          |
| 12/18/2014                            | 1400203        | 2005-1    | 3/22/2005  | \$0.00            |
| 12/22/2014                            | 1400204        | 2005-1    | 3/22/2005  | \$200.00          |
| 12/22/2014                            | 1400205        | 2005-1    | 3/22/2005  | \$200.00          |
| 12/23/2014                            | 1400206        | 2005-1    | 3/22/2005  | \$262.00          |
| <b>Total amount for this withdraw</b> |                |           |            | <b>\$1,448.00</b> |
| <b>Total amount for this account</b>  |                |           |            | <b>\$1,448.00</b> |
| <b>Total amount all accounts</b>      |                |           |            | <b>\$1,448.00</b> |

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

**COPY**

Michelle Mason  
Impact Fee Program Specialist

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

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason  
DATE: Monday, 5 January 2015  
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 December 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400197** through **1400206**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$7,166.00**.
- Interest earned by the Office of Impact Fees General Account in December 2014 amounts to **\$45.92**, of which **\$2.76** is attributed to fees collected for Parks & Recreation.

**As per the attached invoice, the total amount of this transfer is \$7,168.76.**

**Check # 978**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 15003

**Date:** 1/5/2015

**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 December 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). \$7,166.00

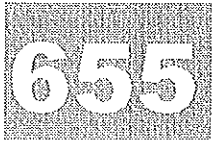
Interest earned by the Office of Impact Fees General Account December 2014. \$2.76

Impact Fee Process Numbers 1400197 through 1400206, inclusive. Within this range, there were 10 non-exempt impact fee payments.

**Total: \$7,168.76**

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

**Check Number:** 978



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

Account 3111776

Parks & Rec

Check Number 978

Trace 20150105:58394.56

Date 1/5/2015

Series 3

Recipient Sheriff of Jefferson County

Account 3122808

Amount \$7,166.00

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 December 2014.

| Deposit Date                          | Process Number | Ordinance | Enact Date | Amount            |
|---------------------------------------|----------------|-----------|------------|-------------------|
| 12/4/2014                             | 1400197        | 2005-2    | 5/12/2005  | \$752.00          |
| 12/5/2014                             | 1400198        | 2005-2    | 5/12/2005  | \$752.00          |
| 12/11/2014                            | 1400199        | 2005-2    | 5/12/2005  | \$752.00          |
| 12/17/2014                            | 1400200        | 2005-2    | 5/12/2005  | \$752.00          |
| 12/17/2014                            | 1400201        | 2005-2    | 5/12/2005  | \$752.00          |
| 12/17/2014                            | 1400202        | 2005-2    | 5/12/2005  | \$752.00          |
| 12/18/2014                            | 1400203        | 2005-2    | 5/12/2005  | \$752.00          |
| 12/22/2014                            | 1400204        | 2005-2    | 5/12/2005  | \$575.00          |
| 12/22/2014                            | 1400205        | 2005-2    | 5/12/2005  | \$575.00          |
| 12/23/2014                            | 1400206        | 2005-2    | 5/12/2005  | \$752.00          |
| <b>Total amount for this withdraw</b> |                |           |            | <b>\$7,166.00</b> |
| <b>Total amount for this account</b>  |                |           |            | <b>\$7,166.00</b> |
| <b>Total amount all accounts</b>      |                |           |            | <b>\$7,166.00</b> |

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

**COPY**

Michelle Mason  
Impact Fee Program Specialist

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

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason  
DATE: Monday, 5 January 2015  
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 December 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400197** through **1400206**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$6,650.00**.
- Interest earned by the Office of Impact Fees General Account in December 2014 amounts to **\$45.92**, of which **\$2.30** is attributed to fees collected for Fire & EMS.

**As per the attached invoice, the total amount of this transfer is \$6,652.30.**

**Check # 979**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 15004  
**Date:** 1/5/2015

**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**

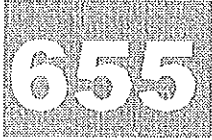
**Description**

**Amount**

|                                                                                                                                                                                                                |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Impact Fee payments collected for month of December 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). | \$6,650.00        |
| Interest earned by the Office of Impact Fees General Account December 2014.                                                                                                                                    | \$2.30            |
| Impact Fee Process Numbers 1400197 through 1400206, inclusive. Within this range, there were 10 non-exempt impact fee payments.                                                                                |                   |
| <b>Total:</b>                                                                                                                                                                                                  | <b>\$6,652.30</b> |

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

**Check Number:** 979



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

Account 3111776

Fire & EMS

Check Number 979

Trace 20150105:58436

Date 1/5/2015 Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$6,650.00

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 December 2014.

