

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, MARCH 5, 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 MINUTES

- February 11, 2015 Budget Presentations
- February 12, 2015 Budget Presentations
- February 13, 2015 Budget Presentations
- February 17, 2015 Budget Presentations
- February 17, 2015 Board of Review and Equalization
- February 19, 2015 Regular Meeting
- February 20, 2015 Board of Review and Equalization

APPROVAL OF ACCOUNTS PAYABLE

- February 26, 2015
- March 5, 2015

PAYROLL APPROVAL

- February 26, 2015

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Bill Polk, Maintenance Director
 - Approval of Employment - Auto Mechanic - Discussion/Action
 - Approval of Bid Recommendation - Jefferson County Courthouse Roof and Clock Tower Renovation - Discussion/Action

2. 10:00 a.m. Pete Dougherty, Sheriff
 - Approval of Special Deputy - Discussion/Action

3. 10:15 a.m. Angie Banks, Assessor
- Exoneration - Discussion/Action
4. 10:20 a.m. Ralph Lorenzetti, Prosecuting Attorney
- Request for temporary Legal Assistant - Discussion/Action
5. 10:35 a.m. Steve Groh, Assistant Prosecuting Attorney
- Legal Report and Advice from Legal Counsel regarding pending litigation styled; Board of Education of Jefferson County v. County Commission of Jefferson County Civil Action 15-C-40 (which civil action contests changes to impact fee) discussion, legal advice, instruction to counsel and action, including but not limited to action to contest, resolve, counter-claim or otherwise defend the County (possible Executive Session to maintain attorney-client privilege) - Discussion/Action
- Impact Fee Ordinance amendments and/or changes to amount of impact fees discussion and possible action on the same, setting date for future public hearing on the same - Discussion/Action
6. 10:50 a.m. **BREAK**
7. 11:00 a.m. Lynn Fields, Probate Office
- Petition to Remove Ricky Crum as Executor and to Appoint Sheriff of Jefferson County or Bank of Charles Town as Administrator in the above estate - Discussion/Action
8. 11:15 a.m. Joann Christian, Jefferson County Day Report Center
- Approval of Resolution - Community Corrections Grant - Discussion/Action
9. 11:30 a.m. Roger Goodwin, Chief County Engineer
- Feagan's Mill - Floodplain Ordinance Variance request by Danny Lutz, Owner - Discussion/Action
- Presentation of FY 2016 Capital Improvement Plan for the Office of Impact Fees - Discussion/Action

10. 12:00 p.m. Jennifer Brockman, Director of Planning and Zoning
 - Recommendation from the Planning Commission to the County Commission to amend Section 20.104, "Exceptions", of the Jefferson County Subdivision and Land Development Regulations, subsection "C", to "exempt" public utilities and private utility firms processing easements from these Regulations for the purpose of setting a public hearing to be held by the County Commission (STA15-02) - Discussion/Action
 - Recommendation from the Planning Commission to the County Commission to amend Section 24.200, "Waivers", of the Jefferson County Subdivision and Land Development Regulations to change the last sentence of the introductory paragraph stating "No process or procedural waivers shall be granted" to "Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval" for the purpose of setting a public hearing to be held by the County Commission (STA15-03) - Discussion/Action
 - Recommendation from the Planning Commission to the County Commission to amend the definition of "days" from business days to calendar days in Section 26.200 of the Jefferson County Subdivision and Land Development Regulations for the purpose of setting a public hearing to be held by the County Commission (STA15-01) - Discussion/Action

NEW BUSINESS

11. Provide Jefferson Arts Council with a letter of support for a grant application to the WV Commission on Arts - Discussion/Action (JT)
12. Amend new impact fees for residential housing to 70% of the fees in the 2015 Recalculation Study using housing unit types from the 2015 Recalculation Study - Discussion/Action (JT)
13. Amend Emergency Services Agency Reorganization Ordinance to remove Ambulance Revenue Sharing - Discussion/Action (JT)
14. Jefferson County Emergency Services Agency - 24 hour shifts - Discussion/Action (JT)
15. Approval of Horsemen's support Resolution - Discussion/Action (DM)
16. Discuss eliminating school impact fees and revisiting vehicle impact fees - Discussion/Action (PN)
17. Decision on the landowner-initiated petition to amend the County Zoning Map for a 0.98 acre property owned by David N. Slusher, designated as Tax District: Kabletown (06), Map 11, Parcel: 3.2, located on the southwest corner of the Route 340/Straithmore Farm Lane/Wheatland Road intersection - Planning & Zoning File #Z14-02 - Discussion/Action

18. Approval to use Jefferson County Commission meeting room on Saturday, April 18, 2015 at 1:00 p.m. for a Youth Meeting with Civil Rights leader Ruby Sales - Discussion/Action
19. Legislative updates

COUNTY ADMINISTRATOR REPORTS

- Reclassify Job Position - Discussion/Action
- Space Needs Discussion - Possible Executive Session - Discussion/Action

COUNTY COMMISSION REPORTS

20. 12:45 p.m. **BREAK FOR LUNCH**

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

21. 1:45 p.m. **Tim Stanton, Finance Director**
 - Budget Documents presented February 19, 2015
 - Internal Budget Revision #7 - Discussion/Action
 - Review of proposed FY16 budget adjustments - Discussion/Action

22. **ADJOURN**

CORRESPONDENCE/INFORMATION

Jefferson County Commission Notice of Public Hearing on the FY16 Budget.

Jefferson County Commission Notice of Public Hearing on the Rezoning Request for property owned by Standard Land Company, LLC.

Notice of Intent to Appoint to the Historic Landmarks Committee.

Notice of Intent to Appoint to the Property Safety Enforcement Agency.

Notice of Intent to Appoint to the Planning Commission.

Flyer for the Good Shepherd Caregivers 15th Annual Potter's Bowl.

Flyer for the JCCOA Pancake Breakfast.

WVACO County Legislative Line for Friday, February 6th.

WVACO County Legislative Line for Friday, February 13th.

WVACO County Legislative Line for Wednesday, February 25th.

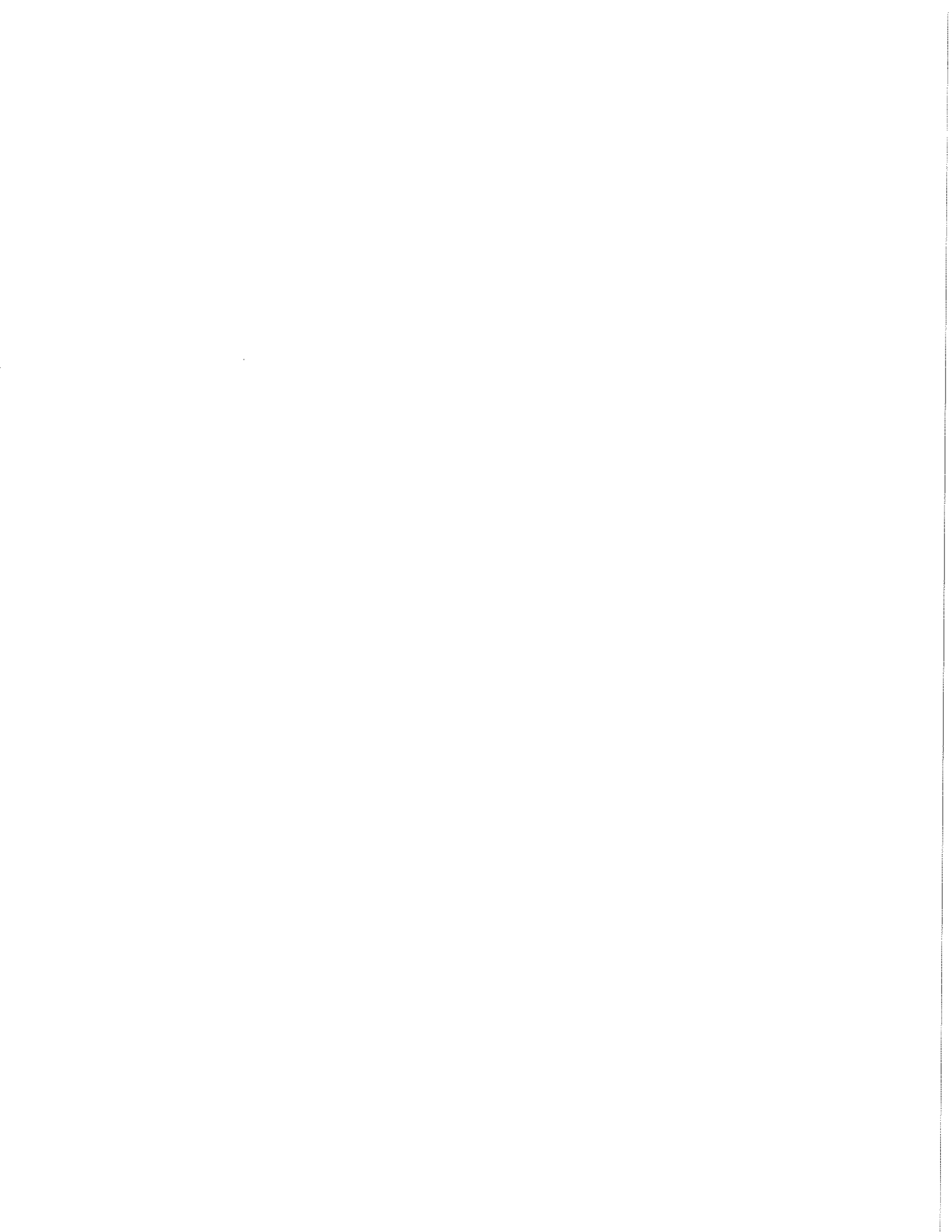
Letter from the National Park Service regarding the development of a White-tailed Deer Management Plan and Environmental Assessment for Chesapeake and Ohio Canal and Harpers Ferry National Historical Parks.

Letter from the National Park Service regarding the Harpers Ferry National Historical Park amendment to the National Register of Historic Places.

WV Lottery Weekly Settlement for Charles Town - week ending February 14, 2015.

WV Lottery Weekly Settlement for Charles Town - week ending February 21, 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.



SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on February 11, 2015 at 9:30 am (An audio file of the February 11, 2015 meeting is available through the Jefferson County Commission Office.)

PRESENT: Jane Tabb, President
Patsy Noland, Vice President
Eric Bell, Commissioner
Dale Manuel, Commissioner
Walt Pellish, Commissioner
Stephanie Grove, Interim County Administrator
Tim Stanton, Finance Director
Jessica Carroll, Administrative Assistant

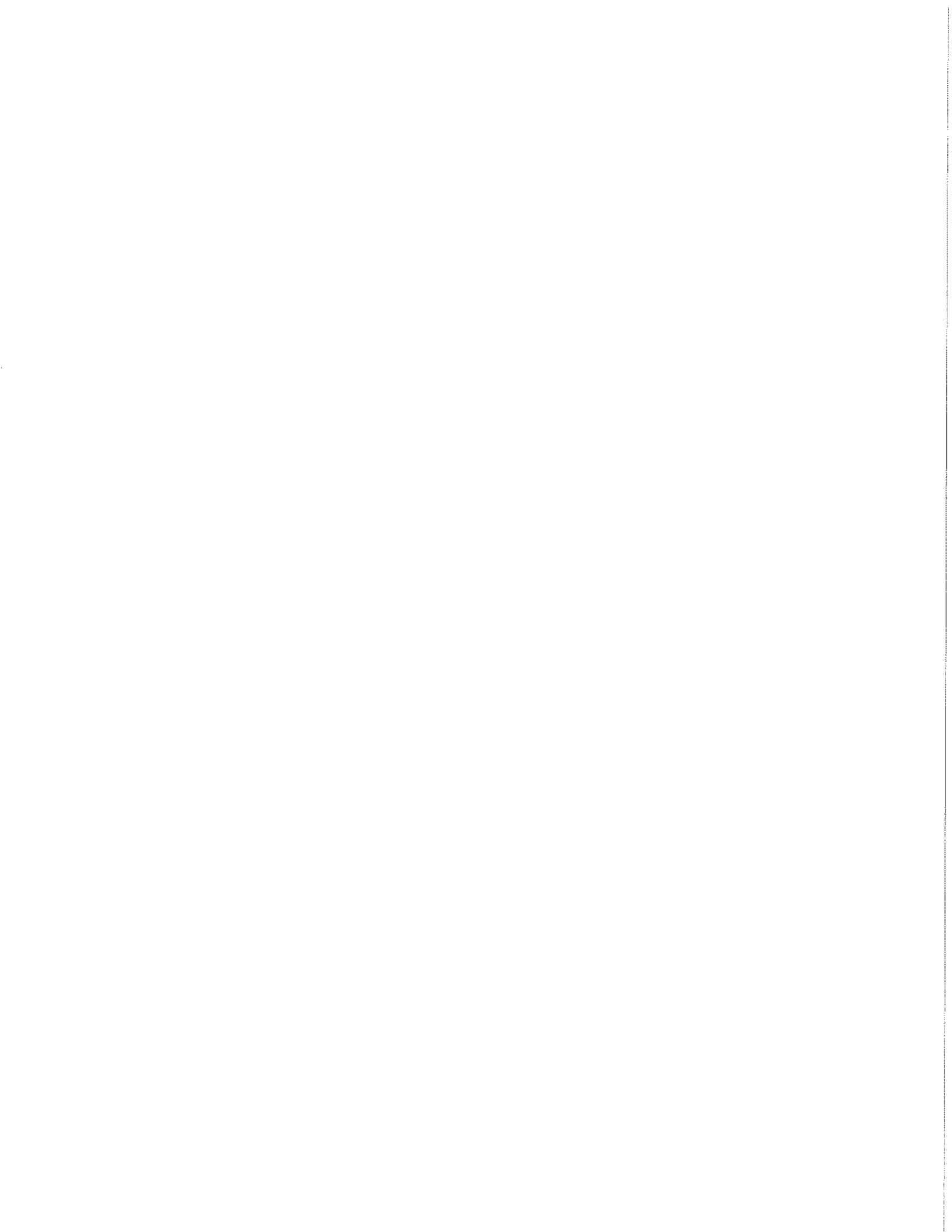
RE: **FY16 Budget Presentations**

President Tabb called the session to order at 9:33 am, and stated the purpose of this special session was to hear budget presentations from the various county department heads, elected officials, and component units. Mr. Stanton began the meeting by providing the Commission with a review of the budget process. The Commission then heard presentations from the following: GIS/Addressing, Engineering, Homeland Security and Emergency Management, Public Libraries, Planning and Zoning, Sheriff Law Enforcement and Tax Offices, County Clerk and Elections, and the Agricultural Agent.

There being no further business, motion by Mr. Manuel to recess until 9:30 am on Thursday, February 12 to continue budget presentations. Motion unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Executive Administrative Assistant



SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on February 12, 2015 at 9:30 am (An audio file of the February 12, 2015 meeting is available through the Jefferson County Commission Office.)

PRESENT: Jane Tabb, President
Patsy Noland, Vice President
Eric Bell, Commissioner
Dale Manuel, Commissioner
Walt Pellish, Commissioner
Stephanie Grove, Interim County Administrator
Tim Stanton, Finance Director
Jessica Carroll, Administrative Assistant

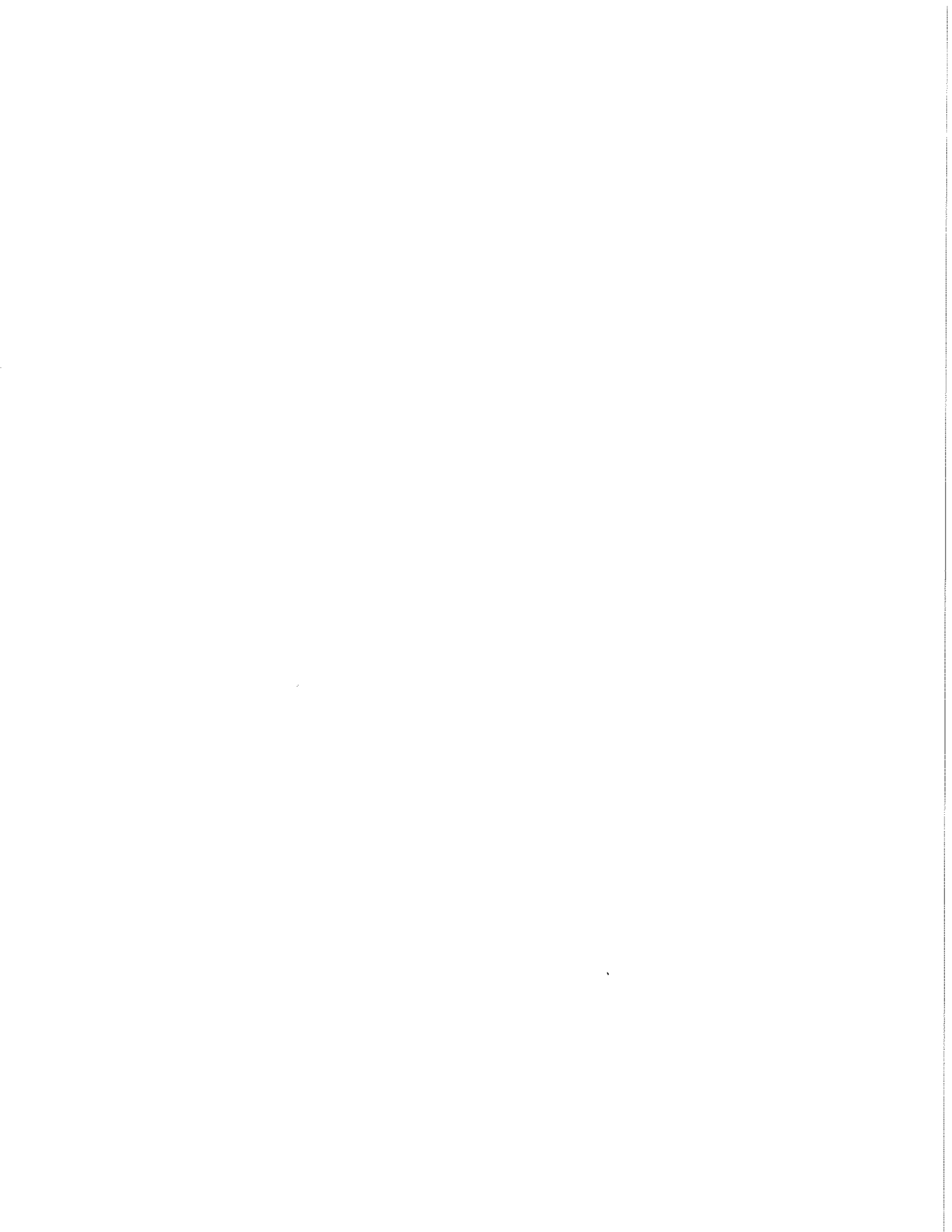
RE: FY16 Budget Presentations

President Tabb called the session to order at 9:33 am, and stated the purpose of this special session was to hear budget presentations from the various county department heads, elected officials, and component units. The Commission then heard presentations from the following: Assessor, Communications, Historic Landmarks Commission, and Technology. Mr. Stanton concluded the meeting with a discussion of the budgets presentations given that morning.

There being no further business, motion by Mr. Pellish to recess until 1:30 pm on Friday, February 13 to continue budget presentations. Motion unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Executive Administrative Assistant



SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on February 13, 2015 at 1:30 pm (An audio file of the February 13, 2015 meeting is available through the Jefferson County Commission Office.)

PRESENT: Jane Tabb, President
Patsy Noland, Vice President
Eric Bell, Commissioner
Dale Manuel, Commissioner
Walt Pellish, Commissioner
Stephanie Grove, Interim County Administrator
Tim Stanton, Finance Director
Jessica Carroll, Administrative Assistant

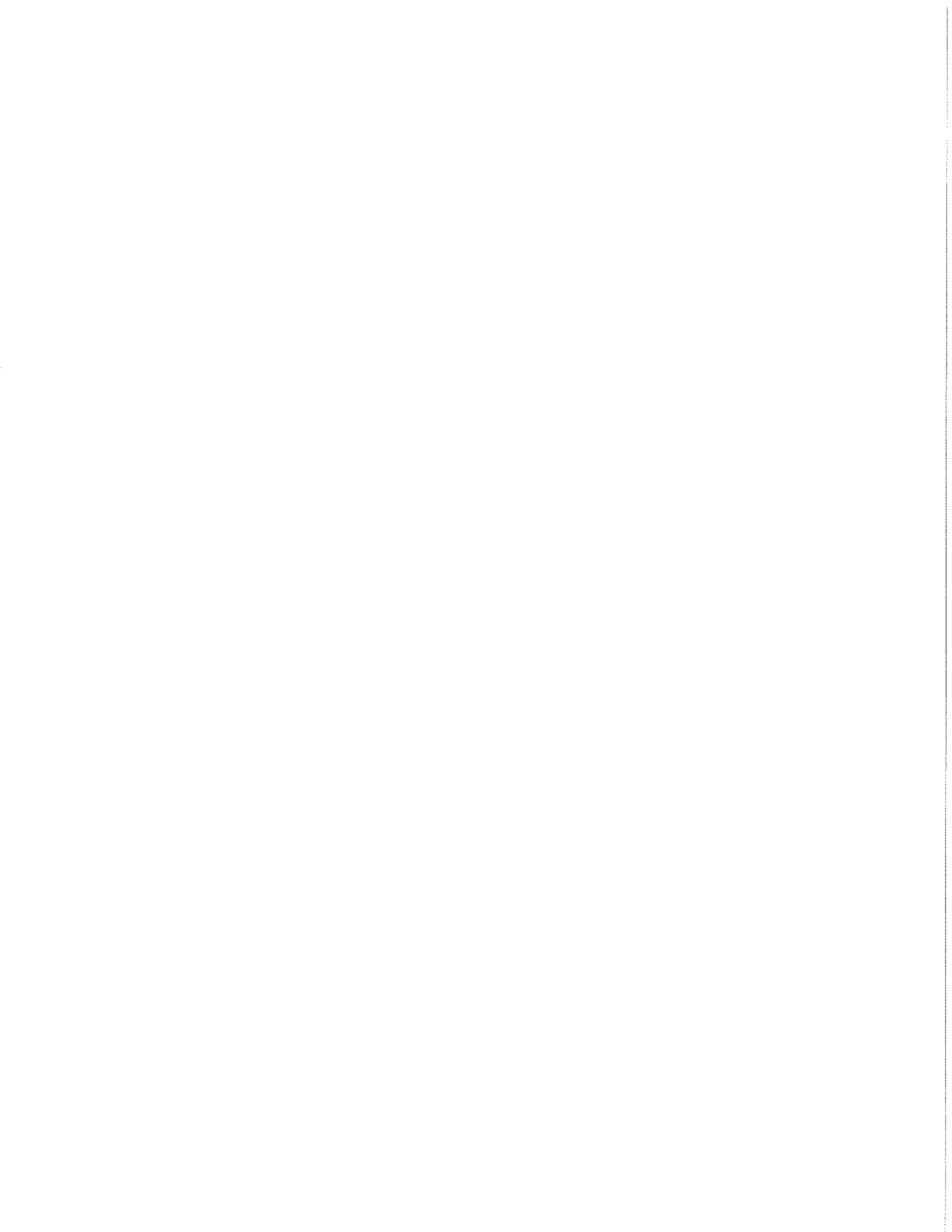
RE: **FY16 Budget Presentations**

President Tabb called the session to order at 1:34 pm, and stated the purpose of this special session was to hear budget presentations from the various county department heads, elected officials, and component units. Mr. Stanton provided the Commission with a recap of the budgets already presented, and the Commission provided Mr. Stanton with their questions and concerns with regards to the FY16 Budget. The Commission then heard presentations from the following: Jefferson Arts Council, Development Authority, Prosecuting Attorney, and Parks and Recreation. Mr. Stanton concluded the special session with a discussion of the FY16 Budget and the deficit the Commission would have to close in order to balance the budget.

There being no further business, motion by Ms. Noland to recess until 9:30 am on Tuesday, February 17 to continue budget presentations. Motion unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Executive Administrative Assistant



SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on February 17, 2015 at 9:30 am (An audio file of the February 17, 2015 meeting is available through the Jefferson County Commission Office.)

PRESENT: Jane Tabb, President
 Patsy Noland, Vice President
 Eric Bell, Commissioner
 Dale Manuel, Commissioner
 Walt Pellish, Commissioner
 Stephanie Grove, Interim County Administrator
 Tim Stanton, Finance Director
 Jessica Carroll, Administrative Assistant

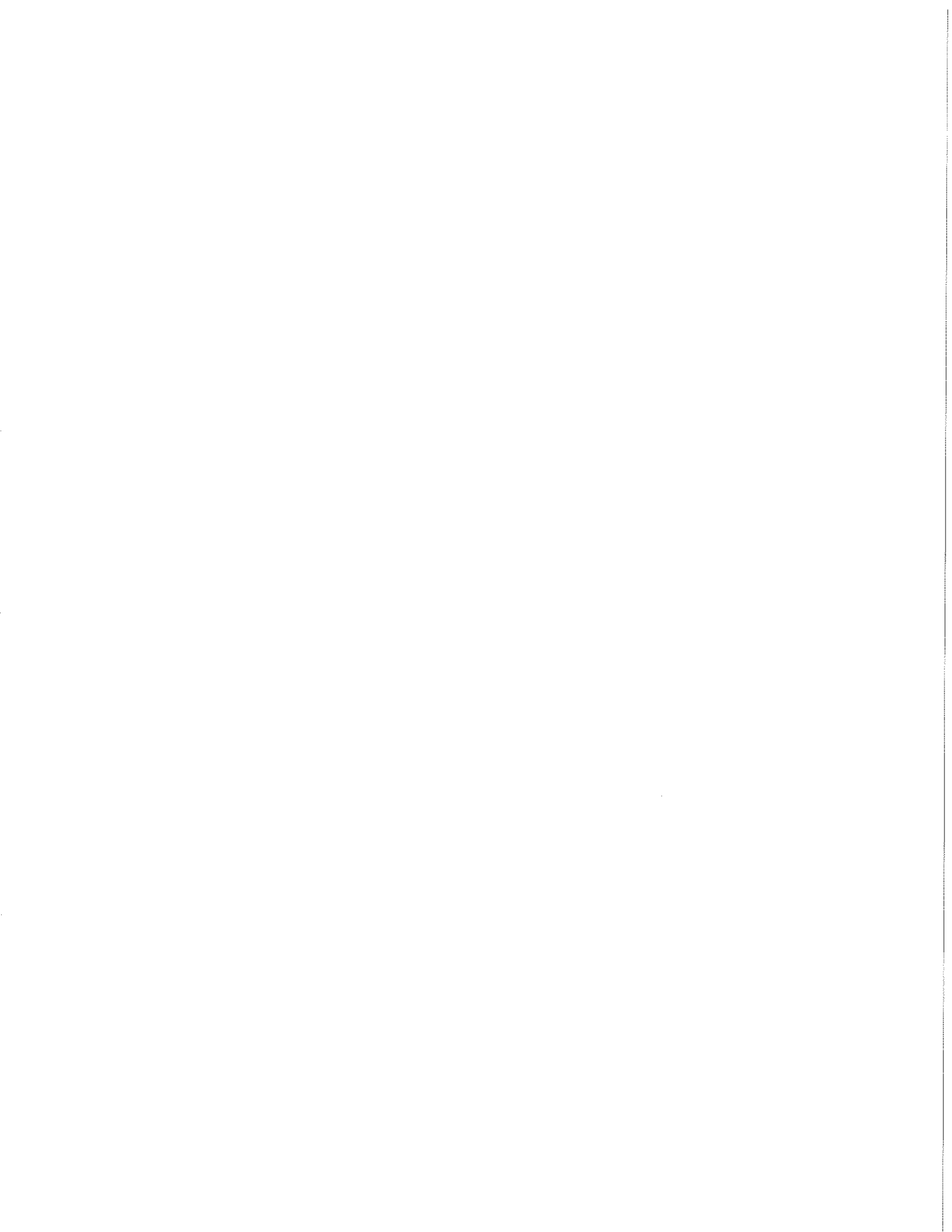
RE: **FY16 Budget Presentations**

President Tabb called the session to order at 9:32 am, and stated the purpose of this special session was to hear budget presentations from the various county department heads, elected officials, and component units. The Commission heard presentations from the following: Circuit Clerk, Jefferson County Emergency Services Agency, and Maintenance/Central Garage/Other Buildings. The Commission then engaged in a general discussion regarding the FY16 Budget.

There being no further business, motion by Mr. Manuel to recess until 9:30 am on Thursday, February 19, 2015 for the regularly scheduled Commission meeting.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Executive Administrative Assistant



SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at the Jefferson County Courthouse located at 100 E. Washington Street, Charles Town, WV 25414 on February 17, 2015 at 1:30 pm (An audio file of the February 17, 2015 meeting is available through the Jefferson County Commission Office.)

PRESENT: Jane Tabb, President
Patsy Noland, Vice President
Eric Bell, Commissioner
Dale Manuel, Commissioner
Angie Banks, Assessor
June Bowers, Senior Appraiser
Steve Groh, Assistant Prosecuting Attorney
Jessica Carroll, Administrative Assistant

RE: **2015 Board of Review and Equalization – Application for Assessment Appeal – Thomas Schmidt**

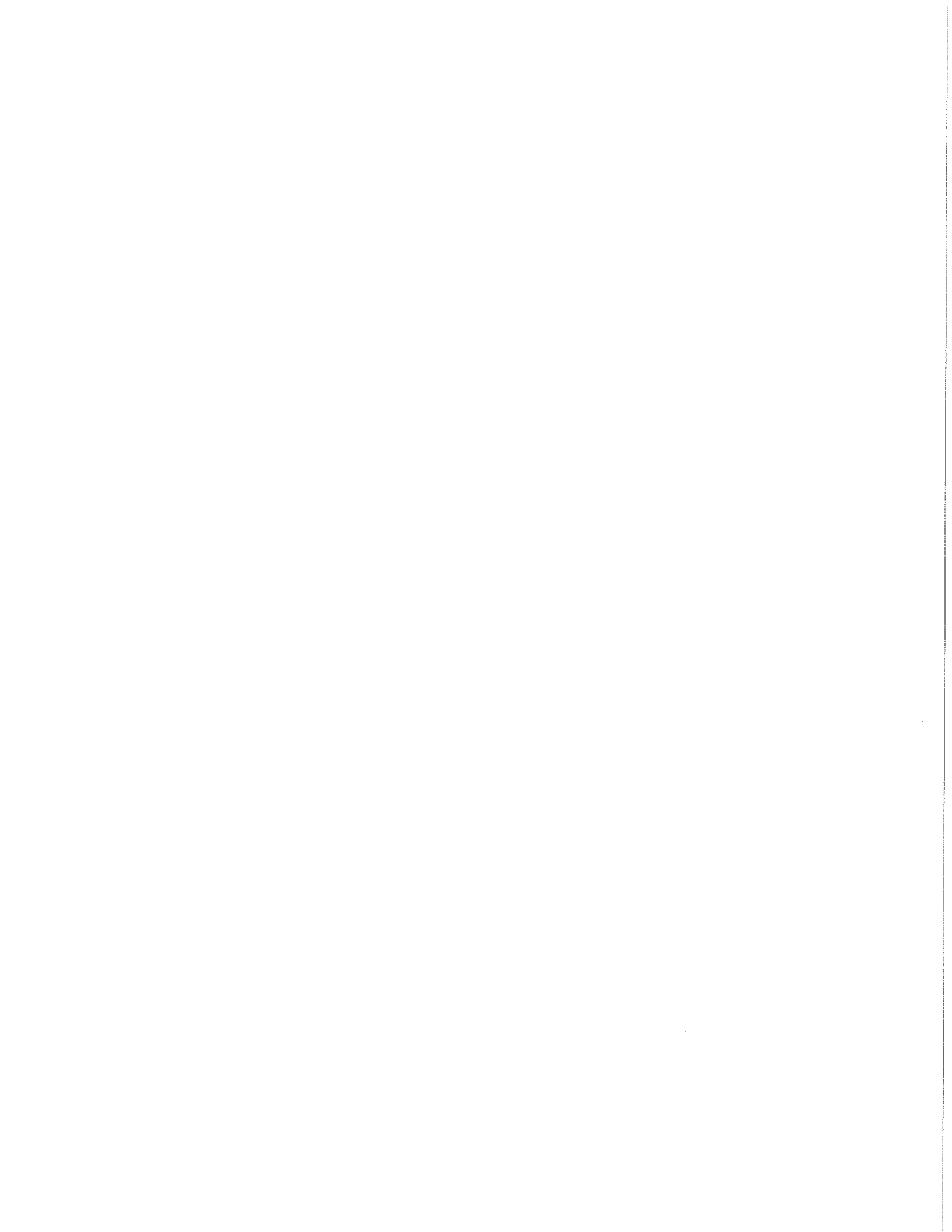
A hearing was conducted on an appeal by Thomas Schmidt on the following properties:
Map 21E, Parcel 16 in the Charles Town District.

- **After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeal on Map 21E, Parcel 16 in Charles Town District and uphold the Assessor's valuation of the property. Motion seconded and unanimously approved.**

There being no further business, motion by Mr. Manuel to recess as a Board of Review and Equalization until Friday, February 20, 2015. Motion seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Executive Administrative Assistant



Minutes

Jefferson County Commission

Thursday, February 19, 2015

A meeting of the Jefferson County Commission was held on Thursday, February 19, 2015 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Eric Bell, Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Also present were Stephanie Grove, Interim County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, February 19, 2015 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the January 29, 2015 Regular Meeting Minutes with noted correction. Motion unanimously approved.

Motion by Ms. Noland to approve the February 3, 2015 Board of Review and Equalization Minutes as presented. Motion unanimously approved.

Motion by Mr. Manuel to approve the February 4, 2015 Special Session Minutes with noted corrections. Motion unanimously approved.

Motion by Ms. Noland to approve the February 5, 2015 Regular Meeting and Board of Review and Equalization Minutes as presented/amended. Motion unanimously approved.

Motion by Mr. Bell to approve the February 6, 2015 Special Session Minutes with noted corrections. Motion unanimously approved.

Motion by Mr. Pellish to approve the February 10, 2015 Board of Review and Equalization Minutes as presented. Motion unanimously approved.

Motion by Mr. Manuel to approve the February 12, 2015 Board of Review and Equalization Minutes with noted correction. Motion unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve a Purchase Order in the amount of \$5,250.00 to include Purchase Order number 52542.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Special Payroll for February 4, 2015 in the amount of \$2,203.41. Motion unanimously approved.

Motion by Ms. Tabb to approve the Special Payroll for February 6, 2015 in the amount of \$605.88. Motion unanimously approved.

Motion by Mr. Manuel to approve the Regular Payroll for February 12, 2015 in the amount of \$229,024.88. Motion unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073785	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,000.00	\$ 4,000.00
073786	424	AT&T/IL		\$ -	\$ 2.13	\$ 2.13
073787	425	BIEDLERS ELEC MOTOR REP		\$ -	\$ 78.84	\$ 78.84
073788	425	B-K OFFICE SUPPLY INC		\$ -	\$ 1,959.05	\$ 1,959.05
073789	717	BRUCE'S AUTO REPAIR		\$ -	\$ 33.48	\$ 33.48
073789	717	BRUCE'S AUTO REPAIR		\$ -	\$ 250.86	\$ 250.86
073790	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
073791	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
073792	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
073793	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
073794	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
073795	401	CASTO & HARRIS INC		\$ -	\$ 217.54	\$ 217.54
073796	424	CHARLES TOWN UTILITIES		\$ -	\$ 48.34	\$ 48.34
073796	425	CHARLES TOWN UTILITIES		\$ -	\$ 851.58	\$ 851.58

073797	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
073798	403	COAST TO COAST COMPUTER		\$ -	\$ 155.00	\$ 155.00
073799	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
073800	425	DELL MARKETING LP		\$ -	\$ 1,266.63	\$ 1,266.63
073801	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
073802	717	GUTTMAN OIL CO		\$ -	\$ 8,981.08	\$ 8,981.08
073803	440	GLOBAL ENVIRONMENTAL &		\$ -	\$ 382.00	\$ 382.00
073804	440	HEWETT & ASSOCIATES		\$ -	\$ 115.00	\$ 115.00
073805	405	MARY K. HURLEY		\$ -	\$ 84.70	\$ 84.70
073806	700	INTERNATIONAL POLYGRAPH		\$ -	\$ 1,200.00	\$ 1,200.00
073807	PAYROLL	VOYA FINANCIAL		\$ -	\$ 2,590.00	\$ 2,590.00
073808	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 119.02	\$ 119.02
073808	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 182.28	\$ 182.28
073809	401	THE JOURNAL		\$ -	\$ 547.21	\$ 547.21
073810	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,720.00	\$ 5,720.00
073811	711	BARBARA J. MILLER		\$ -	\$ 204.00	\$ 204.00
073812	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
073813	700	ROBIN MAHONY		\$ -	\$ 8.47	\$ 8.47
073814	406	N.A.D.A. APPRAISAL GUIDE		\$ -	\$ 180.00	\$ 180.00
073815	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
073816	GRANT	JEFF CO PARKS &		\$ -	\$ 30,000.00	\$ 30,000.00
073817	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 388.58	\$ 388.58
073817	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 7.85	\$ 7.85
073818	424	POTOMAC EDISON/OH		\$ -	\$ 1,620.70	\$ 1,620.70
073818	425	POTOMAC EDISON/OH		\$ -	\$ 17,319.77	\$ 17,319.77
073818	425	POTOMAC EDISON/OH		\$ -	\$ 4,387.84	\$ 4,387.84
073819	700	WILLIAM POTTER		\$ -	\$ 13.87	\$ 13.87
073820	424	ROACH OIL COMPANY		\$ -	\$ 2,305.90	\$ 2,305.90
073820	425	ROACH OIL COMPANY		\$ -	\$ 3,308.36	\$ 3,308.36
073821	425	RCS SECURITY		\$ -	\$ 2,445.60	\$ 2,445.60
073821	425	RCS SECURITY		\$ -	\$ 212.50	\$ 212.50
073822	402	RECORD MANAGEMENT SOLUTN	52467	\$ 35.00	\$ -	\$ 35.00
073822	403	RECORD MANAGEMENT SOLUTN	51476	\$ 30.00	\$ -	\$ 30.00
073823	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,181.00	\$ 7,181.00
073824	717	RICE TIRES CO		\$ -	\$ 506.71	\$ 506.71
073825	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
073825	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 383.04	\$ 383.04
073825	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 732.00	\$ 732.00
073825	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 56.00	\$ 56.00
073825	424	SOFTWARE SYSTEMS, INC		\$ -	\$ 491.96	\$ 491.96

073825	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 377.00	\$ 377.00
073826	405	SPECIALTY BUS SUPPLIES	52683	\$ 1,622.16	\$ -	\$ 1,622.16
073827	405	STAPLES CREDIT PLAN	52684	\$ 70.47	\$ -	\$ 70.47
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 90.90	\$ 90.90
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,275.38	\$ 42,275.38
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 21.54	\$ 21.54
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 92.12	\$ 92.12
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 388.64	\$ 388.64
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,887.02	\$ 9,887.02
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,178.99	\$ 40,178.99
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 57.34	\$ 57.34
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 467.38	\$ 467.38
073829	401	STAPLES CREDIT PLAN		\$ -	\$ 114.32	\$ 114.32
073830	425	SHERWIN-WILLIAMS		\$ -	\$ 33.00	\$ 33.00
073831	425	SHENANDOAH VALLEY WATER		\$ -	\$ 611.00	\$ 611.00
073832	201	SHERIFF OF JEFFERSON CO		\$ -	\$ 7,144.48	\$ 7,144.48
073832	401	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,782.90	\$ 3,782.90
073833	425	CAPITAL TRISTATE		\$ -	\$ 489.05	\$ 489.05
073834	425	TML COPIERS & DIGITAL	52630	\$ 313.75	\$ -	\$ 313.75
073835	700	TOC/TACTICAL OPERATIONS		\$ -	\$ 200.00	\$ 200.00
073836	402	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 227.00	\$ 227.00
073837	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
073838	401	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
073839	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 655.77	\$ 655.77
073840	402	XEROX CORPORATION	52468	\$ 1,170.65	\$ -	\$ 1,170.65
073840	439	XEROX CORPORATION	52329	\$ 864.89	\$ -	\$ 864.89
TOTAL						\$ 241,022.95
TOTAL				\$ 4,106.92	\$ 236,916.03	\$ 241,022.95

Motion by Ms. Noland to approve the accounts payable for February 12, 2015 in the amount of \$241,022.95. Motion unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073844	717	AUTOZONE		\$ -	\$ 1,067.03	\$ 1,067.03
073845	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 664.33	\$ 664.33
073846	425	BIEDLERS ELEC MOTOR REP		\$ -	\$ 72.05	\$ 72.05
073847	425	B-K OFFICE SUPPLY INC		\$ -	\$ 112.42	\$ 112.42

073848	424	BOLAND SERVICES	52629	\$ 270.00	\$ -	\$ 270.00
073848	425	BOLAND SERVICES	52367	\$ 1,325.00	\$ -	\$ 1,325.00
073849	413	CASTO & HARRIS INC		\$ -	\$ 459.50	\$ 459.50
073850	425	COVENANT BUILDING MAINT		\$ -	\$ 258.40	\$ 258.40
073851	GRANT	CONTEMPORARY AMERICAN		\$ -	\$ 5,000.00	\$ 5,000.00
073852	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
073852	425	J.C.EHRLICH		\$ -	\$ 604.44	\$ 604.44
073852	425	J.C.EHRLICH		\$ -	\$ 1,650.00	\$ 1,650.00
073853	405	FEDEX		\$ -	\$ 68.87	\$ 68.87
073853	700	FEDEX		\$ -	\$ 109.53	\$ 109.53
073854	717	FISHER AUTO PARTS		\$ -	\$ 242.06	\$ 242.06
073855	GRANT	FISHERMAN'S HALL		\$ -	\$ 2,000.00	\$ 2,000.00
073856	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 189.97	\$ 189.97
073857	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 983.71	\$ 983.71
073858	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 149.18	\$ 149.18
073858	404	JEFFERSON PUBLISH CO INC		\$ -	\$ 165.60	\$ 165.60
073859	GRANT	THE JOURNAL		\$ -	\$ 141.99	\$ 141.99
073860	GRANT	JEFFERSON RENTAL		\$ -	\$ 795.00	\$ 795.00
073861	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
073862	712	NORFOLK SOUTHERN CORP		\$ -	\$ 12.00	\$ 12.00
073863	424	NEOPOST USA INC.		\$ -	\$ 79.98	\$ 79.98
073864	712	OFFICEMAX		\$ -	\$ 121.85	\$ 121.85
073865	ALLOC	JEFF CO PARKS &		\$ -	\$ 14,960.29	\$ 14,960.29
073866	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 57.50	\$ 57.50
073866	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 310.98	\$ 310.98
073867	704	ST/WV REGIONAL JAIL &		\$ -	\$ 115,848.25	\$ 115,848.25
073869	401	UNITED BANKCARD CENTER		\$ -	\$ 200.00	\$ 200.00
073869	401	UNITED BANKCARD CENTER		\$ -	\$ 225.00	\$ 225.00
073869	401	UNITED BANKCARD CENTER		\$ -	\$ 99.80	\$ 99.80
073869	401	UNITED BANKCARD CENTER		\$ -	\$ 109.62	\$ 109.62
073869	402	UNITED BANKCARD CENTER		\$ -	\$ 78.25	\$ 78.25
073869	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
073869	403	UNITED BANKCARD CENTER		\$ -	\$ 358.87	\$ 358.87
073869	403	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
073869	405	UNITED BANKCARD CENTER		\$ -	\$ 136.91	\$ 136.91
073869	405	UNITED BANKCARD CENTER		\$ -	\$ 125.00	\$ 125.00
073869	406	UNITED BANKCARD CENTER		\$ -	\$ 329.94	\$ 329.94
073869	415	UNITED BANKCARD CENTER		\$ -	\$ 83.95	\$ 83.95
073869	424	UNITED BANKCARD CENTER		\$ -	\$ 108.54	\$ 108.54
073869	424	UNITED BANKCARD CENTER		\$ -	\$ 11,368.05	\$ 11,368.05

073869	425	UNITED BANKCARD CENTER	\$ -	\$ 1,409.94	\$ 1,409.94
073869	425	UNITED BANKCARD CENTER	\$ -	\$ 47.89	\$ 47.89
073869	425	UNITED BANKCARD CENTER	\$ -	\$ 784.12	\$ 784.12
073869	425	UNITED BANKCARD CENTER	\$ -	\$ 920.38	\$ 920.38
073869	428	UNITED BANKCARD CENTER	\$ -	\$ 109.62	\$ 109.62
073869	428	UNITED BANKCARD CENTER	\$ -	\$ 10,858.19	\$ 10,858.19
073869	428	UNITED BANKCARD CENTER	\$ -	\$ 16,231.55	\$ 16,231.55
073869	433	UNITED BANKCARD CENTER	\$ -	\$ 54.81	\$ 54.81
073869	433	UNITED BANKCARD CENTER	\$ -	\$ 14.00	\$ 14.00
073869	439	UNITED BANKCARD CENTER	\$ -	\$ 115.29	\$ 115.29
073869	439	UNITED BANKCARD CENTER	\$ -	\$ 54.81	\$ 54.81
073869	439	UNITED BANKCARD CENTER	\$ -	\$ 26.82	\$ 26.82
073869	439	UNITED BANKCARD CENTER	\$ -	\$ 150.00	\$ 150.00
073869	440	UNITED BANKCARD CENTER	\$ -	\$ 547.91	\$ 547.91
073869	440	UNITED BANKCARD CENTER	\$ -	\$ 54.81	\$ 54.81
073869	440	UNITED BANKCARD CENTER	\$ -	\$ 130.00	\$ 130.00
073869	GRANT	UNITED BANKCARD CENTER	\$ -	\$ 8,511.56	\$ 8,511.56
073869	451	UNITED BANKCARD CENTER	\$ -	\$ 68.22	\$ 68.22
073869	700	UNITED BANKCARD CENTER	\$ -	\$ 474.11	\$ 474.11
073869	700	UNITED BANKCARD CENTER	\$ -	\$ 267.30	\$ 267.30
073869	700	UNITED BANKCARD CENTER	\$ -	\$ 303.60	\$ 303.60
073869	700	UNITED BANKCARD CENTER	\$ -	\$ 1,232.16	\$ 1,232.16
073869	700	UNITED BANKCARD CENTER	\$ -	\$ 200.00	\$ 200.00
073869	700	UNITED BANKCARD CENTER	\$ -	\$ 535.79	\$ 535.79
073869	700	UNITED BANKCARD CENTER	\$ -	\$ 157.38	\$ 157.38
073869	700	UNITED BANKCARD CENTER	\$ -	\$ 86.38	\$ 86.38
073869	700	UNITED BANKCARD CENTER	\$ -	\$ 207.85	\$ 207.85
073869	711	UNITED BANKCARD CENTER	\$ -	\$ 186.82	\$ 186.82
073869	711	UNITED BANKCARD CENTER	\$ -	\$ 1,152.00	\$ 1,152.00
073869	711	UNITED BANKCARD CENTER	\$ -	\$ 24.81	\$ 24.81
073869	712	UNITED BANKCARD CENTER	\$ -	\$ 6,082.00	\$ 6,082.00
073869	712	UNITED BANKCARD CENTER	\$ -	\$ 95.42	\$ 95.42
073869	716	UNITED BANKCARD CENTER	\$ -	\$ 35.00	\$ 35.00
073869	716	UNITED BANKCARD CENTER	\$ -	\$ 5.12	\$ 5.12
073869	716	UNITED BANKCARD CENTER	\$ -	\$ 691.04	\$ 691.04
073869	716	UNITED BANKCARD CENTER	\$ -	\$ 612.30	\$ 612.30
073869	716	UNITED BANKCARD CENTER	\$ -	\$ 11.01	\$ 11.01
073869	717	UNITED BANKCARD CENTER	\$ -	\$ 99.62	\$ 99.62
073869	717	UNITED BANKCARD CENTER	\$ -	\$ 27.00	\$ 27.00
073869	900	UNITED BANKCARD CENTER	\$ -	\$ 159.30	\$ 159.30

073870	425	VALLEY HARDWARE COMPANY		\$ -	\$ 8.08	\$ 8.08
073871	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 16,608.33	\$ 16,608.33
073872	405	THOMSON REUTER - WEST	52685	\$ 2,215.99	\$ -	\$ 2,215.99
073873	716	WV BOARD VETERINARY MED		\$ -	\$ 250.00	\$ 250.00
073874	716	WV BOARD VETERINARY MED		\$ -	\$ 250.00	\$ 250.00
TOTAL						\$ 233,691.71
TOTAL				\$ 3,810.99	\$ 229,880.72	\$ 233,691.71

Motion by Mr. Bell to approve the accounts payable for February 19, 2015 in the amount of \$232,691.71. Motion unanimously approved.