| Deposit Date                          | Process Number | Ordinance | Enact Date | Amount            |
|---------------------------------------|----------------|-----------|------------|-------------------|
| 12/4/2014                             | 1400197        | 2005-3    | 5/12/2005  | \$698.00          |
| 12/5/2014                             | 1400198        | 2005-3    | 5/12/2005  | \$698.00          |
| 12/11/2014                            | 1400199        | 2005-3    | 5/12/2005  | \$698.00          |
| 12/17/2014                            | 1400200        | 2005-3    | 5/12/2005  | \$698.00          |
| 12/17/2014                            | 1400201        | 2005-3    | 5/12/2005  | \$698.00          |
| 12/17/2014                            | 1400202        | 2005-3    | 5/12/2005  | \$698.00          |
| 12/18/2014                            | 1400203        | 2005-3    | 5/12/2005  | \$698.00          |
| 12/22/2014                            | 1400204        | 2005-3    | 5/12/2005  | \$533.00          |
| 12/22/2014                            | 1400205        | 2005-3    | 5/12/2005  | \$533.00          |
| 12/23/2014                            | 1400206        | 2005-3    | 5/12/2005  | \$698.00          |
| <b>Total amount for this withdraw</b> |                |           |            | <b>\$6,650.00</b> |
| <b>Total amount for this account</b>  |                |           |            | <b>\$6,650.00</b> |
| <b>Total amount all accounts</b>      |                |           |            | <b>\$6,650.00</b> |

*Public Service Commission  
Of West Virginia*

201 Brooks Street, P. O. Box 812  
Charleston, WV 25323



Phone: (304) 340-0300  
FAX: (304) 340-0325

January 2, 2015

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

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$196,374.08 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office.** This amount is your County's share of the fees remitted to the Public Service Commission for the months of September, October, and November 2014. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sandra Mitchell".

Sandra Mitchell  
Budget & Finance Manager

SM:kp

# Jefferson County Public Service District

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## Jefferson County Public Service District Regular Board Meeting December 1, 2014

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, December 1, 2014 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Richard Weese; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemyer; Operations Manager, Joe Freeze; District Legal Counsel, Jim Kelsh; and from Thrasher Engineering, Wayne Morgan.

### CALL TO ORDER

Chairman Peter Appignani called the meeting to order at 7:00PM.

### Approval of agenda

The Board removed the West Virginia American Water agenda item and the Alternate Main Line Sewer Extension Agreement with BC Partners agenda item from the agenda.

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to remove those 2 agenda items. Unanimously approved.**

### Public Comments

Charles Cheezum, a District rate payer, gave Mr. Weese a copy of his sewer bills from the past two months per a discussion at last months meeting. Last month Mr. Cheezum discussed sections of Chapter 16, article 13A of the West Virginia State Code and is still concerned about Board members, particularly Mr. Strider and Mr. Weese, having pecuniary interests in Board decisions. He requested that Mr. Kelsh provide information to him clarifying there are no violations by the Board regarding this section of the code.

Jacquelyn Milliron, Breckenridge resident, commented on the ruling of the strategic plan by stating that planning is key to protecting consumers and if the \$50,000 that is reserved is not enough for a proper plan then the Jefferson County Commission should match the funds. She was also concerned with Mr. Kelsh representing both the District and Ranson in matters regarding the sewer project. Ms. Milliron requested the Board and staff provide her with the following information: (1) the total existing flows through the current system, (2) the total flows (EDUs) through the new system, (3) the number of future developments served by the new system, and (4) the operation and maintenance savings from pump station elimination compared to the pump station replacement.

### OLD BUSINESS

#### Review Minutes of November 3 regular board meeting

The minutes of the November 3, 2014 regular board meeting were approved as presented.

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the November 3, 2014 regular board meeting minutes as presented. Unanimously approved.**

#### Update on the water systems improvement project for Glen Haven and Cavaland

- Approval of resolution for payment #8

Ms. Lawton stated the Board needed to approve the eighth draw from the bond proceeds to pay the contractor, Gwin Dobson & Foreman (GDF), and Region 9. Mr. Appignani read the resolution for payment #8 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 IN THE AMOUNT OF \$226,040.04.

**Action:** Motion by Mr. Strider and seconded by Mr. Weese to adopt the resolution as read by Mr. Appignani totaling \$226,040.04. Unanimously approved.

Update on easement/ownership of pump stations 3-9

Ms. Lawton informed the Board that the easement has been completed and recorded at the County Clerk's office.