PUBLIC COMMENT:

Bob Aitcheson, resident – requested the Commission vote in favor of Mr. Manuel’s motion to hold a public hearing regarding the Commission’s potential endorsement/support of an alcohol permit from the WVABCA for the All Good Music Festival.

Ramona Wesling, resident – urged the Commission not to consider privatizing ambulance service in Jefferson County and also spoke in support of restoring impact fee funding for the local volunteer fire departments.

Chris Stroeck, resident and attorney for All Good – stated the Commission has already acted through the Board of Zoning Appeals to approve the occurrence of the All Good Festival, also stated promoters were currently working with the WVABCA as a condition of the permit for the festival and reminded Commissioners the festival would still be taking place with or without a beer and wine permit from the WVABCA.

David Tabb, resident – provided the Commission with an update on his feelings regarding the current proceedings in the County and urged citizens to challenge their property assessments from the Assessor’s office.

John Barile, resident – urged the Commission to consider holding a public hearing to allow residents to voice their concerns regarding the potential granting of a beer and wine permit to the promoters of the All Good Festival.

PRESENTATIONS

1. Angie Banks, Assessor

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Nicholas Langevin	Harpers Ferry	Personal Property	307739	74.07
Angela Langevin				77.58

- **Motion by Ms. Noland to approve the Split Ticket as presented by the Assessor. Motion unanimously approved.**

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Louise and Elise Asonovich	Middleway	Personal Property	310976	136.38

- **Motion by Ms. Noland to approve the Exoneration as presented. Motion unanimously approved.**
2. Ralph Lorenzetti, Prosecuting Attorney
 - a. Request approval of new hires.
 - **Motion by Ms. Noland to approve the hiring of two Assistant Prosecuting Attorneys: Nathan Cochran at a Level VII, Step D, and Lydia Lehman at a Level VI, Step B. Motion unanimously approved.**
 - b. Request re-use of space in Magistrate Building
 - **Motion by Mr. Manuel to assess the space needs in the Prosecutor’s Office and look into the possibility of installing a door in the hallway to create a separate space for the victim advocate employees. Motion unanimously approved.**
 3. Bill Polk, Director of Maintenance
 - a. Request relocation of the oil tank in the back parking lot behind the Mason Building.
 - **Motion by Mr. Manuel to approve the removal of an unregistered oil tank located behind the Mason Building in the amount of \$12,151.00. Motion unanimously approved.**
 - b. Request approval of the Test Hole Drilling Agreement between the Jefferson County Commission and the West Virginia Department of Highways.
 - **Motion by Ms. Tabb to approve the Test Hole Drilling Agreement between the Jefferson County Commission and the West Virginia Department of Highways as presented by Mr. Polk. Motion unanimously approved.**
 4. Debra Young, Jefferson County Victim Assistance Program – requested approval of the VOCA grant application.

- **Motion by to Mr. Manuel approve the VOCA grant application as presented by Ms. Young and to provide matching funds for the grant. Motion unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 6. Roger Goodwin, Chief County Engineer – Impact Fees Recalculation Project – Presentation of Final Reports
 - **Motion by Ms. Tabb to accept the Impact Fees Recalculation Report for Parks and Recreation, EMS, and Law Enforcement. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to accept the Impact Fees Recalculation Report for Schools. Motion seconded and unanimously approved.**
 - **Motion by Mr. Manuel to allow the school representatives and other parties to speak on how a reduction in impact fees would affect local schools. Motion seconded but fails on a vote of 1-4 with Mr. Bell, Ms. Tabb, Ms. Noland, and Mr. Pellish opposing.**
 - **Motion by Mr. Pellish to reduce Single Family & Mobile Home impact fees to 70% of the proposed recalculation amount, reduce Multi-Family dwelling impact fees to 70% of the proposed recalculation amount, and reduce Townhome and Duplex impact fees to 70% of the *current* fee amount, with an effective date of March 1, 2015. Motion seconded and passes on a vote of 3-2 with Ms. Tabb and Mr. Manuel opposing.**
 7. Jennifer Brockman, Director of Planning and Zoning
 - a. Requested a total refund of the zoning variance fee for Judy Golden as Staff found zoning variance unnecessary after the fee was deposited.
 - **Motion by Mr. Manuel to approve a full refund of the \$100.00 zoning variance fee to be returned to Judy Golden, as presented. Motion seconded and unanimously approved.**
 - b. Recommendation from the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 404.69 acre +/- acre property owned by Standard Land Company, LLC, designated as Tax District: Harpers Ferry (04), Map: 11, Parcel:24.1, located on the east side of Millville Road (Route 27), ½ mile south of the intersection with Route 340 in Harpers Ferry for the purpose of setting a public hearing to be held by the County Commission.

- **Motion by Ms. Noland to schedule a Public Hearing on the Proposed Zoning Map Amendment for a 404.69 acre property owned by Standard Land Company, LLC, designated as Tax District: Harpers Ferry (04), Map: 11, Parcel:24.1, located on the east side of Millville Road (Route 27), ½ mile south of the intersection with Route 340 in Harpers Ferry on March 19, 2015 at 7:00 pm. Motion seconded and unanimously approved.**
8. Barb Miller, Director of Homeland Security and Emergency Management
- a. Requested the approval to post the position of Deputy Director/Planner/Program Manager at \$40,996.80.
- **Motion by Mr. Manuel to approve the posting of the Deputy Director/Planner/Program Manager at \$40,996.80. Motion seconded and unanimously approved.**
- b. Requested the approval of a pass-through grant proposal for Jefferson County Schools for \$45,400.
- **Motion by Mr. Manuel to approve the pass-through grant proposal for Jefferson County Schools for a Bi-Directional Amplifier Repeater for the new bus garage and radios. Motion seconded and unanimously approved.**
9. The Commission recessed for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.
10. Interviews and Appointments to the Community Criminal Justice Board (Day Report Center) for one unexpired term ending July 3, 2017.
- **Motion by Mr. Manuel to appoint Eric Bell as a member-at-large of the Community Criminal Justice Board for one unexpired term ending July 3, 2017. Motion seconded and unanimously approved.**

NEW BUSINESS

11. Discuss County Administrator Position – Decision.
- **Motion by Ms. Noland to appoint Stephanie Grove as County Administrator at a Grade VIII, Step A with a salary of \$97,375.00. Motion seconded and unanimously approved.**
12. Explore options for privatizing ambulance service

- It was the consensus of the Commission to schedule an evening work session with representatives from the fire departments to discuss options for efficient allocation of limited EMS funds and resources.
13. Discussion on the possibility of holding a public hearing on allowing the All Good Music Festival to obtain an alcohol permit.
- **Motion by Mr. Manuel to schedule a public hearing to allow citizens to provide input regarding the County Commission's sponsorship/endorsement of an alcohol permit from the WVABCA for the All Good Music Festival. Motion seconded but fails on a vote of 1-4 with Mr. Bell, Ms. Tabb, Ms. Noland, and Mr. Pellish opposing.**
14. Discussion of the County Commission's use of Robert's Rules for small boards
- **Motion by Mr. Pellish to return to the "formal" Robert's Rules of Order and require a second for all motions. Motion seconded and unanimously approved.**
15. Request for Ambulance Fee Exoneration – Eli Sizemore, Jr.
- **Motion by Ms. Noland to deny the ambulance fee exoneration for Eli Sizemore, Jr. as presented by the Ambulance Fee Collector. Motion seconded and unanimously approved.**
16. Legislative Updates – Mr. Manuel and Ms. Noland provided the Commission and the audience with an update on the status of various house and senate bills which may be of interest or impact to the County.

COUNTY ADMINISTRATOR REPORTS

- Board of Review and Equalization Reminder – Ms. Grove reminded the Commission of the final BORE hearings to be held at 1:30 pm on Friday, February 20, 2015.
 - Budget Deliberations – Ms. Grove reminded the Commission they'd begin budget deliberations on Monday, February 23 at 9:30 am and would continue throughout the week as needed.
 - Personnel Committee – Ms. Grove informed the Commission she is part of an ad hoc personnel committee for ESA employees, and they've been making progress on issues between ESA employees and board members.
17. Public Hearing – Proposed Zoning Map Amendment for a 0.98 acre property owned by David N. Slusher, designated as Tax District: Kabletown (06), Map:11, Parcel: 3.2,

located on the southwest corner of the Route 340/Straithmore Farm Lane/Wheatland Road intersection – Planning and Zoning File #Z14-02.

Ms. Tabb opened the public hearing at 1:33 pm and comments were made by the following:

Chad Wallen, representing Mr. David N. Slusher – stated Mr. Slusher was hoping to rezone his property from rural to general commercial and provided the reasoning behind Mr. Slusher’s rezoning request.

There being no further public comments, Ms. Tabb closed the public hearing at 1:38 pm and stated the record would remain open for two weeks to allow time for written comment.

18. Tim Stanton, Finance Director – presented the Commission with a Budget Review for January of FY15.

- **Motion by Mr. Manuel to approve Budget Revision #10 to transfer funds from Contingencies to the Engineering budget. Motion seconded and unanimously approved.**

19. Ronda Eddy, Jefferson Day Report Center – requested the approval of the Community Correction Grant

- **Motion by Mr. Manuel to approve the County Cash Match for Community Corrections Grant in the amount of \$100,000. Motion seconded and unanimously approved.**

COUNTY COMMISSIONER REPORTS

Patsy Noland

- Attended the WVACO Conference of the Counties in Charleston, WV.
- Attended multiple budget and BORE meetings.
- Attended a Council on Aging meeting.
- Attended a JCCVB meeting.

Jane Tabb

- Attended an ESA meeting.
- Attended multiple budget and BORE meetings.
- Attended an LEPC meeting.

Dale Manuel

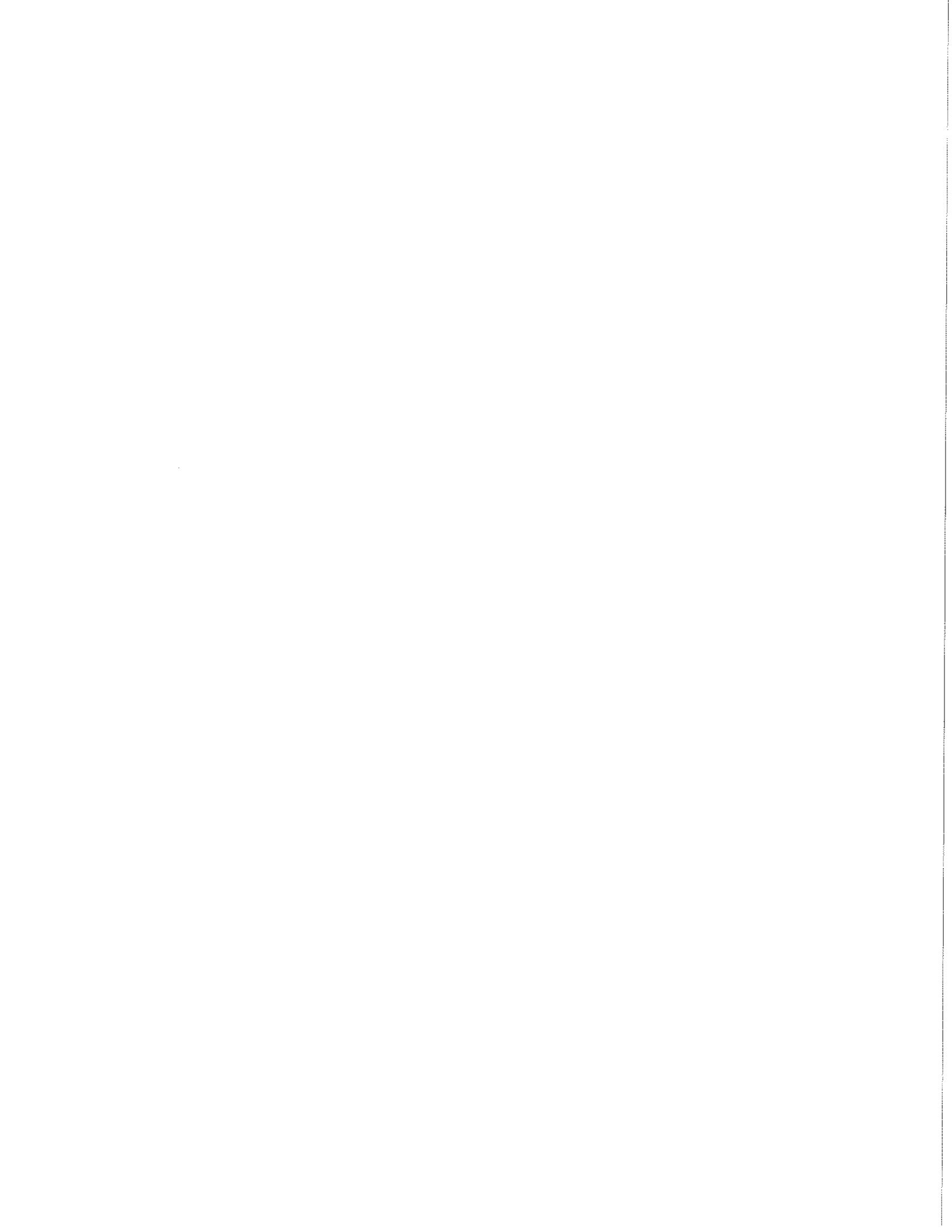
- Attended a Planning Commission meeting.
- Attended the Animal Welfare Center’s benefit dinner.
- Attended multiple budget and BORE meetings.

Eric Bell

- Attended a Board of Health meeting.
 - Attended a Shepherdstown Fire Hall meeting.
 - Attended multiple budget and BORE meetings.
20. The Commission meeting was adjourned at 3:28 pm on a motion by Mr. Manuel. Motion was unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at the Jefferson County Courthouse located at 100 E. Washington Street, Charles Town, WV 25414 on February 20, 2015 at 1:30 pm (An audio file of the February 20, 2015 meeting is available through the Jefferson County Commission Office.)

PRESENT: Jane Tabb, President
Patsy Noland, Vice President
Eric Bell, Commissioner
Dale Manuel, Commissioner
Walt Pellish
Angie Banks, Assessor
June Bowers, Senior Appraiser
Steve Groh, Assistant Prosecuting Attorney
Jessica Carroll, Administrative Assistant

RE: **2015 Board of Review and Equalization – Application for Assessment Appeal – David Tabb, Melissa Manning, and Jefferson Utilities, Inc.**

A hearing was conducted on an appeal by David Tabb on the following properties:
Map 10, Parcel 8 in Harpers Ferry District; and Map 2, Parcel 1 in Bolivar Corporation.

- **After sworn testimony and presentation of exhibits, motion by Mr. Pellish to deny the appeal on Map 10, Parcel 8 in Harpers Ferry District and uphold the Assessor's valuation of the property. Motion seconded and unanimously approved.**
- **After sworn testimony and presentation of exhibits, motion by Mr. Pellish to deny the appeal Map 2, Parcel 1 in Bolivar Corporation and uphold the Assessor's valuation of the property. Motion seconded and unanimously approved.**

A hearing was conducted on an appeal by Melissa Manning on the following property: Map 6H, Parcel 54 in Kabletown District.

- **After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeal and uphold the Assessor's valuation of the property. Motion seconded and unanimously approved.**

A hearing was conducted on an appeal by Jefferson Utilities, Inc. on the following property: Map13, Parcel 26 in Harpers Ferry District.

- **After sworn testimony and presentation of exhibits, motion by Mr. Pellish to deny the appeal and uphold the Assessor's valuation of the property. Motion seconded and unanimously approved.**

After hearing all appeals, Ms. Bowers stated there were two corrections to the 2015 Land Book which needed to be approved.

- **Motion by Mr. Manuel to approve the correction for 02-5A-0019 as presented by Ms. Bowers. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve the correction for 04-6-0017 as presented by Ms. Bowers. Motion seconded and unanimously approved.**

There being no further business, motion by Mr. Manuel to adjourn *sine die* as a Board of Review and Equalization. Motion seconded and unanimously approved.

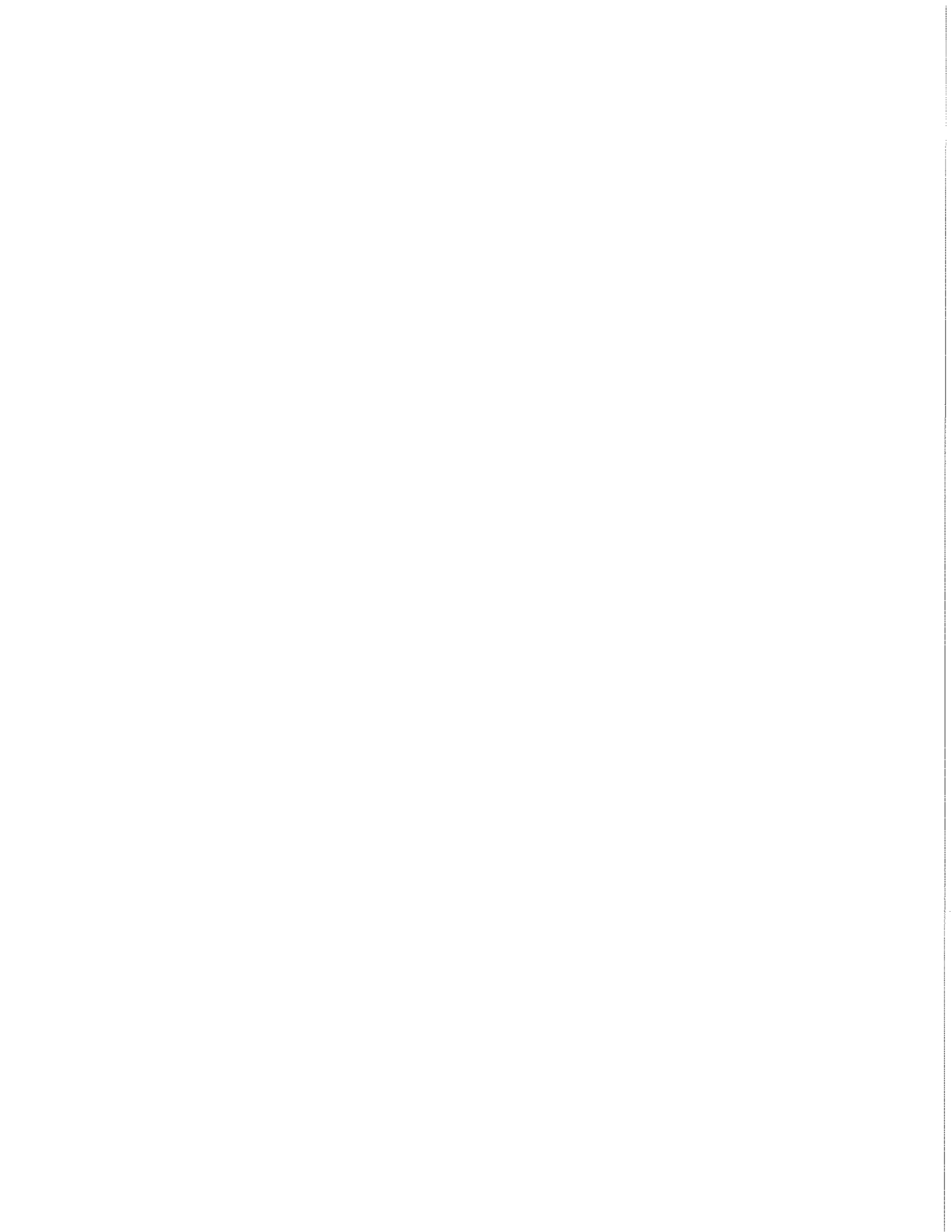
JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Executive Administrative Assistant

Payroll Approval

Checks Dated: 2/26/15

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 349,864.62	\$ 27.00	\$ 349,891.62
6.2% Tax Payable OASDI	\$ 20,891.47	\$ 1.66	\$ 20,893.13
1.45% Tax Payable HI	\$ 4,885.89	\$ 0.39	\$ 4,886.28
Fed Withholding	\$ 39,907.99	\$ 2.34	\$ 39,910.33
WV State Withholding	\$ 14,884.01	\$ 1.23	\$ 14,885.24
PERS Retirement Deduct	\$ 12,218.46	\$ 1.22	\$ 12,219.68
Hosp. Pre-Tax	\$ 10,278.50		\$ 10,278.50
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	\$ 5,720.00		\$ 5,720.00
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%	\$ 5,299.62		\$ 5,299.62
457 - Nationwide	\$ 749.00		\$ 749.00
457I - ING	\$ 2,590.00		\$ 2,590.00
MD State Tax	\$ 351.55		\$ 351.55
D/VF	\$ 1,354.76		\$ 1,354.76
VA. State Tax	\$ 25.18		\$ 25.18
COLONIAL(PLUS)	\$ 258.09		\$ 258.09
Total Deductions	\$ 123,380.70	\$ 6.84	\$ 123,387.54
Net Wages Total	\$ 226,483.92	\$ 20.16	\$ 226,504.08
Pay Dates	26-Feb-2015		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bill Polk

Department or Organization: **Maintenance Department**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **3/5/15**

Subject (*Wording to be placed on agenda*): **Approval of Employment – Auto Mechanic**

Please provide the County Commission with a description of your request or presentation, including any background information:
This is to approve the hiring of an Auto Mechanic for the Jefferson County Maintenance Department.

Is this a funding request? No – Position is currently budgeted.
If so, how much?