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

Update on sewer collection and transmission project

- Consider contract with Region 9 to be Administrator of sewer project
- Consider approval of Rule 42 for sewer collection and transmission upgrades due to revised project scope

Chuck Young from CoxHollida & Professionals reviewed the draft Rule 42 for the Board. He explained that if the District gets half of the funding from RUS and half from DEP, the customers could see a 16.51% rate increase at 120% bond coverage. Mr. Young explained that a worse case scenario of getting 100% RUS funding, a 20.48% rate increase could occur.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve the draft Rule 42 as presented by Chuck Young for a proposed rate increase of 16.51% or a rate of \$17.92 per 1000 gallons.

A brief discussion was held. Mr. Kelsh stated that staff may need to look at bond coverage as the year moves forward to make sure 115% coverage is kept or the District may need to file a non-project related rate increase with the Public Service Commission to keep bond coverage. Mr. Appignani stated that he does not agree with having a project benefit a County agency, the Jefferson County Development Authority, and they not provide funding to help with costs.

**Action:** The motion was approved 2-1. Mr. Appignani voted against the motion.

Update on West Virginia American Water Company presentation

This item was removed from the agenda.

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

Discuss the District's financial status (status of paying bills)

Ms. Lawton stated that the District will need an estimated \$114,000 in payments to cover the disbursements for this month.

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

**NEW BUSINESS**

Consider 2015 board meeting dates

Ms. Lawton informed the Board that Mr. Kelsh will not be available in-person for the January meeting, but can be available by speakerphone.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to accept the 2015 board meeting dates as presented. Unanimously approved.

Consider donation to Independent Fire Company

Ms. Lawton explained that since this fire department serves the area where our office is located, she would like to donate \$50. Commissioner Jane Tabb stated that she would make the donation herself in the name of the District. The Board thanked Commissioner Tabb for her generosity.

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

Alternate Main Line Sewer Extension Agreement with BC Partners for the Breckenridge East subdivision

This item was removed from the agenda.

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

Update on Status of Current Public Service Commission Cases

PSC case # 12-0513-PSD-42T-PC – Mr. Kelsh informed the Board of an order by the PSC for the District to develop and file a strategic plan within 150 days.

PSC case # 14-0582-PSD-PC (Termination Agreement with Mockingbirdhil, Inc.) – Mr. Kelsh filed an exception to the Recommended Decision.

PSC case # 13-1175-S-C (Old Standard, LLC complaint) & Circuit Court case # 14-C-51 – There has been no new information since last month. Mr. Rodecker is working with staff to provide an update to the PSC by December 24<sup>th</sup>.

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

Discussion of any Expenses over Budget

There were no items over budget this month.

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

Disbursements

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for Public Service District water expenses in the amount of \$5,421.27. 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 \$198,514.70. Unanimously approved.**

Approve transfer of \$6,840.00 from the Renewal & Replacement account to the Sewer Operating account to mobilize Godwin pump

Approve transfer of \$1,185.00 from the Renewal & Replacement account to the Sewer Operating account for a new pump at pump station 2-306

Approve transfer of \$1,514.00 from the Renewal & Replacement account to the Sewer Operating account for new sewer laterals on Goldenrod Drive

Approve transfer of \$4,999.42 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$193.55 from the Water Security Deposit account to the Water Operating account for security deposit refunds

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to Approve transfer of \$6,840.00 from the Renewal & Replacement account to the Sewer Operating account to mobilize Godwin pump; approve transfer of \$1,185.00 from the Renewal & Replacement account to the Sewer Operating account for a new pump at pump station 2-306; approve transfer of \$1,514.00 from the Renewal & Replacement account to the Sewer Operating account for new sewer laterals on Goldenrod Drive; approve transfer of \$4,999.42 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds; approve transfer of \$193.55 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.**

General Manager's Report

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

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

Other staff reports

None discussed.

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

Correspondence

None discussed.

Public Comment

Jacquelyn Milliron, Breckenridge resident, spoke with the Public Service Commission asking if it was fair to only allow the two developers who would offer funds to help pay for a project rather than getting all the developers to help. She said they replied with the question of asking whether it was fair to make existing ratepayers pay for a project rather than those two developers.

Mr. Freeze exited the meeting. Mr. Morgan stayed for executive session.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to convene in executive session for the purpose of discussing litigation and contract negotiations. Unanimously approved.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to return to public session. Unanimously approved.

**Action:** Motion made by Mr. Weese and seconded by Mr. Strider to adjourn. Unanimously approved.

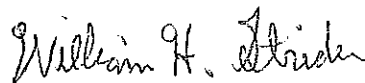
There being no further business at this time, the meeting was adjourned at 8:35PM.

The next regular meeting is scheduled for Monday, January 5, 2015 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani  
Chairman



William H. Strider  
William H. Strider  
Treasurer

## Jessica Carroll

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**From:** Gil Narro Garcia [gilnarrogarcia@comcast.net]  
**Sent:** Saturday, January 10, 2015 10:21 PM  
**To:** info@jeffersoncountywv.org  
**Cc:** ebell@jeffersoncountywv.org; patsynol@gmail.com; vinemont@frontier.net; dmanuel@frontiernet.net  
**Subject:** Envision Jefferson 2035!

I don't want to be living in Jefferson County when the target date is reached. With the endless stream of "Encourage developers to consider..." and "...Voluntary but not required..." phrases that riddle the document, it's a wonder there's space to staple it together.

What an embarrassment!

PS: I didn't bother to copy  
Gil Narro Garcia  
881 Elk Run Estates Dr.  
H F, WV  
[gilnarrogarcia@comcast.net](mailto:gilnarrogarcia@comcast.net) 304-535-2235

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

**Week Ending Date**

**January 3, 2015**

**To be Deposited on:**

**January 9, 2015**

|                                                         |                            |
|---------------------------------------------------------|----------------------------|
| <b>Amount Played</b>                                    | <b>77,478,562.16</b>       |
| <b>Amount Won</b>                                       | <b>69,317,230.60</b>       |
| <b>Amount Promo</b>                                     | <b>254,590.00</b>          |
| <b>MWAP Contribution</b>                                | <b><u>4,278.36</u></b>     |
| <b>Adjusted Gross Terminal Revenue</b>                  | <b><u>7,902,463.20</u></b> |
| <b>Administrative Costs @ 4%</b>                        | <b>0.00</b>                |
| <b>Excess Lottery Fund @ 4%</b>                         | <b><u>316,098.52</u></b>   |
| <b>Net Terminal Revenue</b>                             | <b><u>7,586,364.68</u></b> |
| <b>Surcharge @ 10%</b>                                  | <b>758,636.47</b>          |
| <b>State Share Excess @ 58% &amp; 10% of 42%</b>        | <b>471,871.88</b>          |
| <b>Track Share of Capital Reinvestment @ 90% of 42%</b> | <b><u>286,764.59</u></b>   |
| <i>Track Share of Capital Reinvestment @ 96%</i>        | <i>275294.01</i>           |
| <i>Track Share of Capital Reinvestment @ 4%</i>         | <i>11470.58</i>            |
| <b>Adjusted Net Terminal Revenue</b>                    | <b><u>6,827,728.21</u></b> |
| <b>Racetrack @ 46.50% / 42%</b>                         | <b>2,867,645.85</b>        |
| <b>Lottery Fund @ 30% / 0%</b>                          | <b>0.00</b>                |
| <b>Excess Lottery Fund @ 0% / 41%</b>                   | <b>2,799,368.58</b>        |
| <b>Excess Lottery Fund @ 12.85% / 9.55%</b>             | <b>652,048.02</b>          |
| <b>Race Track Purses @ 90% of 7% / 4%</b>               | <b>245,798.22</b>          |
| <b>Employee Pension Fund @ 1% / .5%</b>                 | <b>34,138.64</b>           |
| <b>Greyhound Development @ 90% of .75%</b>              | <b>46,087.17</b>           |
| <b>Thoroughbred Development @ 90% of .75%</b>           | <b>46,087.17</b>           |
| <b>County/Municipality @ 2%</b>                         | <b><u>136,554.56</u></b>   |
|                                                         | <b><u>6,827,728.21</u></b> |

WEST VIRGINIA LOTTERY

First Benchmark

Charles Town

County / City Split

Fiscal Year 2015

Charles Town  
 1999 Net Terminal Revenue \$ 45,603,174  
 Benchmark Goal @ 2% \$ 912,063.48