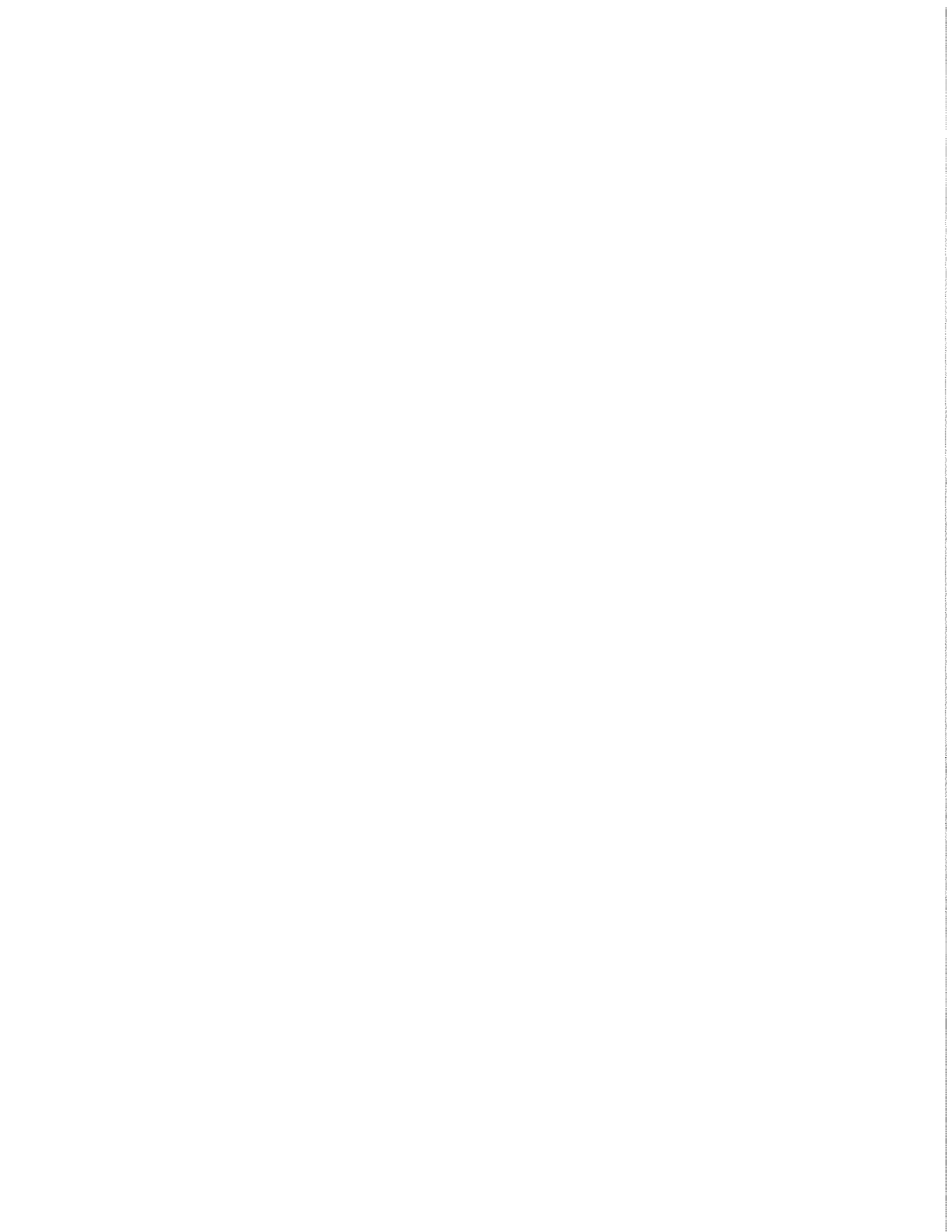
Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Move to approve the employment of the auto mechanic recommended by the Director of Maintenance.

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

Is equipment needed? NO

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bill Polk

Department or Organization: **Maintenance Department**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **3/5/15**

Subject (*Wording to be placed on agenda*): **Approval of Bid Recommendation – Jefferson County Courthouse Roof and Clock Tower Renovation**

Please provide the County Commission with a description of your request or presentation, including any background information: The funding for this project was previously approved by the Commission, with partial funding from the Courthouse Facilities Improvement Authority Grant. The Request for Bids for this project was advertised and bids were opened on 2/18/15.

Is this a funding request? No – Funding has already been approved.
If so, how much?

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Move to approve the bid for repairs/renovation to the Jefferson County Courthouse Roof and Clock Tower, as recommended.

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

Is equipment needed? NO

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

February 18, 2015

Jefferson County Commission
Maintenance Department
128 Industrial Boulevard
Kearneysville, WV 25430

Re: Repairs to the Historic Jefferson County Courthouse

Minghini's General Contractors, Inc. is submitting the following bid(s) for the repair work requested at the Jefferson County Courthouse. The bid(s) are based on the pre-bid meeting and specifications provided by the Jefferson County Maintenance Department. All bid(s) include prevailing wages, B&O taxes, and bonding. If bonding is not required for this project see page 2 for deducts.

Roof, gutters, soffits, and down spouts: \$172,016.00

Painting of the roof: \$56,705.00

Painting and repair of the clock tower: \$57,582.00

Minghini's has figured 50 LF of wood and 15 LF of metal for soffit repair.

MINGHINI'S GENERAL CONTRACTORS, INC.



Jacob Collis, Project Manager



WV 000056

51 Trumpet Lane • Martinsburg, WV 25404-4889
P: (304) 263-9988 • F: (304) 263-0109 • www.minghinis.com

Bid Clarifications:

- Minghini's General Contractors, Inc. has included the bonding cost associated with this project on page 1. If these cost are not required for this project please deduct the following from the bid(s):

Roof, gutters, soffits, and down spouts: (\$2,442.00)

Painting of the roof: (\$805.00)

Painting and repair of the clock tower: (\$818.00)



WV 000056

51 Trumpet Lane • Martinsburg, WV 25404-4889
P: (304) 263-9988 • F: (304) 263-0109 • www.minghinis.com

February 18, 2015

Jefferson County Commission
Maintenance Department
128 Industrial Boulevard
Kearneysville, WV 25430

**RE: Jefferson County Commission
Jefferson County Courthouse project**

REFERENCES OF HISTORICAL RESTORATIONS

Charles Town Courthouse Columns
Jefferson County Commission
Bill Polk (County representative)
\$250,464.00

Charles Town City Hall Water Damage
City of Charles Town
Helbing Lipp Recny Architects
Katie See (City's Representative)
\$303,635.00

MARC Layover Facility
CSX Transportation
Mike Hoey (CSX engineer and company representative)
\$1,333,707.00



51 Trumpet Lane • Martinsburg, WV 25404-4889
Ph: (304) 263-9988 • Fax: (304) 263-0109 • www.minghinis.com

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty.

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5-10 min

Date Requested – 1st Choice: March 5, 2015

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

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information: I am seeking approval to have four Fish and Wildlife Service Agents sworn in and Special Deputies.

Is this a funding request? Y/N

If so, how much? \$

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the swearing in of the four Fish and Wildlife Service Agents as Special Deputies.

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

If not attached, explain:

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

Contact information:

Email address: pdougherty@jcsdvw.com Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



United States Department of the Interior

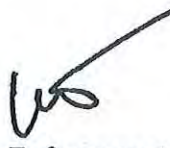
FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

IN REPLY REFER TO:

February 18, 2015

Memorandum

To: Sheriff Peter Dougherty
Jefferson County, West Virginia

From: Special Agent in Charge Keith Toomey 
US Fish & Wildlife Service, Office of Law Enforcement

Subject: Request for Special Deputy Status

Sheriff Dougherty;

Please accept this letter as a formal request for Special Deputy status for the Special Agents stationed at the National Conservation Training Center (NCTC) in Shepherdstown. There are four sworn Special Agents including myself stationed at NCTC. This request would formally solidify our verbal mutual aid agreement and would provide you with additional enforcement assets in this part of the County if required. Our proximity to the schools and other educational institutions in Shepherdstown would allow a quick response to assist your office in a time of crisis. This status would also allow us, with your prior permission, to handle minor offenses committed on NCTC that would otherwise consume resources from the Sheriff's Office. This office has already established portable radio communications with Jefferson County and the State Police using the 900 series as our identifiers.

All the agents for which this status is being sought are full-time, sworn federal agents, each having approximately twenty years of law enforcement experience. This status is requested for:

Special Agent in Charge Keith Toomey
Senior Special Agent Mark Hedrick
Senior Special Agent Jeffrey McAboy
Senior Special Agent Scott Colgan

As always our facilities and investigative resources are available to your office at any time. I look forward to your anticipated positive reply and hope this will be a cornerstone from which future strong relationships will be built. Should you have any questions, please feel free to contact me at (304) 876-7461. Thank you.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 5, 2015**

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

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

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

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

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

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

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

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

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

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

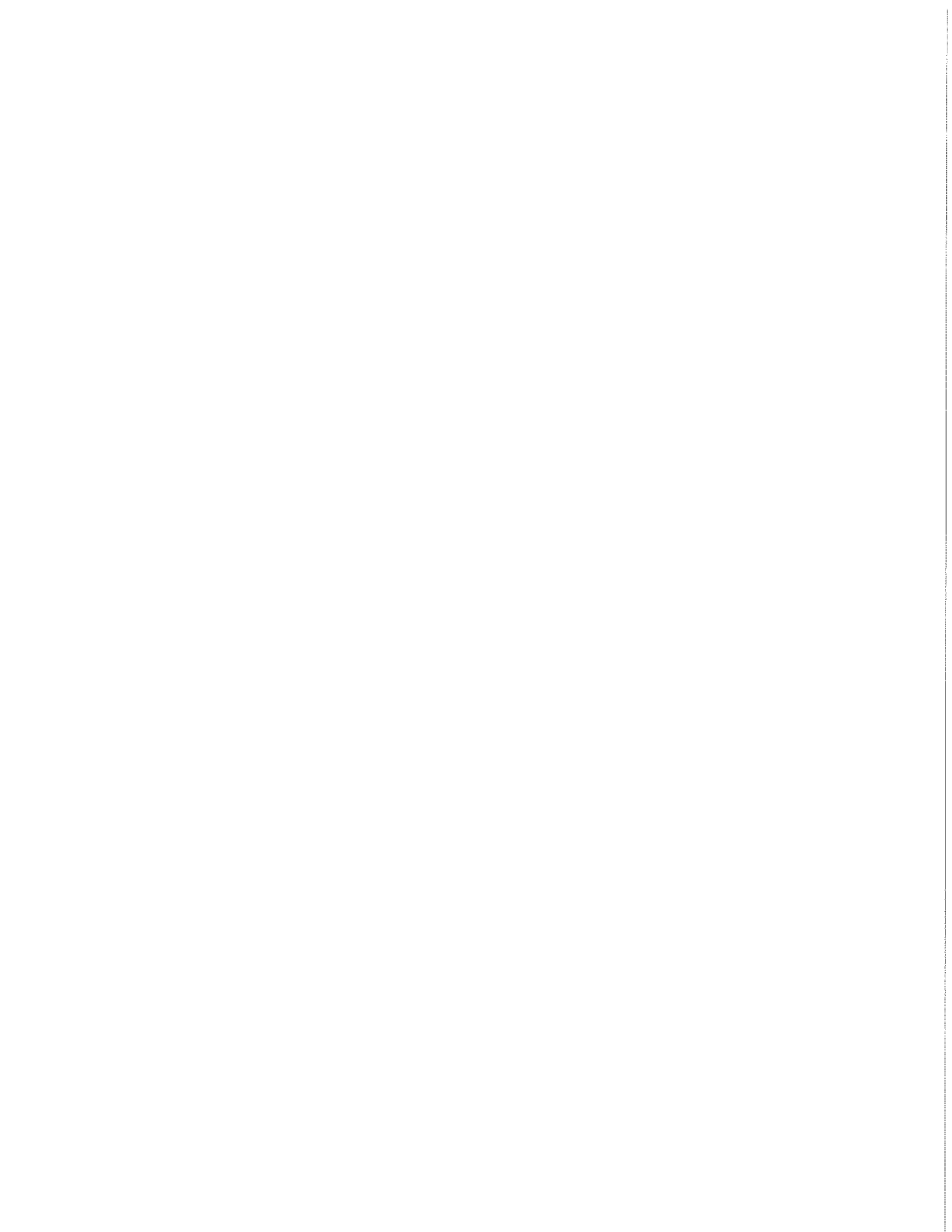
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Ralph Lorenzetti

Department or Entity: Prosecutor's Office

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

Date Requested -- 1st Choice: March 5th

Date Requested -- 2nd Choice: _____

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

Subject:

Request for temporary legal assistant

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

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

Approval of part time legal assistant from
March 9 - June 8, 2015

Attachments:

MEMORANDUM

FROM: Ralph A. Lorenzetti, Jr. Prosecuting Attorney of Jefferson County
TO: County Commission
DATE: February 2, 2015
RE: Legal Assistant – Shannon Burlett.

It is apparent that it would involve a budget battle to hire a new/additional legal assistant for the next fiscal year. To assist my Assistant Prosecutor in making Abuse and Neglect filing current, I intend to hire Shannon Burlett as a temporary Legal Assistant for a period to not exceed ninety (90) days, March 9 – June 8, 2015. This, assuming Ms. Burlett is still available.

At the same time, we will have a current Legal Assistant/Paralegal assume additional duties and have her time adjusted so she can do her current assignment and aid in Abuse and Neglect duties during the next fiscal year. My current budget will allow for this action and not cause an increase next fiscal year. Others may have to assist at times, and additional training will be required.

Sincerely,



Ralph A. Lorenzetti
Prosecuting Attorney

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Steve Groh

Department or Organization: **Jefferson County Prosecutor's Office**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **March 5, 2015**

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

Date Requested – 2nd Choice:

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

Legal Report and Advice from Legal Counsel regarding pending litigation styled: Board of Education of Jefferson County v. County Commission of Jefferson County Civil Action 15-C-40 (which civil action contests changes to impact fee) discussion, legal advice, instruction to counsel and action, including but not limited to action to contest, resolve, counter-claim or otherwise defend the County (possible Executive Session to maintain attorney-client privilege)

Impact Fee Ordinance amendments and/or changes to amount of impact fee discussion and possible action on the same, setting date for future public hearing on the same.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

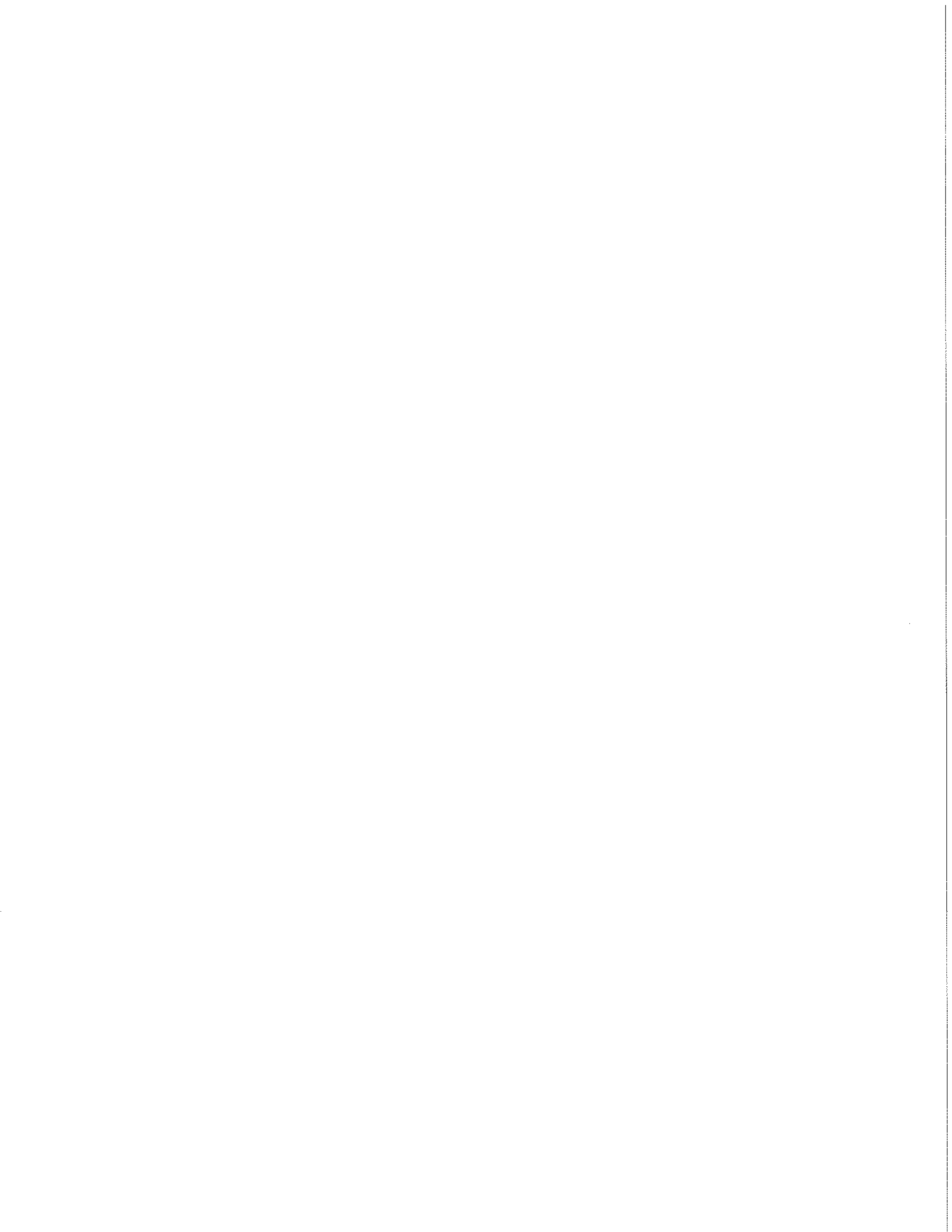
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 10 to 15 minutes

DATE REQUESTED: 1ST CHOICE March 4th, 2015

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

SUBJECT: Petition to Remove Ricky Crum as Executor and to Appoint Sheriff of Jefferson County OR Bank of Charles Town as Administrator in the above estate

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

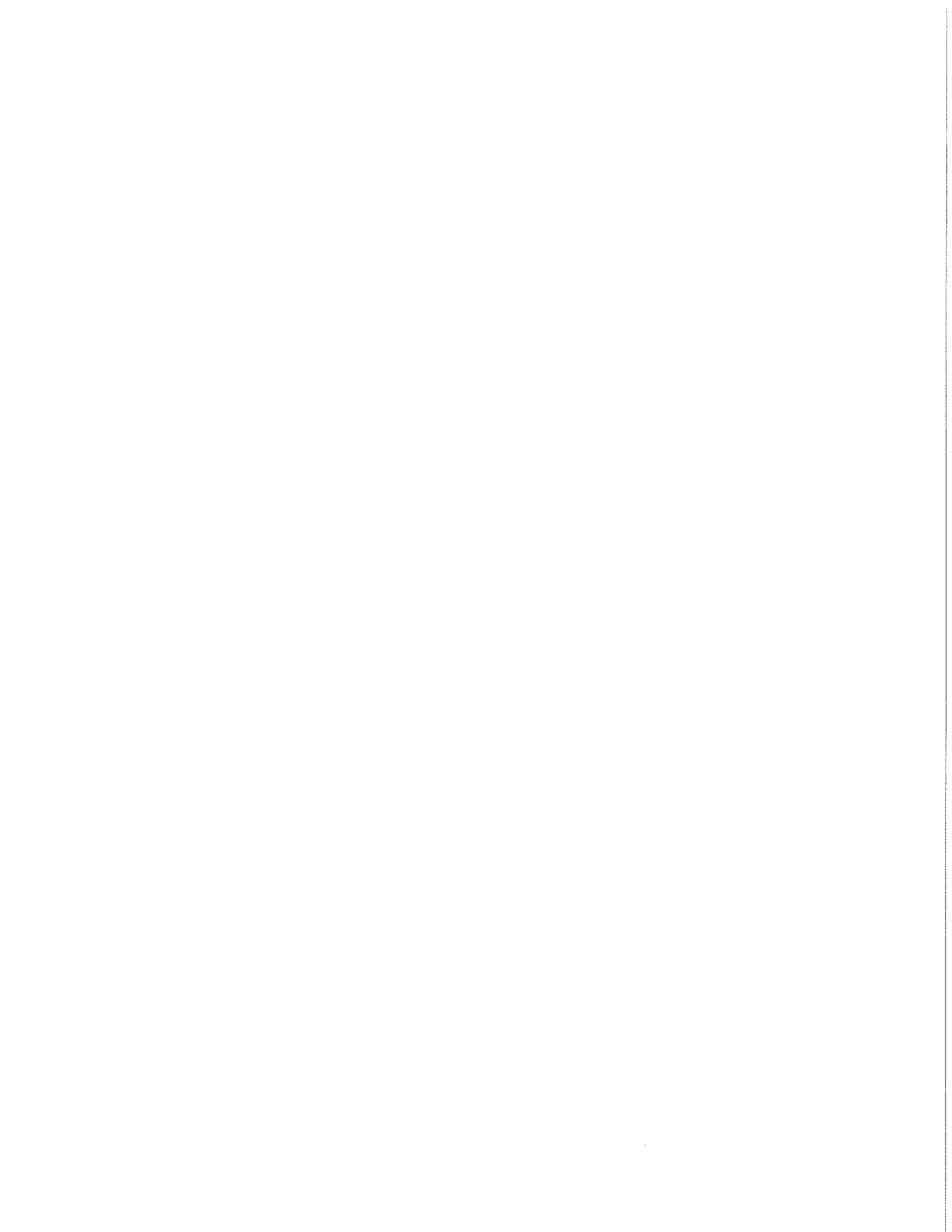
Lisa Burch is the Administratrix of the Estates of Jessica Cave, Dominic Estevez and Angelina Estevez who died in a fire in a house owned by Gardner W. Dillow, deceased. Mr. Crum is the executor of the estate of Mr. Dillow, and Lisa Burch by counsel is seeking to have Mr. Crum removed as executor. Please see attached petition.

RECOMMENDED MOTION: The Probate office defers to the decision of the county commission in this matter.

ARE DOCUMENTS ATTACHED: Yes.

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Joann Christian

Department or Organization: Jefferson Day Report Center

Estimation of amount of time needed for appointment: 5 minutes.

Date Requested – 1st Choice: March 5, 2015

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

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

Subject (*Wording to be placed on agenda*): Resolution for the Community Corrections Grant

Please provide the County Commission with a description of your request or presentation, including any background information:
Resolution required for Community Corrections Grant Application establishing responsibility of the community corrections program with the Jefferson County Criminal Justice Board.

Is this a funding request? Y/N NA.

If so, how much? \$NA

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

RESOLUTION OF THE COMMUNITY CORRECTIONS SUBCOMMITTEE OF THE GOVERNOR'S COMMITTEE
ON CRIME, DELIQUENCY AND CORRECTION

WHEREAS,

The Provision of West Virginia Code 62-11C-6 place the responsibilities for establishing, maintaining and supervising local community corrections programs in the community criminal justice boards, and there has been persistent confusion in some parts of the state on this issue, in that these powers have been shared with, or delegated to, the fiscal agent for the grant, it is hereby RESOLVED,

THAT, since the responsibility for establishing, maintaining and supervising local community corrections program is fully vested in the community criminal justice board, which is the governing board (Code of state rules 149-4-2.(4)., further expanded upon and clarified in the duly adopted Community Corrections Grant Program Guideline 11.3.b.) a local board may not allow any other local agency or entity to veto, divest or usurp any of these responsibilities even if the agency serves as the fiscal agent. The subcommittee finds that client eligibility hiring, personnel and budgetary issues are foremost among those duties that must be approved by the community criminal justice board provided that when the local community corrections program administrative office uses the West Virginia Supreme Court of Appeals as a fiscal agent, then the advisory board and chief probation officer shall assume day to day oversight and control just as a local community criminal justice board would. The local advisory board shall consult with the local judges(s) on the programs that are to be offered.