| DATE                       | 2% OF<br>ADJ. NET<br>REVENUE | TO<br>JEFFERSON<br>COUNTY | TO<br>FIVE<br>CITIES | BOLIVAR<br>7.93% | CHARLES<br>TOWN<br>39.90% | HARPERS<br>FERRY<br>2.17% | RANSON<br>33.68% | SHEPHERDS<br>TOWN<br>16.32% |
|----------------------------|------------------------------|---------------------------|----------------------|------------------|---------------------------|---------------------------|------------------|-----------------------------|
| 5 days ending:<br>07/05/14 | \$ 106,819.12                | \$ 106,819.12             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| Week ending:<br>07/12/14   | \$ 111,792.16                | \$ 111,792.16             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/19/14                   | \$ 116,320.32                | \$ 116,320.32             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/26/14                   | \$ 112,502.48                | \$ 112,502.48             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/02/14                   | \$ 117,145.12                | \$ 117,145.12             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/09/14                   | \$ 114,374.60                | \$ 114,374.60             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/16/14                   | \$ 114,105.32                | \$ 114,105.32             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/23/14                   | \$ 116,097.04                | \$ 116,097.04             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/30/14                   | \$ 117,652.72                | \$ 60,280.02              | \$ 57,372.70         | \$ 4,549.65      | \$ 22,891.71              | \$ 1,244.99               | \$ 19,323.13     | \$ 9,363.22                 |
| 09/06/14                   | \$ 122,840.56                | \$ 61,420.28              | \$ 61,420.28         | \$ 4,870.63      | \$ 24,506.69              | \$ 1,332.82               | \$ 20,686.35     | \$ 10,023.79                |
| 09/13/14                   | \$ 102,729.92                | \$ 51,364.96              | \$ 51,364.96         | \$ 4,073.24      | \$ 20,494.62              | \$ 1,114.62               | \$ 17,299.72     | \$ 8,382.76                 |
| 09/20/14                   | \$ 101,329.08                | \$ 50,664.54              | \$ 50,664.54         | \$ 4,017.70      | \$ 20,215.15              | \$ 1,099.42               | \$ 17,063.82     | \$ 8,268.45                 |
| 09/27/14                   | \$ 100,254.44                | \$ 50,127.22              | \$ 50,127.22         | \$ 3,975.09      | \$ 20,000.76              | \$ 1,087.76               | \$ 16,882.85     | \$ 8,180.76                 |
| 10/04/14                   | \$ 107,062.56                | \$ 53,531.28              | \$ 53,531.28         | \$ 4,245.03      | \$ 21,358.98              | \$ 1,161.63               | \$ 18,029.34     | \$ 8,736.30                 |
| 10/11/14                   | \$ 102,254.00                | \$ 51,127.00              | \$ 51,127.00         | \$ 4,054.37      | \$ 20,399.67              | \$ 1,109.46               | \$ 17,219.57     | \$ 8,343.93                 |
| 10/18/14                   | \$ 112,829.28                | \$ 56,414.64              | \$ 56,414.64         | \$ 4,473.68      | \$ 22,509.44              | \$ 1,224.20               | \$ 19,000.45     | \$ 9,208.87                 |
| 10/25/14                   | \$ 99,780.40                 | \$ 49,890.20              | \$ 49,890.20         | \$ 3,956.29      | \$ 19,906.19              | \$ 1,082.62               | \$ 16,803.02     | \$ 8,142.08                 |
| 11/01/14                   | \$ 104,484.68                | \$ 52,242.34              | \$ 52,242.34         | \$ 4,142.82      | \$ 20,844.69              | \$ 1,133.66               | \$ 17,595.22     | \$ 8,525.95                 |
| 11/08/14                   | \$ 105,638.52                | \$ 52,819.26              | \$ 52,819.26         | \$ 4,188.57      | \$ 21,074.88              | \$ 1,146.18               | \$ 17,789.53     | \$ 8,620.10                 |
| 11/15/14                   | \$ 103,620.64                | \$ 51,810.32              | \$ 51,810.32         | \$ 4,108.56      | \$ 20,672.32              | \$ 1,124.28               | \$ 17,449.72     | \$ 8,455.44                 |
| 11/22/14                   | \$ 92,457.24                 | \$ 46,228.62              | \$ 46,228.62         | \$ 3,665.93      | \$ 18,445.22              | \$ 1,003.16               | \$ 15,569.80     | \$ 7,544.51                 |
| 11/29/14                   | \$ 111,186.88                | \$ 55,593.44              | \$ 55,593.44         | \$ 4,408.56      | \$ 22,181.78              | \$ 1,206.38               | \$ 18,723.87     | \$ 9,072.85                 |
| 12/06/14                   | \$ 93,585.00                 | \$ 46,792.50              | \$ 46,792.50         | \$ 3,710.64      | \$ 18,670.21              | \$ 1,015.40               | \$ 15,759.71     | \$ 7,636.54                 |
| 12/13/14                   | \$ 81,809.96                 | \$ 40,904.98              | \$ 40,904.98         | \$ 3,243.76      | \$ 16,321.09              | \$ 887.64                 | \$ 13,776.80     | \$ 6,675.69                 |
| 12/20/14                   | \$ 83,201.68                 | \$ 41,600.84              | \$ 41,600.84         | \$ 3,298.95      | \$ 16,598.73              | \$ 902.74                 | \$ 14,011.16     | \$ 6,789.26                 |
| 12/27/14                   | \$ 116,229.36                | \$ 58,114.68              | \$ 58,114.68         | \$ 4,608.49      | \$ 23,187.76              | \$ 1,261.09               | \$ 19,573.02     | \$ 9,484.32                 |
| 01/03/15                   | \$ 136,554.56                | \$ 68,277.28              | \$ 68,277.28         | \$ 5,414.39      | \$ 27,242.63              | \$ 1,481.62               | \$ 22,995.79     | \$ 11,142.85                |
| Subtotal                   | \$ 2,904,657.64              | \$ 1,908,360.56           | \$ 996,297.08        | \$ 79,006.35     | \$ 397,522.52             | \$ 21,619.67              | \$ 335,552.87    | \$ 162,595.67               |