PRESIDENT
JEFFERSON COUNTY COMMISSION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Engineering Department**

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

Date Requested – 1st Choice: **March 5, 2015**

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

Date Requested – 2nd Choice: **March 19, 2015**

Subject (*Wording to be placed on agenda*): **Fegans Mill – Floodplain Ordinance Variance Request by Danny Lutz, Owner**

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

Mr. Danny Lutz, owner of the historic Fagan’s Mill, is requesting a variance from the requirements of the Jefferson County Floodplain Ordinance on the basis that it is an “historic structure”, so that he can restore it.

The basis for granting the variance and the conditions under which the variance may be granted is explained in the attached memorandum.

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*):

Move to grant a variance from the requirements of the Jefferson County Floodplain Ordinance to allow for the restoration of Fagan’s Mill on the basis of being a historic structure and with the conditions outlined in the attached March 5, 2015, memorandum by Roger Goodwin, Chief County Engineer.

Attach supporting documents for request, or request may be denied. **(See attached March 5, 2015 Memorandum)**

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 Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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MEMORANDUM

Jefferson County, West Virginia Engineering Department

TO: Jefferson County Commission

FROM: Roger Goodwin, P.E., CFM
Chief County Engineer

DATE: March 5, 2015

SUBJECT: Feagan's Mill – Floodplain Ordinance Variance Request

This memorandum is in regards to the recent request by Mr. Danny Lutz for a variance from the requirements of the Jefferson County Floodplain Ordinance so that he can restore the historic Fagan's Mill, which sits in the FEMA mapped floodplain.

Variance Request:

The variance for the structure is requested under the Jefferson County Floodplain Ordinance, Section 9.2, "Appeal Review Criteria", based on the structure being a "historic structure." *Historic Structure means any structure that is:*

- (a) *Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;*
- (b) *Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;*
- (c) *Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or*

- (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
- i. By an approved state program as determined by the Secretary of the Interior; or
 - ii. Directly by the Secretary of the Interior in states without approved programs.

Supporting Evidence:

Fagan's Mill appears to meet the definition of a historic structure based on the following information:

1. Mr. Lutz received a letter (copy attached) from the Jefferson County Historic Landmarks (JCHLC) Commission, dated March 30, 2013, stating that the historic resources on Mr. Lutz's property "have been listed on two state inventories of historic structures," and also states that the "mill was in the 2004-6 Jefferson County Historic Resources Survey compiled for Jefferson County Historic Landmarks Commission, WVSHPO number JF-0362.", and the "mill is listed in the Jefferson County Historic Landmarks Commission database as a historic resource and is therefore considered historic by the JCHLC." The JCHLC is a historic program approved by the U.S. Secretary of the Interior, based on an email letter dated May 31, 2013 (copy attached), from Martin Burke, Chairman, JCHLC, confirming this to Kevin Snead, WV National Flood Insurance Program Coordinator.
2. Kevin Snead, the West Virginia National Flood Insurance Program Coordinator, received an email letter from Erin Riebe, National Register and Survey Coordinator of the West Virginia Division of Culture and History. In the email letter to Kevin Snead, Erin Riebe stated that "Feagan's Mill (Wheatland Road, Charles Town vicinity, Jefferson County), is within the boundaries of the proposed National Register of Historic Places nomination for the Bullskin run Historic District," and "although the district was not officially listed in the National Register due to property owner opposition, our office has determined that the district is eligible for listing in the national register."
3. The FEMA 480 Desk Reference, "Floodplain Management Requirements," provides guidance in determining if a structure is historic. It says to look for the structure on a list maintained by a federally-certified state or local historic preservation board. The structures must be listed, or be eligible to be listed. Only a federally-certified state or local historic preservation program can make such determinations.

Authority to Grant Variance:

Therefore, the Feagan's Mill structure is eligible for a variance from the floodplain ordinance requirements under the Jefferson County Floodplain Ordinance, Article 9, Appeals, Enforcement and Penalties. Section 9.2.A.3, of the Floodplain Ordinance gives the County Commission the authority to grant the variance, which states that

"an affirmative decision may be issued for the repair or rehabilitation of a historic structures upon determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure."

Variance Granted with Conditions:

Conditions (imposed by FEMA) of granting the variance on the basis of Fagan's Mill being a historic structure, are as follows:

1. A certified local historic board or state historic preservation officer must review and approve remodeling, renovations and additions before granting the variance. Changes to the structure must not destroy or alter the characteristics that made it qualify for a variance as a "historic structure." Therefore, Mr. Lutz will need to submit his building renovation plans to the West Virginia Division of Culture and History for their review and approval. I believe the best way to handle the granting of the variance is to grant the variance on the condition that the West Virginia Division of Culture and History has reviewed the plans and provided a letter of approval to the floodplain manager. This will need to be done prior to issuance of the building permit; and
2. The community must keep a record of the variance and the rationale for granting the variance. This memorandum should serve the purpose for the rationale for granting the variance, a record will be kept by the floodplain manager; and
3. The records must include a copy of the written notification to the applicant that the issuance of a variance to construct a building below the BFE will result in increased flood insurance premium rates and increases the risk to life and property. A letter will be sent to the applicant by the Jefferson County floodplain manager upon the granting of a variance; and

4. The variance findings, conditions and authorization should be recorded in the county deed records and will need to be reported to FEMA. This will be done by the floodplain manager upon the granting of a variance.

In addition, Mr. Lutz will still be required to comply with all other applicable federal, state and Jefferson County laws and ordinances.



March 30, 2013

Mr. Daniel Lutz
5 Feagans Mill Lane
Charles Town, WV 25414

Mr. Lutz,

Thank you for attending the Jefferson County Historic Landmarks Commission (JCHLC) meeting on March 20, 2013. The Commission is concerned about the difficulties you have encountered in an attempt to restore the historic structures on your property. After reviewing the FEMA document that you were sent by Senator Rockefeller on January 29th, it appears that your property would be exempted from the floodplain restrictions due to its historic nature. The document includes the following language:

"This mill may allow permitting if it meets the definition of a historic structure as defined by the National Flood Insurance Program (NFIP) and the Jefferson County ordinance. Part 59 of the definitions section of 44 of Federal Regulations (CFR) defines "Historic Structure" as "any structure that is"...

"Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Department of Interior." or

*"Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
by an approved state program as determined by the Secretary of the Interior"*

"Furthermore, Part 60.6 of 44(CFR) allows a variance to be issued at the local level if the structure meets the above definition. That variance is at the discretion of local officials. Part 60.6 also allows for a variance to be "Issued for the repair or rehabilitation of historic structures upon determination that the proposed repair or rehabilitation does not preclude the structures designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure."

The historic resources on your property have been listed on two state inventories of historic structures. The first was the *Cultural Resource Study of Proposed Bullskin Run Rural Historic District, Alternates 8 and 9 Proposed Improvements to US 340*, December 2002. The study was commissioned by the West Virginia Department of Transportation. In that study your mill was listed as Resource #57, a contributing building to the proposed historic district.

The second listing of your mill was in the 2004-6 Jefferson County Historic Resources Survey compiled for the Jefferson County Historic Landmarks Commission, WVSHPO number JP-0362. This project was approved and funded by the WV State Historic Preservation Office.

Regarding the local inventory, your mill is listed in the Jefferson County Historic Landmarks Commission database as a historic resource and is therefore considered historic by the JCHLC.

Please contact the JC Historic Landmarks Commission if we can be of further assistance.

Sincerely,



Martin Burke
Chairman, JCHLC

cc:

Ms. Lyn Widmyer, JC Commission

✓ Ms. Jennifer Brockman, JC Planning Office

Sneed, Kevin L

From: Martin Burke [martinburke@frontiernet.net]
Sent: Friday, May 31, 2013 2:14 PM
To: Sneed, Kevin L
Subject: Re: Secretary of Interior

Mr. Sneed,

Yes, indirectly. The Jefferson County Historic Landmarks Commission (JCHLC) is a Certified Local Government (CLG) that derives its authority through the National Historic Preservation Act of 1966 and later amendments. The JCHLC- CLG was formed by ordinance which commits us to developing and maintaining a historic preservation program along with a set of management policies, rules and procedures supportive of the professional principles of, and the Secretary of the Interior's standards for historic preservation. The JCHLC was formed in 1980 and operates in the unincorporated areas of Jefferson County. See the following website for additional information: <<http://jeffersoncountyhlc.org>>

Martin Burke
Chairman, JCHLC
304-876-3883

On May 31, 2013, at 1:26 PM, Sneed, Kevin L wrote:

I have a question, are you approved by the Secretary of Interior as a Historic program?

Kevin L. Sneed, CFM
National Flood Insurance Program Coordinator
WV Floodplain Management Program

Kevin.L.Sneed@wv.gov

STATE CAPITOL COMPLEX
1900 KANAWHA BLVD., EAST
BUILDING 1, ROOM EB-80
CHARLESTON, WV 25305-0360

Phone (304) 957-2571
Cell (304) 545-2864
Fax (304) 558-5813

Our Goal - Effective, Enforceable, Easy, Uniform
And Unobtrusive Floodplain Management

<image001.jpg>

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Roger Goodwin/Michelle Mason

Department or Entity: Engineering Department
(Office of Impact Fees)

Estimation of amount of time needed for appointment: 15

Date Requested – 1st Choice: 05 March 2015

Date Requested – 2nd Choice: 09 March 2015

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

Subject: Presentation of FY 2016 Capital Improvement Plan for the Office of Impact Fees

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

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

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

Presentation of the Capital Improvement Plan traditionally follows that of the Annual Report for the Office of Impact Fees. The majority of all governments present their upcoming CIP prior to the budget process due to the possible impact of capital projects on the County General Fund; however, the impact fee projects submitted for FY 2016 do not require funding from the County’s General or Capital Outlay Funds.

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

Motion to approve the FY 2016 Capital Improvement Plan for the Office of Impact Fees as presented.

Attachments: FY 2016 CIP for the Office of Impact Fees

FY 2016 Capital Improvement Plan

Schools

Law Enforcement

Parks & Recreation

EMS

Jefferson County Commission
Engineering Department/Office of Impact Fees
23 February 2015

FY 2016 Impact Fee Program Capital Improvement Plan

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FY 2016 Capital Improvement Plan Submissions

	Divider
Board of Education	1
Sheriff of Jefferson County	2
Jefferson County Parks & Recreation Commission	3
Jefferson County Emergency Services Agency	4

Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2016 (which begins July 1 2015). It consists of two categories, those eligible for Impact Fee funding for capital improvements and those ineligible. For the entities eligible for Impact Fee funding, their names and their associated impact fee category are indicated below (impact fee categories noted in square brackets):

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]

The total funding request for all projects over the upcoming fiscal year as well as the next five outlying years is \$123,119,095 (up from \$102,613,610 in FY 2015). Of this amount, \$4,436,150 represents the funding requests for FY 2016 (in FY 2015 the amount was \$7,293,910).

The divided sections which follow include the submitted *CIP Form 1* (Agency/Department/Office Summary) for each entity as well as the individual *CIP Form 2* documents (Annual and Five Year Project Request and Justification) which detail each project listed on an entity's *CIP Form 1*. Any supplementary documentation is included with the appropriate *CIP Form 2*. Proposed projects that directly impact the County Budget also require *Form 2B – Budget Impact Analysis*; however, the projects submitted for FY 2016 do not require funding from the County's General or Capital Outlay Funds.

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

Overview of Funding Options

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

- Direct County support (General and Coal Severance Funds, etc.).
- General Obligation/Construction Bonds (currently only one such bond is in effect for the taxpayers of Jefferson County – a school construction bond). Loans mediated through banks to the County Building Commission also fall into this category.
- State support (usually as School Building Authority grants, or similar grants through other state agencies).
- Federal grants.
- Impact fees (see the discussion on page 10 for details).
- Entity-specific user fees (for example Park & Recreation or Fire/Ambulance fees).
- Donations and gifts (bequeathments, corporate partnerships, etc.).

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

Direct County Support

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

General Obligation/Construction Bonds

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

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

Jefferson County has an appointed Building Commission. The County Commission, through its Building Commission, may borrow money from any type of lending financial institution or issue general obligation bonds. If the loan is to acquire land or construct a building, the deed to the property is transferred from the County Commission (or other entity) to the Building Commission. Generally, the County Commission funds the Building Commission to provide revenue to satisfy the terms of the loan. Building Commissions were specifically granted this authority in order to prevent County Commissions of obligating future Commissions via the issuance of bonds or by securing mortgages or loans¹. As an example, through the authority of the Building Commission, secure funding for the New Bus Facility for the Board of Education requested for FY 2016 may be obtained.

State Support

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

Federal Support

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

Summary of Impact Fee Fundable Projects

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

Table 3 identifies *only* those projects that are **impact fee-fundable**, which are eligible for funding by available impact fees, either in whole or in part. Emphasis on approving impact fee expenditure on projects requested is suggested to be for *priority 1* projects first. The Impact Fee Program Specialist has determined which of the projects that are impact fee fundable for FY 2016 based on the current availability of impact fee funds for each of the impact fee categories and their associated bank accounts, prior and current allocation sources, along with the impact fee collection projections for CY 2015.

¹ See WV Code §8-30 *et seq.*

Table 1. FY 2016 Priority 1 Projects - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Current Allocation	Yr 1 FY 2017	Yr 2 FY 2018	Yr 3 FY 2019	Yr 4 FY 2020	Yr 5 FY 2021
Jefferson County Board of Education											
1	1	Jefferson County Bus Garage Classroom & Gym Renov. at	\$8,000,000	\$2,000,000	\$1,500,000	\$6,000,000	\$500,000	\$0	\$0	\$0	\$0
2	1	Ranson Elementary Classroom & Gym Renov. at	\$3,500,000	\$0	\$500,000	\$1,000,000	\$1,500,000	\$500,000	\$0	\$0	\$0
3	1	Shepherdstown Elementary	\$3,500,000	\$0	\$500,000	\$1,000,000	\$1,500,000	\$500,000	\$0	\$0	\$0
4	1	Middleway Elementary	\$18,000,000	\$0	\$0	\$0	\$0	\$6,000,000	\$6,000,000	\$0	\$0
5	1	Middleway Middle School	\$23,000,000	\$0	\$0	\$12,000,000	\$0	\$0	\$5,000,000	\$6,000,000	\$0
6	1	County Wide Improvement	\$6,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
7	1	Middleway High School	\$51,000,000	\$0	\$0	\$21,000,000	\$0	\$0	\$0	\$15,000,000	\$15,000,000
TOTALS			\$113,000,000	\$2,000,000	\$3,500,000	\$42,000,000	\$4,500,000	\$8,000,000	\$12,000,000	\$22,000,000	\$15,000,000
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$1,355,445	\$0	\$195,000	\$0	\$214,500	\$214,500	\$235,950	\$235,950	\$259,545
TOTALS			\$1,355,445	\$0	\$195,000	\$0	\$214,500	\$214,500	\$235,950	\$235,950	\$259,545
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$81,000	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$81,000	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Table 2. FY 2016 Projects - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Current Allocation	Yr 1 FY 2017	Yr 2 FY 2018	Yr 3 FY 2019	Yr 4 FY 2020	Yr 5 FY 2021
Jefferson County Board of Education											
1	1	Jefferson County Bus Garage	\$8,000,000	\$2,000,000	\$1,500,000	\$6,000,000	\$500,000	\$0	\$0	\$0	\$0
2	1	Classroom & Gym Renov. at Ranson Elementary	\$3,500,000	\$0	\$500,000	\$1,000,000	\$1,500,000	\$500,000	\$0	\$0	\$0
3	1	Classroom & Gym Renov. at Shepherdstown Elementary	\$3,500,000	\$0	\$500,000	\$1,000,000	\$1,500,000	\$500,000	\$0	\$0	\$0
4	1	Middleway Elementary	\$18,000,000	\$0	\$0	\$0	\$0	\$6,000,000	\$6,000,000	\$0	\$0
5	1	Middleway Middle School	\$23,000,000	\$0	\$0	\$12,000,000	\$0	\$0	\$5,000,000	\$6,000,000	\$0
6	1	County Wide Improvement	\$6,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
7	1	Middleway High School	\$51,000,000	\$0	\$0	\$21,000,000	\$0	\$0	\$0	\$15,000,000	\$15,000,000
TOTALS			\$113,000,000	\$2,000,000	\$3,500,000	\$42,000,000	\$4,500,000	\$8,000,000	\$12,000,000	\$22,000,000	\$15,000,000
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$1,355,445	\$0	\$195,000	\$0	\$214,500	\$214,500	\$235,950	\$235,950	\$259,545
2	2	Weapons Training Qualifications Range	\$50,000	\$0	\$20,000	\$0	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000
3	2	Mobile Data Terminal System for Police Vehicle	\$180,500	\$0	\$27,500	\$0	\$27,000	\$31,500	\$31,500	\$31,500	\$31,500
4	3	Construction of New Jefferson Co. Sheriff's Office	\$6,000,000	\$0	\$0	\$0	\$100,000	\$500,000	\$1,500,000	\$1,900,000	\$2,000,000
5	4	Route 230 Uvilla Sub-station	\$700,000	\$0	\$0	\$0	\$300,000	\$400,000	\$0	\$0	\$0
TOTALS			\$8,285,945	\$0	\$242,500	\$0	\$651,500	\$1,151,000	\$1,772,450	\$2,172,450	\$2,296,045
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage Protective Firefighter	\$81,000	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
2	2	Clothing	\$108,650	\$0	\$108,650	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$189,650	\$0	\$189,650	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Table 2. FY 2016 Projects - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Current Allocation	Yr 1 FY 2017	Yr 2 FY 2018	Yr 3 FY 2019	Yr 4 FY 2020	Yr 5 FY 2021
Jefferson County Parks & Recreation Commission											
1	2	Hite Road Park Improvements	\$1,000,000	\$600,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0
2	2	Maintenance Vehicle	\$35,000	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0
3	2	Mowing Equipment	\$32,500	\$0	\$32,500	\$0	\$0	\$0	\$0	\$0	\$0
4	2	Park System Master Plan	\$85,000	\$63,750	\$21,500	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$1,152,500	\$663,750	\$454,000	\$0	\$35,000	\$0	\$0	\$0	\$0

Table 3. FY 2016 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2017	Yr 2 FY 2018	Yr 3 FY 2019	Yr 4 FY 2020	Yr 5 FY 2021
Sheriff of Jefferson County (Law Enforcement)											
1	1	Purchase of Police Cruisers x (18)	\$1,355,445	\$0	\$0	\$195,000	\$214,500	\$214,500	\$235,950	\$235,950	\$259,545
2	2	Weapons training range	\$50,000	\$0	\$0	\$20,000	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000
3	2	Mobile Data Terminal System	\$180,500	\$0	\$0	\$27,500	\$27,000	\$31,500	\$31,500	\$31,500	\$31,500
TOTALS			\$1,585,945	\$0	\$0	\$242,500	\$251,500	\$251,000	\$272,450	\$272,450	\$296,045

Impact Fee Specialist Recommendations – Sheriff of Jefferson County (Law Enforcement)				
#	Pri	Project	Fee Funding Potential	Comments
1	1	Purchase of Police Cruisers x (18)	Non Fundable	As of January 31, 2015, the allocation amount for the "Vehicles" capital category has been met. Impact fee funds are <u>not</u> available for the "Vehicles" capital category of this project at this time.
2	2	Weapons training qualifications range	Partial	As of January 31, 2015, the remaining allocation amount is \$172,420 in the "Buildings" capital category of this project. This request is fundable up to this limit contingent upon availability of funds in the Law Enforcement impact fee account.
3	2	Mobile Data Terminal System	Partial	As of January 31, 2015, the remaining allocation amount is \$6,434 in the "Equipment" capital category of this project. This request is fundable up to this limit contingent upon availability of funds in the Law Enforcement impact fee account.

Jefferson County Emergency Services Agency (EMS)											
1	1	JCESA Building Mortgage	\$81,000	\$0	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
2	2	Protective Firefighter Clothing	\$108,650	\$0	\$0	\$108,650	\$0	\$0	\$0	\$0	\$0
TOTALS			\$189,650	\$0	\$0	\$189,650	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Impact Fee Specialist Recommendations – Jefferson County Emergency Services Agency (EMS)				
#	Pri	Project	Fee Funding Potential	Comments
1	1	JCESA Building Mortgage	Full	As of January 31, 2015, the remaining allocation amount is \$586,991 in the "Mortgage Cost Recovery" capital category of this project. This request is fundable up to future growth's cost of \$520,328 contingent upon availability of funds in the EMS impact fee account.
2	2	Protective Firefighter Clothing	Non Fundable	As of January 31, 2015, the allocation amount for the "Vehicles/Equipment" capital category has been met. Impact fee funds are <u>not</u> available for the "Vehicles/Equipment" capital category of this project at this time.

Table 3. FY 2016 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2017	Yr 2 FY 2018	Yr 3 FY 2019	Yr 4 FY 2020	Yr 5 FY 2021
Jefferson County Parks & Recreation Commission											
1	2	Hite Road Park Improvements	\$1,000,000	\$600,000	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0
3	2	Mowing Equipment	\$32,500	\$0	\$0	\$32,500	\$0	\$0	\$0	\$0	\$0
4	1	Park System Master Plan	\$85,000	\$63,750	\$0	\$21,500	\$0	\$0	\$0	\$0	\$0
TOTALS			\$1,117,500	\$663,750	\$0	\$454,000	\$0	\$0	\$0	\$0	\$0

Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission											
#	Pri	Project	Fee Funding Potential	Comments							
1	2	Hite Road Park Improvements	Full	As of January 31, 2015, the remaining allocation amount is \$434,038 in the "Parks Improvements" capital category of this project. This request is fundable up to this limit and in combination with other projects under this capital category; and contingent upon availability of funds in the Parks & Recreation impact fee account.							
3	2	Mowing Equipment	Non Fundable	As of January 31, 2015, the allocation amount for the "Maintenance Equipment" capital category has been met. Impact fee funds are not available for the "Maintenance Equipment" capital category of this project at this time.							
4	1	Park System Master Plan	Full	As of January 31, 2015, the remaining allocation amount is \$434,038 in the "Parks Improvements" capital category of this project. This request is fundable up to this limit and in combination with other projects under this capital category; and contingent upon availability of funds in the Parks & Recreation impact fee account.							

Jefferson County Board of Education											
2	1	Classroom and Gym Renovation at Ranson Elementary	\$3,500,000	\$0	\$1,000,000	\$500,000	\$1,500,000	\$500,000	\$0	\$0	\$0
3	1	Classroom and Gym Renovation at Shepherdstown Elementary	\$3,500,000	\$0	\$1,000,000	\$500,000	\$1,500,000	\$500,000	\$0	\$0	\$0
6	1	County Wide Improvement	\$6,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
TOTALS			\$21,000,000	\$2,000,000	\$9,000,000	\$3,500,000	\$4,500,000	\$2,000,000	\$1,000,000	\$1,000,000	\$0

Impact Fee Specialist Recommendations – Jefferson County Board of Education											
#	Pri	Project	Fee Funding Potential	Comments							
2	1	Classroom and Gym Renovation at Ranson Elementary	Partial	As of January 31, 2015, the remaining allocation amount is \$613,577 in the "Elementary Schools & Land" capital category of this project. This request is fundable up to this limit and in combination with other projects under this capital category; and contingent upon availability of funds in the Schools impact fee account.							
3	1	Classroom and Gym Renovation at Shepherdstown Elementary	Partial	As of January 31, 2015, the remaining allocation amount is \$613,577 in the "Elementary Schools & Land" capital category of this project. This request is fundable up to this limit and in combination with other projects under this capital category; and contingent upon availability of funds in the Schools impact fee account.							
7	1	County Wide Improvement (All Schools)	Partial	As of January 31, 2015, the remaining allocation amount is \$613,577 in the "Elementary Schools & Land" capital category of this project. As of January 31, 2015, the remaining allocation amount is \$1,889,941 in the "Middle Schools/High Schools & Land" capital category of this project. This request is fundable up to this limit and in combination with other projects under this capital category; and contingent upon availability of funds in the Schools impact fee account.							

Impact Fee Program Specialist's Notes

Overview

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

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

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

Authority

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

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

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

Cash Flow Analyses

The following 4 tables constitute the official cash flow analyses for each of the four impact fee categories. The financial data are cumulative from the beginning of the respective fee collection start date through February 1, 2015 (58% of FY 2013). The projected balance runs through the end of FY 2015. For the purposes of projecting the cash flow analysis from 1 February 2015 through 30 June 2015 (the beginning of FY 2016), it was assumed that the County growth rate for the period of 1 February 2015 through 30 June 2015, will be constant and equal to the same time period last year. During this period, there were 106 new single family detached structures (of which 5 qualified for the Affordable Housing Discount) and 18 new townhouse/duplex structures. The amount of commercial development impact fees collected during the same cash flow projection time period last year is \$23,321, which is relatively negligible comparable to residential impact fees collected; therefore, commercial impact fees will be ignored for simplicity of the cash flow projection. Higher or lower growth rates will affect the projected data accordingly.

Table 4. Schools

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2014

Capital Category	Target Allocation %		Total Revenue Collected		Capital Category Allocation		Total Expended		Jan. 31, 2015 Amount Available by Allocation %
Elementary School & Land	29.2%	x	\$23,288,998	=	\$6,800,387	-	\$6,186,810	=	\$613,577
Middle School/High Schools & Land	67.8%	x	\$23,288,998	=	\$15,789,941	-	\$13,900,000	=	\$1,889,941
Admin Office/Shop	3.0%	x	\$23,288,998	=	\$698,670	-	\$1,000,000	=	-\$301,330
Total for Schools	100%				\$23,288,998		\$21,086,810		\$2,202,188

Balance Projected Through 30 June 2014

Capital Category	Percent of Total LOS*		Projected Total Revenue Collected		Capital Category Allocation		Total Expended		June 30, 2015 Projected Amount Available by Allocation %
Elementary School & Land	29.2%	x	\$24,300,358	=	\$7,095,705	-	\$6,186,810	=	\$908,895
Middle School/High Schools & Land	67.8%	x	\$24,300,358	=	\$16,475,643	-	\$13,900,000	=	\$2,575,643
Admin Office/Shop	3.0%	x	\$24,300,358	=	\$729,011	-	\$1,000,000	=	-\$270,989
Total for Schools	100%				\$24,300,359		\$21,086,810		\$3,213,549

***Percent Allocation Calculations Based on February 3, 2015 Recalculation Report**

Table 5. Law Enforcement

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2014

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 31, 2015 Amount Available by Allocation %
Vehicles	\$2,748,201	39.7% x	\$296,726 =	\$117,872 -	\$254,665 =	-\$136,793
Equipment	\$150,000	2.2% x	\$296,726 =	\$6,434 -	\$0 =	\$6,434
Buildings	\$4,020,000	58.1% x	\$296,726 =	\$172,420 -	\$0 =	\$172,420
Total for Law Enforcement	\$6,918,201	100%		\$296,726	\$254,665	\$42,061

Balance Projected Through 30 June 2014

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2015 Projected Amount Available by Allocation %
Vehicles	39.7% x	\$308,834 =	\$122,682 -	\$254,665 =	-\$131,983
Equipment	2.2% x	\$308,834 =	\$6,696 -	\$0 =	\$6,696
Buildings	58.1% x	\$308,834 =	\$179,456 -	\$0 =	\$179,456
Total for Law Enforcement	100%		\$308,834	\$254,665	\$54,169

*Calculated Based on 12/28/2014 Impact Fees Recalculation Report - Capital Category LOS Cost Calculations

Table 6. Parks & Recreation Cash Flow Analysis

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2014

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 31, 2015 Amount Available by Allocation %
Park Improvements	\$6,711,983	59.9% x	\$1,258,877 =	\$753,539 -	\$359,642 =	\$393,897
Park Land	\$4,156,920	37.1% x	\$1,258,877 =	\$466,688 -	\$300,000 =	\$166,688
Maintenance Equipment	\$344,265	3.1% x	\$1,258,877 =	\$38,650 -	\$80,001 =	-\$41,351
Total for Parks & Recreation	\$11,213,168	100%		\$1,258,877	\$739,643	\$519,234

Balance Projected Through 30 June 2014

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2015 Projected Amount Available by Allocation %
Park Improvements	59.9% x	\$1,325,937 =	\$793,680 -	\$359,642 =	\$434,038
Park Land	37.1% x	\$1,325,937 =	\$491,548 -	\$300,000 =	\$191,548
Maintenance Equipment	3.1% x	\$1,325,937 =	\$40,709 -	\$80,001 =	-\$39,292
Total for Parks & Recreation	100%		\$1,325,937	\$739,643	\$586,294

*Calculated Based on 12/28/2014 Impact Fees Recalculation Report - Capital Category LOS Cost Calculations

Table 7. EMS Cash Flow Analysis

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2014

Capital Category	LOS Value	Percent of Total LOS*		Total Revenue Collected		Capital Category Allocation		Total Expended		Jan. 31, 2015 Amount Available by Allocation %
EMS Vehicles/Equipment	\$610,000	54.0%	x	\$1,492,376	=	\$805,385	-	\$1,330,628	=	-\$525,242
EMS Facilities Mortgage - Cost	\$520,328	46.0%	x	\$1,492,376	=	\$686,991	-	\$100,000	=	\$586,991
Total for EMS	\$1,130,328	100%				\$1,492,376		\$1,430,628		\$61,749

Balance Projected Through 30 June 2014

Capital Category		Percent of Total LOS*		Projected Total Revenue Collected		Capital Category Allocation		Total Expended		June 30, 2015 Projected Amount Available by Allocation %
EMS Vehicles/Equipment		54.0%	X	\$1,554,612	=	\$838,972	-	\$1,330,628	=	-\$491,656
EMS Facilities Mortgage - Cost Recovery		46.0%	x	\$1,554,612	=	\$715,640	-	\$100,000	=	\$615,640
Total for EMS		100%				\$1,554,612		\$1,430,628		\$123,984

*Calculated Based on 12/28/2014 Impact Fees Recalculation Report - Capital Category LOS Cost Calculations

Divider 1

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

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

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2016	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Jefferson County Bus Garage	8000000	2000000	1500000	6000000	500000				
1	Classroom and Gym Renovation at Ranson	3500000	0	500000	1000000	1500000	500000			
1	Classroom and Gym Renovation at Shepherdstown	3500000	0	500000	1000000	1500000	500000			
1	Middleway Elementary	18000000	0	0	0	0	6000000	6000000	0	0
1	Middleway Middle School	23000000	0	0	12000000	0	0	5000000	6000000	0
1	County Wide Improvement	6000000	0	1000000	1000000	1000000	1000000	1000000	1000000	0
1	Middleway High School	51000000	0	0	21000000	0	0	0	1500000 0	1500000 0

Divider 2

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

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

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2016	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Purchase of Police Cruisers x (18)	1355445	0	195000	0	214500	214500	235950	235950	259545
2	Weapons Training Qualifications Range	50000	0	20000	0	10000	5000	5000	5000	5000
2	Mobile Data Terminal System for Police Vehicle	180500	0	27500	0	27000	31500	31500	31500	31500
3	Construction of New Jefferson County Sheriff's Office	6000000	0	0	0	100000	500000	1500000	1900000	2000000
4	Route 230 Uvilla Sub-Station	700000	0	0	0	300000	400000	0	0	0

CIP FORM 2

Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Prepared By: Lieutenant T. H. Hansen Date this form prepared: 12/9/2014

Project Title: Purchase of Police Cruisers x (18) (3 per year)

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriffs Office

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

OR provide Ranking Number if using Form 2A: _____

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

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

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

(if Yes - attach Form 2B).

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

Purchase of eighteen (18) new fully equipped police cruisers to replace high mileage nearly expired vehicles within the Departments fleet of vehicles and to enable the Sheriffs Office the ability to assign this equipment to newly hired personnel. Several of the cruisers in use have reached the end of their serviceability and could become a safety liability if utilized beyond their vehicular life expectation.

Estimated Total Cost of Project (\$)	<u>\$1,355,445.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$195,000.00</u>	(FY 2016) Current Request
		(FY 2017) All Other Sources
	<u>\$214,500.00</u>	(FY 2017) Out Year 2
	<u>\$214,500.00</u>	(FY 2018) Out Year 3
	<u>\$235,950.00</u>	(FY 2019) Out Year 4
	<u>\$235,950.00</u>	(FY 2020) Out Year 5
	<u>\$259,545.00</u>	(FY 2021) Out Year 6

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

Based upon FY 2015 purchase prices on like items and provided estimates. Current purchase price of fully equipped police vehicles

Additional pages attached.

CIP FORM 2

Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Prepared By: Lieutenant T. H. Hansen Date this form prepared: 12/9/2014

Project Title: Weapons training qualifications range

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County

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

OR provide Ranking Number if using Form 2A: _____

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

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

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

(if Yes - attach Form 2B).

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

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

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

Funding Request Breakdown by Year (\$):	<u>\$20,000.00</u>	(FY 2016) Current Request
		(FY 2017) All Other Sources
	<u>\$10,000.00</u>	(FY 2017) Out Year 2
	<u>\$5,000.00</u>	(FY 2018) Out Year 3
	<u>\$5,000.00</u>	(FY 2019) Out Year 4
	<u>\$5,000.00</u>	(FY 2020) Out Year 5
	<u>\$5,000.00</u>	(FY 2021) Out Year 6

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

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Lieutenant T. H. Hansen Date this form prepared: 12/9/2014

Project Title: Permanent Jefferson County Sheriff's Office

Project Type: Construction

Project Location: Jefferson County

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

OR provide Ranking Number if using Form 2A: _____

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

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

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

The current base of operations for the Jefferson County Sheriff's Office was appropriated in the end of FY 2007/beginning of FY 2008. The building is a metal skinned building and even with the Kevlar lined exterior walls, does not meet the current "Hardened" requirements and standards for a permanent "Police Station" set down by the Department of Justice and the Department of Homeland Security. The current building was bought and remodeled with occupancy being accomplished in May 2008. From the date of purchase and throughout the entire process, the current Sheriff's Office was designated as a "Temporary" Sheriff's Office. The newly constructed building will meet or exceed any DOJ/DHS standards for plans a public safety building and the Jefferson County Sheriff's Office will be a completely hardened and secure structure. The new Sheriff's Office will also be larger than the current 10,000 sq ft that the current "Temporary" which will allow the JCSO room for future manpower and future growth.

Estimated Total Cost of Project (\$)	<u>\$6,000,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2016) Current Request
		(FY 2017) All Other Sources
	<u>\$100,000.00</u>	(FY 2017) Out Year 2
	<u>\$500,000.00</u>	(FY 2018) Out Year 3
	<u>\$1,500,000.00</u>	(FY 2019) Out Year 4
	<u>\$1,900,000.00</u>	(FY 2020) Out Year 5
	<u>\$2,000,000.00</u>	(FY 2021) Out Year 6

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

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Lieutenant T. H. Hansen Date this form prepared: 12/9/2014

Project Title: Route 230 Uvilla Sub-station

Project Type: Land Acquisition

Project Location: Jefferson County

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

OR provide Ranking Number if using Form 2A: _____

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

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

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

(if Yes - attach Form 2B).

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

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

Estimated Total Cost of Project (\$)	<u>\$700,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2016) Current Request
		(FY 2017) All Other Sources
	<u>\$300,000.00</u>	(FY 2017) Out Year 2
	<u>\$400,000.00</u>	(FY 2018) Out Year 3
	<u>\$0.00</u>	(FY 2019) Out Year 4
	<u>\$0.00</u>	(FY 2020) Out Year 5
	<u>\$0.00</u>	(FY 2021) Out Year 6

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

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

Additional pages attached.

Divider 3

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

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

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2016	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
2	Hite Road Park Improvements	1000000	600000	400000	0	0	0	0	0	0
2	Maintenance Vehicle	35000	0	0	0	35000	0	0	0	0
2	Mowing Equipment	32500	0	32500	0	0	0	0	0	0
2	Park System Master Plan	85000	63750	21500	0	0	0	0	0	0



Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2014

Project Title: Department Vehicle

Project Type: Acquisition of Major Equipment

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

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

OR provide Ranking Number if using Form 2A: _____

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

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

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

(if Yes - attach Form 2B).

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

The JCPRC has four maintenance vehicles to maintain 9 parks that spread across Jefferson County. With the additional maintenance of James Hite Park coming on board in the Spring of 2015, JCPRC will have to hire additional seasonal maintenance staff as well as purchase a vehicle to transport mowers and equipment to the park on a daily basis.

Estimated Total Cost of Project (\$) \$35,000.00

Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2016) Current Request
		(FY 2017) All Other Sources
	<u>\$35,000.00</u>	(FY 2017) Out Year 2
	<u>\$0.00</u>	(FY 2018) Out Year 3
	<u>\$0.00</u>	(FY 2019) Out Year 4
	<u>\$0.00</u>	(FY 2020) Out Year 5
	<u>\$0.00</u>	(FY 2021) Out Year 6

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

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

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2014

Project Title: Mowing Equipment

Project Type: Acquisition of Major Equipment

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

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

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

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

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

Due to increased park usage and development, the JCPRC is mowing more acreage and more often therefore, necessitates the need for additional mowing equipment. The JCPRC estimates that we are currently mowing 200 acres of grass; which includes playing fields, playgrounds, pavilions, and open green space. In addition, the JCPRC is mowing 5 acres in Bardane at the Jefferson County Public Services Center. In 2015, the JCPRC is planning to expand its mowing to include an additional 40 acres at James Hite Park, which will be used by youth organizations such as soccer and football for practice and game space. Furthermore, additional field space has been created at Sam Michael's Park. Our request is to purchase two mowers for the 2015 park season.

Estimated Total Cost of Project (\$)	<u>\$32,500.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$32,500.00</u>	(FY 2016) Current Request
	<u> </u>	(FY 2017) All Other Sources
	<u>\$0.00</u>	(FY 2017) Out Year 2
	<u>\$0.00</u>	(FY 2018) Out Year 3
	<u>\$0.00</u>	(FY 2019) Out Year 4
	<u>\$0.00</u>	(FY 2020) Out Year 5
	<u>\$0.00</u>	(FY 2021) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2014

Project Title: Park System Master Plan

Project Type: Services

Project Location: County-Wide

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

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

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

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

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

Estimated Total Cost of Project (\$)	\$85,000.00	
Funding Request Breakdown by Year (\$):	\$21,250.00	(FY 2016) Current Request
	\$0.00	(FY 2017) All Other Sources
	\$0.00	(FY 2017) Out Year 2
	\$0.00	(FY 2018) Out Year 3
	\$0.00	(FY 2019) Out Year 4
	\$0.00	(FY 2020) Out Year 5
	\$0.00	(FY 2021) Out Year 6

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

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

Additional pages attached.

Divider 4

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Emergency Services Agency

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2016	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	JCESA Building Mortgage	81000	0	81000	0	81000	81000	81000	81000	81000
2	Protective Firefighter Clothing	108650	0	108650	0	0	0	0	0	0

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman, Director.

Department or Organization: Planning and Zoning

Estimation of amount of time needed for appointment: 5 Minutes

Date Requested – 1st Choice: March 5, 2015

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

Date Requested – 2nd Choice: March 19, 2015

Subject (*Wording to be placed on agenda*): Recommendation from the Planning Commission to the County Commission to amend Section 20.104, "Exceptions", of the Jefferson County Subdivision and Land Development Regulations, subsection "C", to "exempt" public utilities and private utility firms processing easements from these Regulations for the purpose of setting a public hearing to be held by the County Commission (STA15-02).

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

The proposed amendment to Section 20.104, "Exceptions", of the Jefferson County Subdivision and Land Development Regulations, reads as follows:

"Sec. 20.104 Exceptions

A. General. There shall be no exception from these Regulations for activities that involve the creation of lots, revision of lot lines that affect other properties other than the otherwise exempted uses, the creation or abandonment of roads, the provision of access to exterior roads, the vacating of public road right-of-ways, or the creation or abandonment of other easements, unless provided for in Section 20.107, Conservation Easements, **or in subsection "C" below.**

B. Public Schools. By Statute, public schools are exempt from these Regulations, but are encouraged to voluntarily conform.

C. Public Utilities. Public utilities and private utility firms, including wastewater treatment and water supply facilities, regulated by the West Virginia Public Services Commission, shall also be required to conform to the standards of these Regulations; **however, easements for public utilities and private utility firms, including wastewater treatment and water supply facilities, shall be exempted from this requirement, unless otherwise required as a part of a subdivision plat and/or site plan.**

D. Land Owned by Government Entities. Land owned by the Federal Government, State Government, or Municipal Government is exempt from the provisions of these Regulations. The County government has placed its own uses under the jurisdiction of these Regulations."

This exception will allow utility companies processing changes or improvements to their utility lines, separate from a subdivision or site plan development, to record easements without requiring the approval of the Departments of Planning and Zoning.

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): I move to schedule a Public Hearing on the Proposed Text Amendment to Section 20.104 of the Jefferson County Subdivision and Land Development Regulations to be held by the County Commission on [redacted], 2015 (date certain) at [redacted] a.m./p.m.

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

If not attached, explain:

Is equipment needed? Projector: No Internet/Wi Fi: No.

Telephone for conference call: No.

Contact information:

Email address: PlanningDepartment@jeffersoncountywv.org **Phone Number:** (304) 728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman, Director.

Department or Organization: Planning and Zoning

Estimation of amount of time needed for appointment: 5 Minutes

Date Requested – 1st Choice: March 5, 2015

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

Date Requested – 2nd Choice: March 19, 2015

Subject (*Wording to be placed on agenda*): Recommendation from the Planning Commission to the County Commission to amend Section 24.300, "Waivers", of the Jefferson County Subdivision and Land Development Regulations to change the last sentence of the introductory paragraph stating "No process or procedural waivers shall be granted" to "Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval" for the purpose of setting a public hearing to be held by the County Commission (STA15-03).

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

Division 24.300, "Waivers", of the Jefferson County Subdivision and Land Development Regulations currently includes provisions and the processes for requesting waivers from the various standards found throughout the Subdivision and Land Development Regulations. This Section further restricts such waivers to waivers of standards and specifically states that no process or procedural waivers shall be granted. The existing language is as follows:

"Division 24.300 Waivers

Waivers from the minimum standards in these Regulations may be granted by the Planning Commission only when the Planning Commission finds that granting a waiver will be consistent with all of the following criteria: (1) that the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County parks plan, or benefits of a similar nature; (2) that the waiver, if granted, will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents; (3) that the waiver, if granted, will be in keeping with the intent and purpose of these Regulations; and (4) that the waiver if granted will result in a project of better quality and/or character. No process or procedural waivers shall be granted."

Occasionally it may be appropriate for the Planning Commission to consider waivers of process, on a case by case basis and a process needs to be in place to allow this to occur. Therefore, the following amendment is proposed to that last sentence of the introductory paragraph of Division 24.300: ~~"No process or procedural waivers shall be granted.~~ **Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval."** This requires the Planning Commission to consider each waiver request on its own merits and to determine the impact that such a waiver may have on the County. Note that if this amendment is approved, the numbered criteria will be revised into an outline format for ease of use by applicants.

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): I move to schedule a Public Hearing on the Proposed text amendment to Section 24.300, "Waivers", of the Jefferson County Subdivision and Land Development Regulations to be held by the County Commission on [redacted], 2015 (date certain) at [redacted] a.m./ p.m.

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

If not attached, explain:

Is equipment needed? Projector: No Internet/Wi Fi: No.

Telephone for conference call: No.

Contact information:

Email address: PlanningDepartment@jeffersoncountywv.org **Phone Number:** (304) 728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman, Director.

Department or Organization: Planning and Zoning

Estimation of amount of time needed for appointment: 5 Minutes

Date Requested – 1st Choice: March 5, 2015

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

Date Requested – 2nd Choice: March 19, 2015

Subject (*Wording to be placed on agenda*): Recommendation from the Planning Commission to the County Commission to amend the definition of “days” from business days to calendar days in Section 26.200 of the Jefferson County Subdivision and Land Development Regulations for the purpose of setting a public hearing to be held by the County Commission (STA15-01).

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

Currently, Section 26.200 of the Jefferson County Subdivision and Land Development Regulations, “Definitions of Terms”, includes the following definition:

“Days: Monday through Friday, excluding holidays and any days on which the County offices are closed.”

The Jefferson County Prosecuting Attorney’s Office has informed the Jefferson County Planning Commission that the term “day” in state law is more typically interpreted as “calendar days”, unless otherwise specified, and therefore the following amendment is proposed:

“Days: Monday through Friday, excluding holidays and any days on which the County offices are closed. Refers to calendar days and, therefore, includes all days in a month, including weekends and holidays.”

This change in definition will only impact the amount of time staff or the Planning Commission has to review or act on plats and plans submitted for approval. In 2010, staff adopted a policy, which was accepted by the Planning Commission, which clarified that the use of the term “days” in the Subdivision Regulations when determining deadlines in regards to posting, adjoiner notification, and advertising requirements is interpreted to mean calendar days. Therefore, if this amendment is approved, it would nullify the need for this policy.

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): I move to schedule a Public Hearing on the Proposed Text Amendment to Section 26.200, "Definitions" in the Jefferson County Subdivision Regulations regarding the definition of "day" from business day to calendar day in to be held by the County Commission on [REDACTED], 2015 (date certain) at [REDACTED] a.m./ p.m.

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

If not attached, explain:

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

Contact information:

Email address: PlanningDepartment@jeffersoncountywv.org **Phone Number:** (304) 728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: **March 5, 2015**

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda): **Provide Jefferson Arts Council with a letter of support for a grant application to the WV Commission on the Arts.**

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

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

Phone number: 304.725.4325



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Jane Tabb

VICE PRESIDENT

Patsy Noland

COMMISSIONER

Eric Bell

COMMISSIONER

Dale Manuel

COMMISSIONER

Walt Pellish

February 23, 2015

Dear Grant Panel,

The members of the Jefferson County Commission are please to support a grant application from the Jefferson Arts Council (JAC) for funding from the West Virginia Commission on the Arts. JAC receives a small percentage of our local Hotel/Motel tax to help underwrite their programming but it is far from adequate to finance all of their activities.

JAC provides grants to teachers in our local school district for special arts projects not funded in the overall school budget. Over the last twelve years, JAC has provided more than \$120,000 in grants that have provided wonderful cultural opportunities for our children. JAC also works with numerous local arts and craft organizations providing advocacy and cooperative arts presentation. JAC is truly the heart of the cultural fabric of our community.