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

## VIDEO LOTTERY REPORT

| FY 2011    |            | FY 2012    |            | FY 2013    |            | FY 2014    |            | FY 2015    |            |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Date       | Amount     | Date       | Amount     | Date       | Amount     | Date       | Amount     | Date       | Amount     |
| 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 | 7/5/2014   | 106,819.12 |
| 7/10/2010  | 205,731.64 | 7/9/2011   | 171,717.28 | 7/14/2012  | 129,458.04 | 7/13/2013  | 128,060.40 | 7/12/2014  | 111,792.16 |
| 7/17/2010  | 161,386.76 | 7/16/2011  | 143,019.52 | 7/21/2012  | 130,037.00 | 7/20/2013  | 115,128.84 | 7/19/2014  | 116,320.32 |
| 7/24/2010  | 160,368.28 | 7/23/2011  | 146,508.00 | 7/28/2012  | 137,164.44 | 7/27/2013  | 123,049.56 | 7/26/2014  | 112,502.48 |
| 7/31/2010  | 157,802.08 | 7/30/2011  | 144,510.28 | 8/4/2012   | 132,931.16 | 8/3/2013   | 116,180.80 | 8/2/2014   | 117,145.12 |
| 8/7/2010   | 136,494.98 | 8/6/2011   | 151,495.28 | 8/11/2012  | 134,212.88 | 8/10/2013  | 120,078.64 | 8/9/2014   | 114,374.60 |
| 8/14/2010  | 78,376.68  | 8/13/2011  | 117,350.38 | 8/18/2012  | 110,241.90 | 8/17/2013  | 124,888.56 | 8/16/2014  | 114,105.32 |
| 8/21/2010  | 76,199.02  | 8/20/2011  | 71,614.12  | 8/25/2012  | 66,209.90  | 8/24/2013  | 89,882.12  | 8/23/2014  | 116,097.04 |
| 8/28/2010  | 72,460.03  | 8/27/2011  | 63,432.14  | 9/1/2012   | 67,133.42  | 8/31/2013  | 58,913.18  | 8/30/2014  | 60,280.02  |
| 9/4/2010   | 76,362.84  | 9/3/2011   | 80,837.76  | 9/8/2012   | 74,029.40  | 9/7/2013   | 67,758.74  | 9/6/2014   | 61,420.28  |
| 9/11/2010  | 82,969.36  | 9/10/2011  | 84,845.80  | 9/15/2012  | 61,838.04  | 9/14/2013  | 53,374.22  | 9/13/2014  | 51,364.96  |
| 9/18/2010  | 67,638.78  | 9/17/2011  | 66,748.62  | 9/22/2012  | 56,996.90  | 9/21/2013  | 54,277.94  | 9/20/2014  | 50,664.54  |
| 9/25/2010  | 70,435.06  | 9/24/2011  | 68,929.80  | 9/29/2012  | 61,611.40  | 9/28/2013  | 54,881.50  | 9/27/2014  | 50,127.22  |
| 10/2/2010  | 71,013.86  | 10/1/2011  | 68,871.64  | 10/6/2012  | 62,715.20  | 10/5/2013  | 55,950.74  | 10/4/2014  | 53,531.28  |
| 10/9/2010  | 69,311.50  | 10/8/2011  | 70,866.90  | 10/13/2012 | 60,710.18  | 10/12/2013 | 55,837.92  | 10/11/2014 | 51,127.00  |
| 10/16/2010 | 75,234.62  | 10/15/2011 | 75,262.66  | 10/20/2012 | 62,333.08  | 10/19/2013 | 61,327.20  | 10/18/2014 | 56,414.64  |
| 10/23/2010 | 70,290.80  | 10/22/2011 | 68,757.72  | 10/27/2012 | 58,073.54  | 10/26/2013 | 52,854.06  | 10/25/2014 | 49,890.20  |
| 10/30/2010 | 65,615.04  | 10/29/2011 | 60,507.98  | 11/3/2012  | 56,545.30  | 11/2/2013  | 57,543.54  | 11/1/2014  | 52,242.34  |
| 11/6/2010  | 61,337.62  | 11/5/2011  | 70,673.88  | 11/10/2012 | 56,110.96  | 11/9/2013  | 54,666.76  | 11/8/2014  | 52,819.26  |
| 11/13/2010 | 64,595.28  | 11/12/2011 | 67,627.10  | 11/17/2012 | 57,432.36  | 11/16/2013 | 56,495.96  | 11/15/2014 | 51,810.32  |