Thank you for the opportunity to provide information about the Jefferson Arts Council. Your support of their funding request is vital for the cultural endeavors of this important organization.

Sincerely,

Jane M. Tabb

President

Jefferson County Commission

Interim County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: March 5, 2015

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Revised Impact Fees

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

New impact fee schedule is based on two data sets: impact fee recalculation completed in 2008 (?) and the most recent recalculation completed in 2015.

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

Discussion/Action

- **Amend new impact fees for residential housing to 70% of the fees in the 2015 Recalculation Study using housing unit types from the 2015 Recalculation Study.**
- ~~Implement Non Residential impact fees at 0.5% of the 2015 Recalculation Study.~~

Are documents attachments? Yes No

If not, explain: See Roger Goodwin

Is a projector needed? Yes No

Contact information:

Email address: Vinemont@frontiernet.net

Phone number: 304.725.4325

2/27/2015

2008 Impact Fees Current Fee Schedule

2008 Fee Schedule Prior to March 1, 2015 - Residential Housing					
Housing Unit Type	Schools	Parks & Rec	Law	Fire/EMS	Current Total Fee
Single-Family & Mobile Home	\$11,358	\$752	\$262	\$698	\$13,070
Townhome	\$8,560	\$575	\$200	\$533	\$9,868
Duplex	\$8,560	\$575	\$200	\$533	\$9,868
Multi-Family (Apartments & Con	\$6,306	\$566	\$197	\$525	\$7,594

2015 Impact Fee Recalculation Proposed Fee Schedule with Residential Housing Shown at 100% & 70% of Calculated Fee Amount

Housing Unit Type	2008 Recalculation Current Fee Total	2015 Recalculation Study Proposed Total Fee at 100%	Schools			Parks & Recreation			Law Enforcement			EMS			2015 Recalculated Fee Schedule Total Fee Amount at 70%	
			2015 Calculated Fee Amount at 100%	Percent Charged	Fee Amount at 70%	2015 Calculated Fee Amount at 100%	Percent Charged	Fee Amount at 70%	2015 Calculated Fee Amount at 100%	Percent Charged	Fee Amount at 70%	2015 Calculated Fee Amount at 100%	Percent Charged	Fee Amount at 70%		
Single-Family & Mobile Home	\$13,070	\$9,067	\$8,143	70%	\$5,700	\$625	70%	\$438	\$230	70%	\$161	\$69	70%	\$48	\$6,347	Using Proposed Fee Schedule
Townhome	\$9,868	\$10,096	\$9,172	70%	\$6,420	\$625	70%	\$438	\$230	70%	\$161	\$69	70%	\$48	\$7,067	Using Proposed Fee Schedule
Duplex	\$9,868	\$9,852	\$9,172	70%	\$6,420	\$460	70%	\$322	\$169	70%	\$118	\$51	70%	\$36	\$6,896	Using Proposed Fee Schedule
Multi-Family (Apartments & Condos)	\$7,594	\$6,368	\$5,688	70%	\$3,982	\$460	70%	\$322	\$169	70%	\$118	\$51	70%	\$36	\$4,458	Using Proposed Fee Schedule

2008 Current Fee Schedule Prior to March 1, 2015

Housing Unit Type	Schools	Parks & Rec	Law	Fire/EMS	Current Total Fee
Single-Family & Mobile Home	\$11,358	\$752	\$262	\$698	\$13,070
Townhome	\$8,560	\$575	\$200	\$533	\$9,868
Duplex	\$8,560	\$575	\$200	\$533	\$9,868
Multi-Family (Apartments & Condos)	\$6,306	\$566	\$197	\$525	\$7,594

2015 Impact Fees - Jefferson County Commission Approved Fee Schedule Effective March 1, 2015
(Using Combined 2008 and 2015 Fee Schedules)

Housing Unit Type	2008 Recalculation Current Fee Total	2015 Recalculation Study Proposed Total Fee at 100%	Schools			Parks & Recreation			Law Enforcement			EMS			Approved 70% Impact Fee Amount Total	
			Fee Amount Used	Percent Charged	Approved Fee Amount	Fee Amount Used	Percent Charged	Approved Fee Amount	Fee Amount Used	Percent Charged	Approved Fee Amount	Fee Amount Used	Percent Charged	Approved Fee Amount		
Single-Family & Mobile Home	\$13,070	\$9,065	\$8,143	70%	\$5,700	\$625	70%	\$438	\$230	70%	\$161	\$67	70%	\$47	\$6,346	Using 2015 Proposed Fee Schedule
Townhome	\$9,868	\$10,094	\$8,560	70%	\$5,992	\$575	70%	\$403	\$200	70%	\$140	\$533	70%	\$373	\$6,908	Using 2008 Current Fee Schedule
Duplex	\$9,868	\$9,850	\$8,560	70%	\$5,992	\$575	70%	\$403	\$200	70%	\$140	\$533	70%	\$373	\$6,908	Using 2008 Current Fee Schedule
Multi-Family (Apartments & Condos)	\$7,594	\$6,366	\$5,688	70%	\$3,982	\$460	70%	\$322	\$169	70%	\$118	\$49	70%	\$34	\$4,456	Using 2015 Proposed Fee Schedule

Fee Amounts Taken from Recalculated 2015 Fee Schedule
(Note: 2015 Recalculated Fee Schedule No Longer Includes Collecting for the Fire Portion of the Fire/EMS for Any Residential Housing Types)

Fee Amounts Taken from 2008 Current Fee Schedule (see fee schedule below)
(Note: 2008 Current Fee Schedule Includes Collecting for the Fire Portion of the Fire/EMS Fee For Townhome & Duplexes)

Housing Unit Type	Schools	Parks & Rec	Law	Fire/EMS	Current Total Fee
Single-Family & Mobile Home	\$11,358	\$752	\$262	\$698	\$13,070
Townhome	\$8,560	\$575	\$200	\$533	\$9,868
Duplex	\$8,560	\$575	\$200	\$533	\$9,868
Multi-Family (Apartments & Condos)	\$6,306	\$566	\$197	\$525	\$7,594

Figures from 2008 Current Fee Schedule Used in Approved Fee Schedule
Figures from 2008 Current Fee Schedule Used in Approved Fee Schedule

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: March 5, 2015

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Ambulance Fee Revenue Sharing

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

Data provided by Fire Companies shows that Ambulance revenue does not cover expenses.

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

Discussion/Action

Amend ESA Reorganization Ordinance to remove Ambulance Revenue Sharing.

Are documents attachments? Yes No

If not, explain:

Is a projector needed? Yes No

Contact information:

Email address: Vinemont@frontiernet.net

Phone number: 304.725.4325

BAKERTON FIRE DEPARTMENT, 891 Carter Avenue, Harpers Ferry, WV 304-876-0007

ESA PROFIT SHARING

	FY12/13		FY13/14		FY14/15	
	EMS-SPECIFIC EXPENSE	SHARED EXPENSE	EMS-SPECIFIC EXPENSE	SHARED EXPENSE	EMS-SPECIFIC EXP	SHARED EXPENSE
ADMINISTRATION						
Office supplies/equipment	0.00	0.00	78.83	0.00	67.30	0.00
Legal fees	0.00	0.00	0.00	0.00	0.00	0.00
Accounting/audit fees	0.00	0.00	0.00	0.00	325.00	0.00
Billing fees	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	0.00	0.00	0.00	0.00	0.00	0.00
Dues and subscription	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	1960.27	0.00	1524.67	0.00	1755.04	0.00
Licenses/permits	0.00	0.00	0.00	0.00	0.00	0.00
Professional fees	0.00	0.00	0.00	0.00	0.00	0.00
Office operations	0.00	0.00	0.00	0.00	0.00	0.00
Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Bank fees/interest	0.00	0.00	0.00	0.00	0.00	0.00
EMS OPERATIONS						
Licenses/permits	0.00	0.00	100.00	0.00	100.00	0.00
Service contracts	0.00	0.00	0.00	0.00	0.00	0.00
Background checks/fingerprints	0.00	0.00	469.00	0.00	234.50	0.00
Physicals	0.00	0.00	0	0.00	260.00	0.00
Training/certification	0.00	0.00	790.00	0.00	825.00	0.00
Recruitment/retention	0.00	0.00	0.00	0.00	0.00	0.00
Patient care supplies	0.00	0.00	0.00	0.00	5640.07	0.00
Drugs	0.00	0.00	0.00	0.00	1000.00	0.00
Fuel	0.00	0.00	0.00	0.00	1140.89	0.00
Vehicle maintenance and repair	0.00	0.00	1196.13	0.00	3052.46	0.00
Equipment	0.00	0.00	0.00	0.00	898.96	0.00
PAYROLL						
Hourly payroll costs	0.00		0.00	0.00	0.00	0.00
EMS incentives/stipends	0.00		0.00	0.00	0.00	0.00
Workers' comp insurance	0.00		1934.50	0.00	1610.00	0.00
FICA/payroll taxes	0.00		0.00	0.00	0.00	0.00
Retirement incentives	0.00		0.00	0.00	0.00	0.00
DEPRECIATION						
Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Building and grounds	0.00	0.00	0.00	0.00	0.00	0.00
BUILDING AND GROUNDS						
Utilities	1429.62	0.00	2092.34	0.00	1171.37	0.00
Maintenance	185.00	0.00	203.50	0.00	510.00	0.00
MISCELLANEOUS/OTHER						
Detailed separately	0.00	0.00		0.00	0.00	0.00
TOTAL COSTS	3,574.89	0.00	8,388.97	0.00	18,590.59	0.00
# OF EMS CALLS	33	0	0	0	33	0
# OF FIRE CALLS	179	EMS CALL PROPORTION:	0.16	EMS CALL PROPORTION:	0.00	EMS CALL PROPOI #DIV/0!
PRO-RATED EXPENSES:	3,574.89	0.00	8,388.97	0.00	18,590.59	0.00
TOTAL EMS EXP	30,554.45	3,574.89	0	8,388.97	0	18,590.59
TOTAL EMS COI	\$3,693.97	0.00	0.00	0.00	3693.97	0.00
EMS PROFIT (LC	-\$26,860.48		-8,388.97		-14,896.62	
TOTAL ESA PER	9	0.00	0.00			
TOTAL VOLUNT	24	ESA STAFFING CONTRIBUTI	0.27	ESA STAFFING CONTRIBUTIO	0.00	ESA STAFFING COI #DIV/0!
AMOUNT DUE *	-7325.59	0.00	0.00	0.00	0.00	0.00

Note: The Bakerton FD Ambulance went in service in September 2014. Thus, the bulk of expenses occurred in FY 14/15 (September through January).

The preceding years' costs were incurred to get the ambulance operational.

Blue Ridge

	FY 13		FY 14		FY 15	
	EMS-Specific Expense	Shared Expense	EMS-Specific Expense	Shared Expense	EMS-Specific Expense	Shared Expense
Administration						
Office Supplies		4861		8264		
Legal Fees				130		
Accounting		3635		5860		
Billing Fees		7129		6200		
Refunds						
Dues and Subscriptions						
Insurance		23414		31875		
Licenses/permits						
Professional fees						
Office Operations						
Taxes						
Bank fees/interest		2634		29366		
EMS Operations						
Licenses/Permits	400	1680	350			
Service Contracts						
Background checks						
Physicals						
Training/Certification		3255		5885		
Recruitment/retention						
Patient care supplies	17118	51081	14266	45160		
Drugs						
Fuel		21773		31141		
Vehicle Maintenance						
Equipment						
Depreciation						
Vehicles		3824		3824		
Equipment		78484		77568		
Building & Grounds		61		61		
Building & Grounds						
Utilities		13455		16449		
Maintenance		3219		7545		
Total Costs	17518	218505	14616	269328		
# of EMS calls	340	EMS Call Proportion	0.731182796	EMS Call Proportion	0.731182796	
# of Fire Calls	125					
Pro-rated expenses:	159767.10		196928			
Total EMS Expenses:	177285.10		211544			
Total EMS Collected Billing	103703		96812			
EMS Profit (Loss)	-73582.10		-114732.00			

Friendship

		FY13		FY14		FY15 (Projected)	
		EMS-SPECIFIC EXPENSE	SHARED EXPENSE	EMS-SPECIFIC EXPENSE	SHARED EXPENSE	EMS-SPECIFIC EXPENSE	SHARED EXPENSE
ADMINISTRATION							
Office supplies/equipment		\$ 2,590.94		\$ 3,109.88		\$ 1,665.00	
Legal fees		\$ -		\$ -		\$ -	
Accounting/audit fees		\$ 1,365.30		\$ 1,839.83		\$ 1,465.20	
Billing fees		\$ 7,138.46		\$ 6,422.73		\$ 6,500.00	
Refunds		\$ -		\$ -		\$ -	
Dues and subscription		\$ 50.00		\$ 5,735.80		\$ 5,000.00	
Insurance		\$ 8,604.50		\$ 9,630.44		\$ 9,800.00	
Licenses/permits		\$ 25.00		\$ 25.00		\$ 25.00	
Professional fees		\$ -		\$ -		\$ -	
Office operations							
Taxes (Payroll for Admin)		\$ 1,725.60		\$ 1,044.54		\$ 1,350.00	
Bank fees/interest (Ambulance Payment)		\$ 119,571.01		\$ -		\$ -	
EMS OPERATIONS							
Licenses/permits		\$ 1,142.00		\$ 400.00		\$ 400.00	
Service contracts		\$ 4,930.26		\$ 2,413.87		\$ 3,500.00	
Background checks/fingerprints		\$ -		\$ -		\$ -	
Physicals		\$ -		\$ -		\$ -	
Training/certification		\$ 4,299.90		\$ 2,990.00		\$ 3,000.00	
Recruitment/retention		\$ -		\$ -		\$ -	
Patient care supplies		\$ 30,533.68		\$ 23,509.90		\$ 25,000.00	
Drugs		\$ 2,305.34		\$ 2,320.97		\$ 2,400.00	
Fuel		\$ 3,205.75		\$ 4,284.76		\$ 4,400.00	
Vehicle maintenance and repair		\$ 1,737.44		\$ 3,585.05		\$ 5,000.00	
Equipment		\$ 4,930.26		\$ 5,642.02		\$ 5,700.00	
PAYROLL							
Hourly payroll costs		\$ 3,024.45		\$ 2,895.99		\$ 4,995.00	
EMS incentives/stipends		\$ 5,442.00		\$ 5,559.26		\$ 6,000.00	
Workers' comp insurance		\$ 3,287.00		\$ 3,269.00		\$ 3,300.00	
FICA/payroll taxes		\$ 1,861.60		\$ 1,220.38		\$ 1,300.00	
Retirement incentives		\$ -		\$ -		\$ -	
DEPRECIATION (Figures received from Accountant)							
Vehicles		\$ 24,714.28		\$ 24,897.14		\$ 27,142.85	
Equipment		\$ 24,714.28		\$ 24,897.14		\$ 27,142.85	
Building and grounds		\$ 24,714.28		\$ 24,897.14		\$ 27,142.85	
BUILDING AND GROUNDS							
Utilities		\$ 5,856.59		\$ 6,856.59		\$ 8,991.00	
Maintenance		\$ 1,300.35		\$ 2,607.01		\$ 4,995.00	
MISCELLANEOUS/OTHER							
Detailed separately							
TOTAL COSTS		\$ 289,070.27	0.00	\$ 170,054.44	0.00	\$ 186,214.75	0.00
# OF EMS CALLS: (2013 and 2014)	748						
# OF FIRE CALLS: (2013 and 2014)	322						
		EMS CALL PROPORTION:	0.70	EMS CALL PROPORTION:	0.00	EMS CALL PROPORTION:	#DIV/0!
PRO-RATED EXPENSES:		\$ 289,070.27	0.00	\$ 170,054.44	0.00	\$ 186,214.75	#DIV/0!
TOTAL EMS EXPENSES:	289,070.27						
TOTAL EMS COLLECTED BILLING:	\$171,727.92						
EMS PROFIT (LOSS)	-\$117,342.35						
TOTAL ESA PERSON-RESPONSES:	337						
TOTAL VOLUNTEER PERSON-RESPONSES:	411	ESA STAFFING CONTRIBUTION:	0.45	ESA STAFFING CONTRIBUTION:	0.00	ESA STAFFING CONTRIBUTION:	#DIV/0!
AMOUNT DUE TO ESA:	-52866.80742						

Independent

	FY13		FY14		FY15	
	EMS-SPECIFIC EXPENSE	SHARED EXPENSE	EMS-SPECIFIC EXPENSE	SHARED EXPENSE	EMS-SPECIFIC EXPENSE	SHARED EXPENSE
ADMINISTRATION						
Office supplies/equipment		\$ 5,408.05		\$ 5,312.10		
Legal fees		\$ 204.06		\$ 826.34		
Accounting/audit fees	\$ 2,180.00	\$ 3,800.00	\$ 142.93	\$ 3,812.50		
Billing fees	\$ 31,230.83		\$ 34,061.11			
Refunds	\$ 3,774.02		\$ 1,363.89			
Dues and subscription		\$ 300.00		\$ 1,398.22		
Insurance		\$ 55,815.94		\$ 53,701.37		
Licenses/permits		\$ 400.00		\$ 500.00		
Professional fees		\$ 40.00		\$ 40.00		
Office operations						
Taxes		\$ 6,264.77		\$ 5,562.79		
Bank fees/interest		\$ 258.00		\$ 912.09		
EMS OPERATIONS						
Licenses/permits	\$ 200.00		\$ 1,281.00			
Service contracts	\$ 11,606.50		\$ 8,050.57			
Background checks/fingerprints						
Physicals		\$ 15,708.00		\$ 27,410.00		
Training/certification	\$ 3,563.20		\$ 915.00			
Recruitment/retention		\$ 5,539.77		\$ 5,984.59		
Patient care supplies	\$ 34,427.20		\$ 35,799.56			
Drugs						
Fuel	\$ 11,297.19	\$ 2,628.60	\$ 12,995.48	\$ 3,057.03		
Vehicle maintenance and repair	\$ 18,282.61	\$ 6,593.92	\$ 2,670.95	\$ 864.91		
Equipment	\$ 17,926.59	\$ 4,313.25	\$ 1,759.92	\$ 3,538.24		
PAYROLL						
Hourly payroll costs	\$ 75,000.00		\$ 50,000.00			
EMS incentives/stipends	\$ 50,000.00		\$ 50,000.00			
Workers' comp insurance		\$ 51,191.00		\$ 26,033.00		
FICA/payroll taxes						
Retirement incentives		\$ 15,225.80		\$ 18,519.20		
DEPRECIATION						
Vehicles	\$ 30,000.00		\$ 31,194.00			
Equipment	\$ 20,000.00		\$ 20,796.00			
Building and grounds		\$ 50,000.00		\$ 55,043.00		
BUILDING AND GROUNDS						
Utilities		\$ 35,237.98		\$ 44,052.34		
Maintenance		\$ 14,667.02		\$ 32,925.69		
MISCELLANEOUS/OTHER						
Detailed separately						
TOTAL COSTS	\$ 309,488.14	\$ 273,596.16	\$ 251,030.41	\$ 289,493.41	0.00	0.00
# OF EMS CALLS / # OF FIRE CALLS:	1705	613	1638	517		
EMS CALL PROPORTION:		0.74	EMS CALL PROPORTION:	0.76	EMS CALL PROPORTION:	1.00
PRO-RATED EXPENSES:	\$ 309,488.14	\$ 201,243.08	\$ 251,030.41	\$ 220,041.86	0.00	0.00
TOTAL EMS EXPENSES:	\$ 510,731.22		\$ 471,072.27			
TOTAL EMS COLLECTED BILLING:	\$ 400,971.07		\$ 421,282.72			
EMS PROFIT (LOSS)	\$ (109,760.15)		\$ (49,789.55)			
TOTAL ESA PERSON-RESPONSES:						
TOTAL VOLUNTEER PERSON-RESPONSES:	ESA STAFFING CONTRIBU	#DIV/0!	ESA STAFFING CONTRIBU	#DIV/0!	ESA STAFFING CONTRIBU	#DIV/0!
AMOUNT DUE TO ESA:	#DIV/0!					

Middleway

Middleway Volunteer Fire Company
 JCESA Requested Information
 Accounting by Calander Year
 Unaudited information provided

	13		14		15	
	EMS-SPECIFIC EXPENSE	SHARED EXPENSE	EMS-SPECIFIC EXPENSE	SHARED EXPENSE	EMS-SPECIFIC EXPENSE	SHARED EXPENSE
ADMINISTRATION						
Office supplies/equipment	**	5190.77		1677.46		
Legal fees						
Accounting/audit fees		1400		1550		
Billing fees	6436.48		5587.66			
Refunds						
Dues and subscription		250		400		
Insurance		15776.48		13630.53		
Licenses/permits (Included under EMS Ops)						
Professional fees						
Office operations						
Taxes						
Bank fees/interest						
EMS OPERATIONS						
Licenses/permits	400		700			
Service contracts (under equipment below)						
Background checks/fingerprints						
Physicals						
Training/certification	1425		395			
Recruitment/retention						
Patient care supplies	23893.22		12008.13			
Drugs (included with patient care supplies)						
Fuel	2745.48		3484.21			
Vehicle maintenance and repair	3544.31		7202.65			
Equipment	27887.81		8229.57			
PAYROLL						
Hourly payroll costs						
EMS incentives/stipends	9756.68		10020			
Workers' comp insurance	***	3911.71		8669		
FICA/payroll taxes						
Retirement incentives						
DEPRECIATION						
Vehicles	2500		2500			
Equipment	500		500			
Building and grounds						
BUILDING AND GROUNDS						
Utilities	**	6194.27		12345.46		
Maintenance	*	16991.31		2753.28		
MISCELLANEOUS/OTHER						
Detailed separately						
Building Mortgage		38633		38633.28		
Active 911				198		
Wifi				1382		
ESO	1308		1308			
TOTAL COSTS	79,088.98	49,714.54	51,935.22	81,239.01	0.00	0.00
# OF EMS CALLS:	243	132	312	77		
# OF FIRE CALLS:		EMS CALL PROPORTION	0.65	EMS CALL PROPORTION	0.80	EMS CALL PROPORTION:
						0.99
PRO-RATED EXPENSES:	79,088.98	32,215.02	51,935.22	65,158.28	0.00	0.00
TOTAL EMS EXPENSES:	111,304.00	111304.00	117,093.50			
TOTAL EMS COLLECTED BILLING:	70740.15	70740.15	77673.62			
EMS PROFIT (LOSS)	-\$40,563.85	-\$40,563.85	-39,419.88			
TOTAL ESA PERSON-RESPONSES:						
TOTAL VOLUNTEER PERSON-RESPONSES:		ESA STAFFING CONTRIBUTION:	#DIV/0!	ESA STAFFING CONTRIBUTION:	#DIV/0!	ESA STAFFING CONTRIBUTION:
			*** increase in fundraising activities			
AMOUNT DUE TO ESA:	#DIV/0!		** Moved into new building			

* Cost for New building design changes, etc
 In 2013 added an ambulance

	FY13		FY14		FY15	
	EMS-SPECIFIC EXPENSE	SHARED EXPENSE	EMS-SPECIFIC EXPENSE	SHARED EXPENSE	EMS-SPECIFIC EXPENSE	SHARED EXPENSE
ADMINISTRATION						
Office supplies/equipment		7,200.00		8,650.00		8,500.00
Legal fees						
Accounting/audit fees		3,150.00				3,200.00
Billing fees	14,000.00		16,400.00		15,500.00	
Refunds	Netted in revenue					
Dues and subscription						
Insurance	4,800.00	13,600.00	6,100.00	12,600.00	6,100.00	12,600.00
Licenses/permits						
Professional fees						
Office operations		6,500.00		6,000.00		6,000.00
Taxes						
Bank fees/interest						
EMS OPERATIONS						
Licenses/permits	400.00		900.00		900.00	
Service contracts	7,500.00		8,000.00		8,000.00	
Background checks/fingerprints	Included in adm					
Physicals						
Training/certification		2,600.00		4,300.00		4,500.00
Recruitment/retention						
Patient care supplies	20,000.00		22,100.00		22,100.00	
Drugs	2,600.00		3,200.00		3,200.00	
Fuel	11,100.00		12,400.00		12,400.00	
Vehicle maintenance and repair	10,000.00		10,000.00		10,000.00	
Equipment			3,800.00		4,000.00	
PAYROLL						
Hourly payroll costs						
EMS incentives/stipends		3,800.00		4,200.00		5,000.00
Workers' comp insurance	1,300.00		1,900.00		2,000.00	
FICA/payroll taxes						
Retirement incentives						
DEPRECIATION						
Vehicles	32,800.00		32,800.00		35,000.00	
Equipment	3,000.00		3,000.00		3,000.00	
Building and grounds		19,000.00		19,000.00		19,000.00
BUILDING AND GROUNDS						
Utilities		32,200.00		39,500.00		35,000.00
Maintenance		73,000.00		46,300.00		45,000.00
MISCELLANEOUS/OTHER						
Detailed separately						
Direct Mail		7,300.00		8,100.00		8,000.00
Interest Expense		13,700.00		11,400.00		10,000.00
Principal Payment on Debt		100,000.00		130,000.00		130,000.00
TOTAL COSTS	107,500.00	282,050.00	120,600.00	290,050.00	123,200.00	286,800.00
# OF EMS CALLS:	850		850		850	
# OF FIRE CALLS:	310	EMS CALL PROPORTION:	0.73	310	EMS CALL PROPORTION:	0.73
PRO-RATED EXPENSES:		107,500.00	206,674.57	120,600.00	211,736.50	123,200.00
TOTAL EMS EXPENSES:	314,174.57		332,336.50		332,564.00	
TOTAL EMS COLLECTED BILLING:	\$182,400.00		\$202,400.00		\$202,400.00	
EMS PROFIT (LOSS)	-\$131,774.57		-\$129,936.50		-\$130,164.00	
TOTAL ESA PERSON-RESPONSES:	463		452		590	
TOTAL VOLUNTEER PERSON-RESPONSES:	1475	ESA STAFFING CONTRIBU:	0.24	1563	ESA STAFFING CONTRIBU:	0.29
AMOUNT DUE TO ESA:	-31481.74687		-31,184.76		-37,747.55	

JEFFERSON COUNTY EMERGENCY AMBULANCE SERVICE FEE ORDINANCE

SECTION 1 – LEGISLATIVE AUTHORITY

This Ordinance concerns the imposition and collection of a special emergency ambulance service fee and is adopted under the authority of Chapter 7, Article 15, Section 17, of the Code of West Virginia, as amended.