| 11/20/2010 | 56,010.08  | 11/19/2011 | 60,690.60  | 11/24/2012 | 65,888.86  | 11/23/2013 | 48,628.62  | 11/22/2014 | 46,228.62  |
| 11/27/2010 | 71,170.90  | 11/26/2011 | 74,140.54  | 12/1/2012  | 50,243.34  | 11/30/2013 | 59,645.66  | 11/29/2014 | 55,593.44  |
| 12/4/2010  | 53,215.08  | 12/3/2011  | 59,429.94  | 12/8/2012  | 50,770.96  | 12/7/2013  | 47,306.24  | 12/6/2014  | 46,792.50  |
| 12/11/2010 | 46,944.00  | 12/10/2011 | 51,395.44  | 12/15/2012 | 47,022.38  | 12/14/2013 | 29,229.02  | 12/13/2014 | 40,904.98  |
| 12/18/2010 | 42,076.76  | 12/17/2011 | 55,981.32  | 12/22/2012 | 46,838.96  | 12/21/2013 | 44,581.02  | 12/20/2014 | 41,600.84  |
| 12/25/2010 | 50,450.28  | 12/24/2011 | 54,248.62  | 12/29/2012 | 59,697.22  | 12/28/2013 | 62,117.14  | 12/27/2014 | 58,114.68  |
| 1/1/2011   | 85,152.12  | 12/31/2011 | 94,661.00  | 1/5/2013   | 71,673.52  | 1/4/2014   | 62,963.88  | 1/3/2015   | 68,277.28  |
| 1/8/2011   | 54,301.30  | 1/7/2012   | 74,863.40  | 1/12/2013  | 50,416.30  | 1/11/2014  | 37,935.94  |            |            |
| 1/15/2011  | 54,005.90  | 1/14/2012  | 58,901.92  | 1/19/2013  | 51,211.88  | 1/18/2014  | 49,418.64  |            |            |
| 1/22/2011  | 60,924.74  | 1/21/2012  | 61,819.92  | 1/26/2013  | 46,966.26  | 1/25/2014  | 42,720.80  |            |            |
| 1/29/2011  | 48,036.94  | 1/28/2012  | 62,898.78  | 2/2/2013   | 52,067.92  | 2/1/2014   | 47,681.60  |            |            |
| 2/5/2011   | 60,777.44  | 2/4/2012   | 72,154.66  | 2/9/2013   | 52,222.20  | 2/8/2014   | 45,434.52  |            |            |
| 2/12/2011  | 67,471.84  | 2/11/2012  | 66,429.04  | 2/16/2013  | 64,243.52  | 2/15/2014  | 41,076.08  |            |            |
| 2/19/2011  | 72,018.54  | 2/18/2012  | 77,455.88  | 2/23/2013  | 64,115.70  | 2/22/2014  | 61,523.98  |            |            |
| 2/26/2011  | 75,544.02  | 2/25/2012  | 77,611.78  | 3/2/2013   | 62,602.74  | 3/1/2014   | 57,744.78  |            |            |
| 3/5/2011   | 74,535.34  | 3/3/2012   | 75,963.86  | 3/9/2013   | 59,213.26  | 3/8/2014   | 50,439.94  |            |            |
| 3/12/2011  | 66,979.48  | 3/10/2012  | 76,808.62  | 3/16/2013  | 62,366.36  | 3/15/2014  | 54,414.66  |            |            |
| 3/19/2011  | 73,113.26  | 3/17/2012  | 76,883.92  | 3/23/2013  | 59,841.02  | 3/22/2014  | 50,734.62  |            |            |
| 3/26/2011  | 68,490.80  | 3/24/2012  | 72,108.36  | 3/30/2013  | 57,567.98  | 3/29/2014  | 51,174.60  |            |            |
| 4/2/2011   | 70,846.58  | 3/31/2012  | 74,244.22  | 4/6/2013   | 63,108.84  | 4/5/2014   | 55,229.90  |            |            |
| 4/9/2011   | 67,076.78  | 4/7/2012   | 75,382.98  | 4/13/2013  | 56,849.30  | 4/12/2014  | 48,653.18  |            |            |
| 4/16/2011  | 64,698.56  | 4/14/2012  | 71,065.34  | 4/20/2013  | 55,432.12  | 4/19/2014  | 54,469.22  |            |            |
| 4/23/2011  | 67,674.14  | 4/21/2012  | 68,055.08  | 4/27/2013  | 58,612.74  | 4/26/2014  | 51,637.18  |            |            |

|           |           |           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 4/30/2011 | 66,807.50 | 4/28/2012 | 72,880.66 | 5/4/2013  | 61,102.92 | 5/3/2014  | 54,757.72 |
| 5/7/2011  | 66,379.74 | 5/5/2012  | 71,582.30 | 5/11/2013 | 57,428.70 | 5/10/2014 | 51,011.76 |
| 5/14/2011 | 66,699.76 | 5/12/2012 | 63,357.92 | 5/18/2013 | 61,172.80 | 5/17/2014 | 51,148.34 |
| 5/21/2011 | 63,210.44 | 5/19/2012 | 78,984.36 | 5/25/2013 | 57,131.24 | 5/24/2014 | 53,082.60 |
| 5/28/2011 | 64,724.06 | 5/26/2012 | 67,396.24 | 6/1/2013  | 65,920.66 | 5/31/2014 | 62,642.98 |
| 6/4/2011  | 74,952.34 | 6/2/2012  | 76,959.44 | 6/8/2013  | 55,233.74 | 6/7/2014  | 49,517.18 |
| 6/11/2011 | 62,203.12 | 6/9/2012  | 63,584.86 | 6/15/2013 | 54,067.52 | 6/14/2014 | 50,266.50 |
| 6/18/2011 | 61,200.76 | 6/16/2012 | 59,436.12 | 6/22/2013 | 54,690.28 | 6/21/2014 | 48,768.14 |
| 6/25/2011 | 65,470.44 | 6/23/2012 | 55,921.30 | 6/29/2013 | 55,991.38 | 6/28/2014 | 49,250.32 |
| 6/30/2011 | 34,351.16 | 6/30/2012 | 58,207.40 | 6/30/2013 | 11,509.54 | 6/30/2014 | 12,010.70 |

|               |                     |                     |                     |                     |                     |
|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>TOTALS</b> | <b>4,016,541.01</b> | <b>4,124,906.80</b> | <b>3,580,645.18</b> | <b>3,261,565.02</b> | <b>1,908,360.56</b> |
|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|

## 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          | April, 2014            | 72,380.72         |
| June, 2011             | 121,576.41          | May, 2012              | 137,905.13          | May, 2013              | 109,747.38          | May, 2014              | 93,191.89         |
|                        |                     | June, 2012             | 129,235.38          | June, 2013             | 104,803.37          | June, 2014             | 72,350.70         |
| <b>Total 2010-2011</b> | <b>1,297,391.70</b> | <b>Total 2011-2012</b> | <b>1,602,900.84</b> | <b>Total 2012-2013</b> | <b>1,530,462.31</b> | <b>Total 2013-2014</b> | <b>998,486.72</b> |

| Date            | Amount    |
|-----------------|-----------|
| July, 2014      | 78,639.07 |
| August, 2014    | 84,726.51 |
| September, 2014 | 71,967.51 |
| October, 2014   | 66,257.02 |
| November, 2014  | 71,046.66 |

|                        |                   |
|------------------------|-------------------|
| <b>Total 2014-2015</b> | <b>372,636.77</b> |
|------------------------|-------------------|

**Table Game Revenue Distribution - Jefferson County School Board**

| <u>Date</u>            | <u>Amount</u>       | <u>Date</u>            | <u>Amount</u>       | <u>Date</u>            | <u>Amount</u>       | <u>Date</u>            | <u>Amount</u>       |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|
| July, 2011             | 425,154.03          | July, 2012             | 415,990.92          | July, 2013             | 297,823.08          | July, 2014             | 235,917.21          |
| August, 2011           | 412,421.76          | August, 2012           | 399,737.49          | August, 2013           | 334,283.25          | August, 2014           | 254,179.53          |
| September, 2011        | 331,125.75          | September, 2012        | 382,597.20          | September, 2013        | 242,573.22          | September, 2014        | 215,902.53          |
| October, 2011          | 372,821.82          | October, 2012          | 379,446.06          | October, 2013          | 243,198.27          | October, 2014          | 198,771.06          |
| November, 2011         | 363,356.61          | November, 2012         | 403,331.79          | November, 2013         | 239,561.82          | November, 2014         | 213,139.98          |
| 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          | April, 2014            | 217,142.18          |                        |                     |
| May, 2012              | 413,715.39          | May, 2013              | 329,242.14          | May, 2014              | 279,575.67          |                        |                     |
| June, 2012             | 387,706.12          | June, 2013             | 314,410.11          | June, 2014             | 217,052.10          |                        |                     |
| <b>Total 2011-2012</b> | <b>4,808,702.50</b> | <b>Total 2012-2013</b> | <b>4,608,334.13</b> | <b>Total 2013-2014</b> | <b>2,995,460.18</b> | <b>Total 2014-2015</b> | <b>1,117,910.31</b> |