SECTION 2 – PURPOSE

This Ordinance is enacted by the Jefferson County Commission for the purpose of providing career Fire Fighter/Paramedics and Fire Fighter/EMTs to maintain an adequate emergency ambulance system within the geographic boundaries of Jefferson County, West Virginia. An adequate emergency ambulance system is necessary to promote the health and welfare of the citizens of Jefferson County. Emergency ambulance service is a public purpose and a responsibility of government for which public money may be spent.

SECTION 3 – DEFINITIONS

ACCESSORY STRUCTURE. Any separate structure associated with a residential unit such as a garage, storage shed, workshop or otherwise located on the same parcel shall be included as part of the residential unit and not subject to a separate fee so long as it is not actually used as a residential or commercial unit. If a dispute arises with regard to whether or not a structure qualifies as accessory structure not subject to a separate fee, the burden is upon the owner to demonstrate that the structure is not a commercial or residential unit.

AGRICULTURAL BUILDING - Means structures which directly contribute to the operation of a farm and shall include any processing plant, milking parlor, farm equipment storage building, barn, silo, grain storage building, swinery, and temporary quarters furnished to farm employees without rent to assist in performance of employment duties as part of the terms of their employment. Agricultural buildings shall be exempt from any fee assessed under this Ordinance. However, the agricultural exemption does not apply to any ordinary residential unit located on a farm, such units shall be subject to the standard residential unit fee. In addition, any structure which conducts a retail commercial enterprise open to the general public, including but not limited to a distillery, butcher shop, winery, bed and breakfast, or retail nursery, shall be subject to the standard commercial unit fee even if located on a farm. The warehousing, processing, drying, storage, distribution and marketing of agricultural products for the wholesale marketplace when those activities are conducted in conjunction with, but are secondary to, husbandry or production conducted on the farm shall be exempt from the fee. If a dispute arises with regard to whether or not a structure qualifies as an exempt agricultural building, the burden is upon the owner to demonstrate that the structure contributes to the operation of a farm and is not a commercial or residential unit.

COMMERCIAL UNIT – Means commercial business, industrial activity or non-residential activity conducted for a profit (except those defined as an “Agricultural Unit” herein) including, but not limited to, any store, filling station, hotel, motel, industrial facility, warehouse, flea market, amusement park, camp ground, institutional living arrangement with centralized services such as nursing homes, assisted living or similar arrangement, a bed and breakfast, an entertainment venue, a club, bar or restaurants. In the case of commercial activity that occurs outdoors such as a flea market, camp ground or amusement park, such business shall be assessed a fee as a commercial unit unless a permanent structure associated with the use is already subject to a commercial fee at the same location. In the case of a commercial complex with more than one structure, such as a shopping center or business complex, each separate addressable structure shall be deemed a separate commercial unit and assessed a separate fee.

EMERGENCY AMBULANCE SYSTEM – Any emergency ambulance service provided pursuant to this ordinance.

HOMESTEAD EXEMPTION: shall mean a owner-occupied residential unit used exclusively for residential purposes and occupied by the owner or one of the owners who is a citizen of this state and who is sixty-five years of age or older or is permanently and totally disabled as that term may be defined by the Legislature, and which granted by, and recognized in the records of, the Assessor of Jefferson County as exempt from a portion of the ad valorem property taxation of Jefferson County as prescribed by general law. The burden shall be upon the owner claiming the exemption to present proof of same at the time the fee is paid. If sufficient proof is not provided, the owner shall pay the normal fee.

OWNER – Means the person, firm or corporation listed in the Jefferson County land records and/or records of the records of the Assessor of Jefferson County as the owner of the unit as of July 1st of a given year.

RESIDENTIAL UNIT – Means any habitable structure intended for residential use, whether occupied or unoccupied, including, but not limited to, single-family homes, duplexes, vacation and secondary homes, mobile homes, apartments, condominiums and rental units.. In the case of a structure which contains multiple independent addressable dwelling units, such as duplexes and apartments, each addressable unit shall be deemed to be a separate residential unit.

SPECIAL EMERGENCY AMBULANCE SERVICE FEE – Means the fee imposed by the Jefferson County Commission through this Ordinance and collected from the users of emergency ambulance service within Jefferson County.

USER – Means any person, firm or corporation to whom emergency ambulance transport service is made available.

SECTION 4 - RATES

The Special Emergency Ambulance Service Fee imposed under this Ordinance shall be for emergency ambulance service provided for a Jefferson County Fiscal Year July 1 to June 30.

The Special Emergency Ambulance Service Fee established by this Ordinance shall be **forty dollars (\$40.00) per residential unit** per Fiscal Year.

The Special Emergency Ambulance Service Fee for Commercial Units shall be **eighty-five dollars (\$85.00) per commercial unit** per Fiscal Year.

All those residents who have been granted a property tax Homestead Exemption by the Assessor in the tax year prior to July, 1, 2014, and each year thereafter, shall pay a discounted fee equal to fifty percent (50%) of the annual special emergency ambulance fee on the fee on their personal residence.

The Fee imposed under this ordinance shall be the responsibility of the record owner of the unit as of July 1st, each year. The Fee assessed and levied under the provisions of the ordinance shall be a personal obligation of the owner of the unit. The Fee shall be due and payable July 1st of each year for taxable units owned as of July 1st for services to be rendered in the fiscal year. On or before, July 1st of each year, a bill shall be mailed to the owner's mailing address on record with the Assessor of Jefferson County.

For each service year, accounts paid on or after October 1 through December 31 the fee shall increase by \$10. For accounts paid on or after January 1 through March 31 of a given service year, the fee shall increase by an additional \$20 whichever is greater.

Fees delinquent on or after the First day of April the year after they became due and payable shall be forwarded to the County Commission. The County Commission, in its sole discretion, may collect unpaid fees through civil action filed in a court of competent jurisdiction. Such suit need not be brought in the same fiscal year the fee was billed. In any suit for collection of delinquent fees, the Commission is authorized to recover its reasonable costs of collection, including court costs, attorney's fees service costs and statutory interest.

If any person believes he or she was erroneously charged an emergency service fee, the County Commission shall provide, upon the person's request, an exoneration form. The form shall be completed and returned to the County Commission no later than September 30 of the Fiscal Year for which the fee applies. The County Commission staff shall, within a reasonable time, investigate any request for exoneration. The County Commission shall, at its next regular meeting after completion of the investigation, consider each written request for exoneration and staff's recommendation regarding the exoneration request. If good cause for exoneration is found by the County Commission, the Commission shall exonerate or modify the imposed charges, and shall notify the person in writing of its actions. If the Commission does not exonerate or modify as requested by the applicant, the person requesting exoneration may appeal to the Circuit Court of Jefferson County. The appeal must be filed within 30 days of the Commission decision upon the exoneration.

SECTION 5 - RATE CHANGES

The service of ambulance protection shall be continued, maintained, and improved by the Jefferson County Emergency Services Agency at the charge and expense of the owners of all residential and commercial units within the county. The fees shall be imposed, assessed and collected as set forth in this Ordinance. In the event the JCESA determines change in the fee imposed by this ordinance is necessary, it shall, by resolution, request the County Commission consider approving the recommended a change. The JCESA shall submit copies of its current budget, the future budget developed under Section 7 and any other documentation supporting the proposed a change in the fee. The County Commission retains sole discretion in approving, denying or modifying any fee change. Procedures set for in Article 15, Chapter 7, Section 17 of the Code of West Virginia for the initial levy of such a fee shall be followed by the County Commission in the event an increase is sought.

SECTION 6 - EFFECTIVE DATE

This Ordinance shall become effective June 30, 2014. The fee assessed and levied by this ordinance shall be for services to be rendered from July 1, 2014 to June 30, 2015, and each fiscal year thereafter.

SECTION 7 - USE AND MANAGEMENT OF FEE PROCEEDS

The proceeds from the imposition and collection of the Special Emergency Ambulance Service Fee shall be deposited in a special fund for the benefit of the JCESA held by the Treasurer of Jefferson County and shall be used only to pay reasonable and necessary expenses actually incurred, including personnel, training, supplies and equipment used in providing emergency ambulance service to residents of Jefferson County. The proceeds may be used to pay for, in whole or in part, the establishment, maintenance and operation of the Jefferson County Emergency Services Agency. Proceeds not expended in a given Fiscal Year will be maintained in the special fund and may be used in subsequent Fiscal Years as necessary.

SECTION 8 - BUDGET DEVELOPMENT

The Jefferson County Emergency Services Agency shall hold an annual public hearing for the purpose of receiving written or oral public comments pertaining to the operations of the JCESA within Jefferson County. This public hearing shall be advertised as a Class II legal advertisement in local newspapers within the County.

The required public hearing shall be held no later than the regular December Board of Directors meeting in order to provide JCESA sufficient time to consider any improvements or changes in services and to account for said changes when submitting the annual budget request to the Jefferson County Commission.

As required by the JCEAS Ordinance, JCESA shall prepare a financial statement and budget detailing the upcoming Fiscal Year projections for the special emergency ambulance fund. The Board of Directors shall make recommendations to the County Commission regarding the need to change or maintain the rates charged for the upcoming year.

SECTION 9 - DATA USED FOR ASSESSMENT OF FEES

Upon completion of the annual budget for the Fund, County Commission shall request the Assessor to provide it with a list of all residential units, commercial units and commercial square footage within the meaning of this Ordinance within the county to be utilized as the data base for billing the Special Emergency Ambulance Service Fee commencing the following July 1. In addition, GIS shall provide a list of addressable units within each category to assist in the identification and classification of commercial and residential units within the county. Each residential and commercial unit shall have an account established in the name of the owner of that unit and a bill in the amount of the fee shall be delivered to that unit by US Postal Service on or after July 1 of the Fiscal Year. The Assessor will further provide monthly updates to County Commission so that the database can be maintained on a current basis.

SECTION 10 - COLLECTION OF DELINQUENT ACCOUNTS

In mid-January, letters shall be sent to all unpaid accounts as a status reminder including a notice of late fees and charges and a notice that delinquent accounts will be submitted for collection after March 31st. On or about April 1, all delinquent accounts at that point shall be submitted for collection by either internal or external agencies.

SECTION 11 - INITIAL USE OF FUNDS AND POSITIONS

Funds will initially be allocated to train, hire and equip Fire Fighter/Paramedics and Fire Fighter/EMTs assigned based on response time to maximize limited resources.

SECTION 12 - AMENDMENTS AND SEVERABILITY

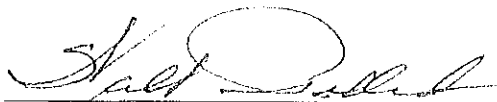
This Ordinance may, from time to time, be amended by a majority of the members of the County Commission as they deem it necessary and appropriate.

If a court of competent jurisdiction declares any provision of this Ordinance to be void, invalid or ineffective in whole or in part, the effect of such decisions shall be limited to those provisions which are expressly declared to be void, invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully enforceable and effective.

This Ordinance shall become effective upon June 30, 2014.

NOW THEREFORE, THIS ORDINANCE IS ENACTED AND ORDAINED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA.

Given under my hand and seal this 5th day of June, 2014



Walt Pellish, President

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: March 5, 2015

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

ESA – 24 hour shifts possible?

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

Legal Counsel resources needed to research 24 hour shift staffing at ESA

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

Move that the County Administrator direct staff to research the legality of 24 hours shifts for FF/EMS staffing at ESA

If not, explain:

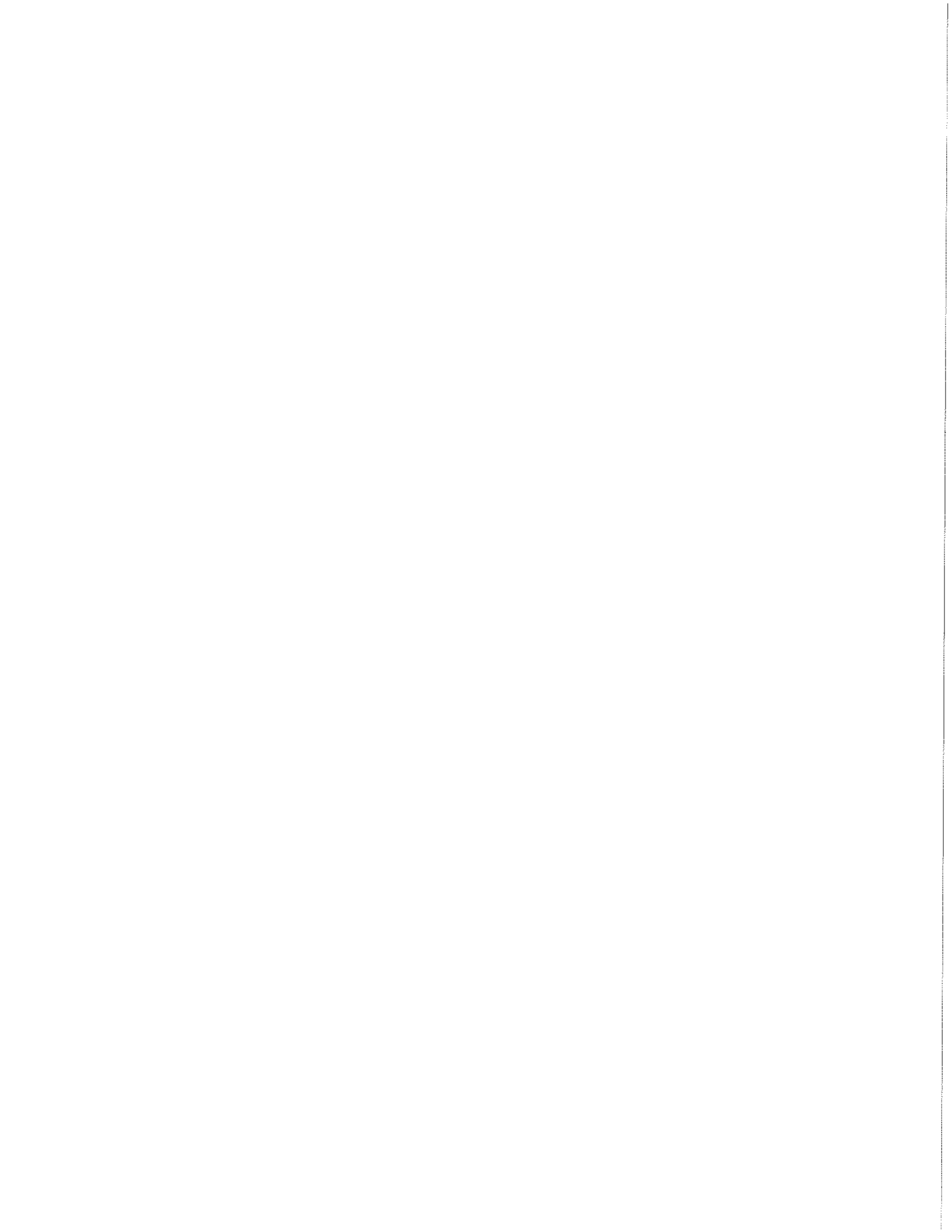
Is a projector needed? Yes

NoX

Contact information:

Email address: Vinemont@frontiernet.net

Phone number: 304.725.4325



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Dale Manuel, Commissioner**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 5, 2015**

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

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

Subject (*Wording to be placed on agenda*): **Horsemen's support Resolution**

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

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;

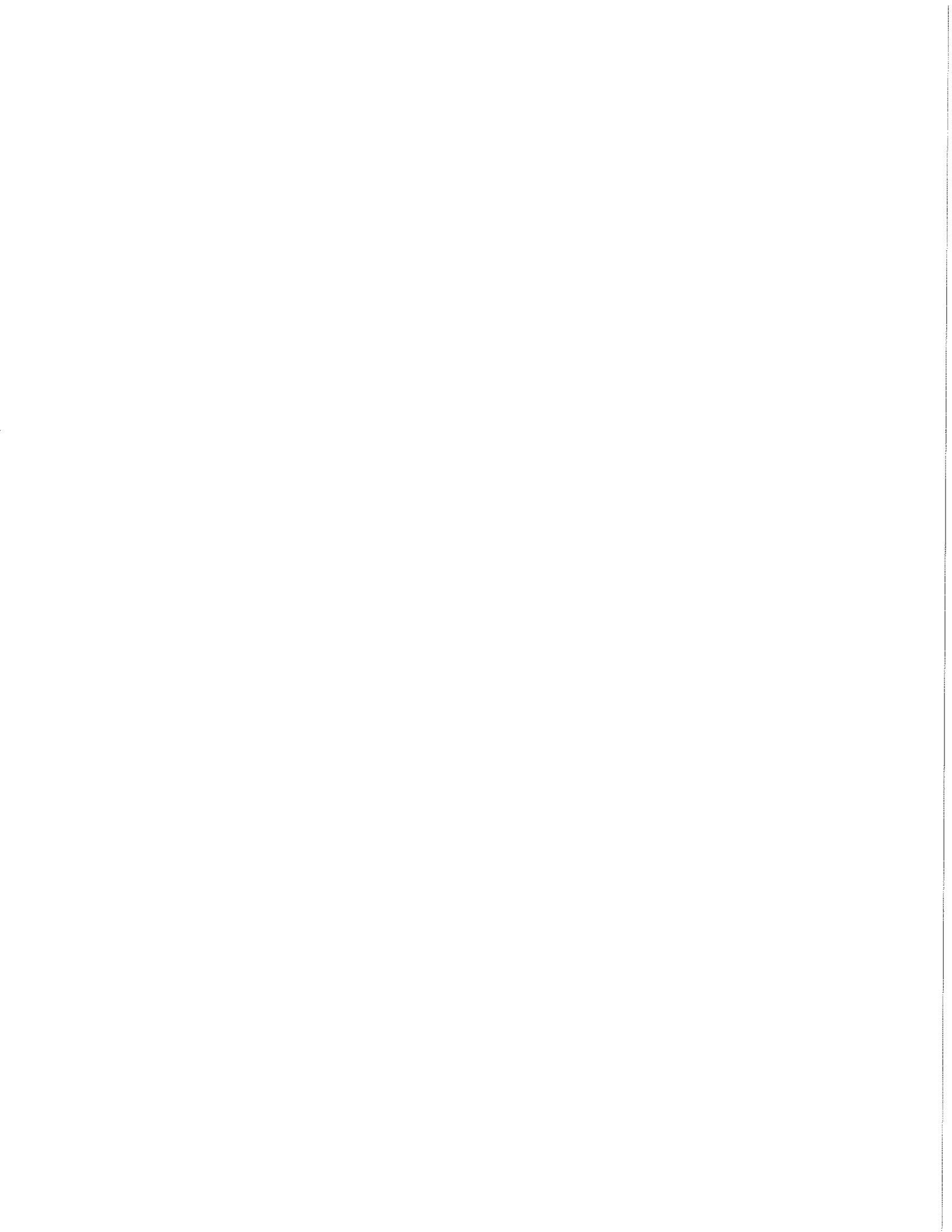
Third, that year round, live thoroughbred horse racing at the Hollywood Casino at Charles Town Races and thoroughbred horse breeding at farms in West Virginia promote job creation and continued employment and the generation of state revenues, and that job creation and continued employment are essential 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



Name: Patsy Noland

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **March 5, 2015**

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

Date Requested – 2nd Choice: Next available

Subject (*Wording to be placed on agenda*): **Discuss eliminating school impact fees and revisiting vehicle impact fees.**

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

1. The county commission, at the February 19th meeting, voted to reduce impact fees by 30% of the consultant's recommended figure. Since that decision, the county commission has been working on the 2016 Fiscal Year Budget, and it is clear that the school impact fees have majorly contributed to our stagnant growth, and that we are losing new growth to nearby counties due to impact fees. The county commission must do all it can to grow our tax base so that our citizens do not have to pay for the increasing need for additional services by increasing taxes. The county commission, over the last several years, has had to increase taxes to meet the growing demand for services, and the county commission is one step away from assessing taxes on citizens at the maximum allowable tax rate. School impact fees have majorly contributed to our stagnant growth by driving the cost of building houses to a level that prohibits our local workforce from being able to afford to build their homes, which has had a negative effect on Jefferson County's tax base.
2. Consider eliminating purchasing vehicles for law enforcement from impact fees as there has been no growth in the number of Deputy Sheriffs that would justify the need for additional vehicles.

Is this a funding request? Y/N - No

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

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

1. Based upon the above stated reasoning, I move that the county commission eliminate school impact fees.
2. Based upon the above stated reasoning, I move that the county commission eliminate purchasing vehicles from impact fees for law enforcement.

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

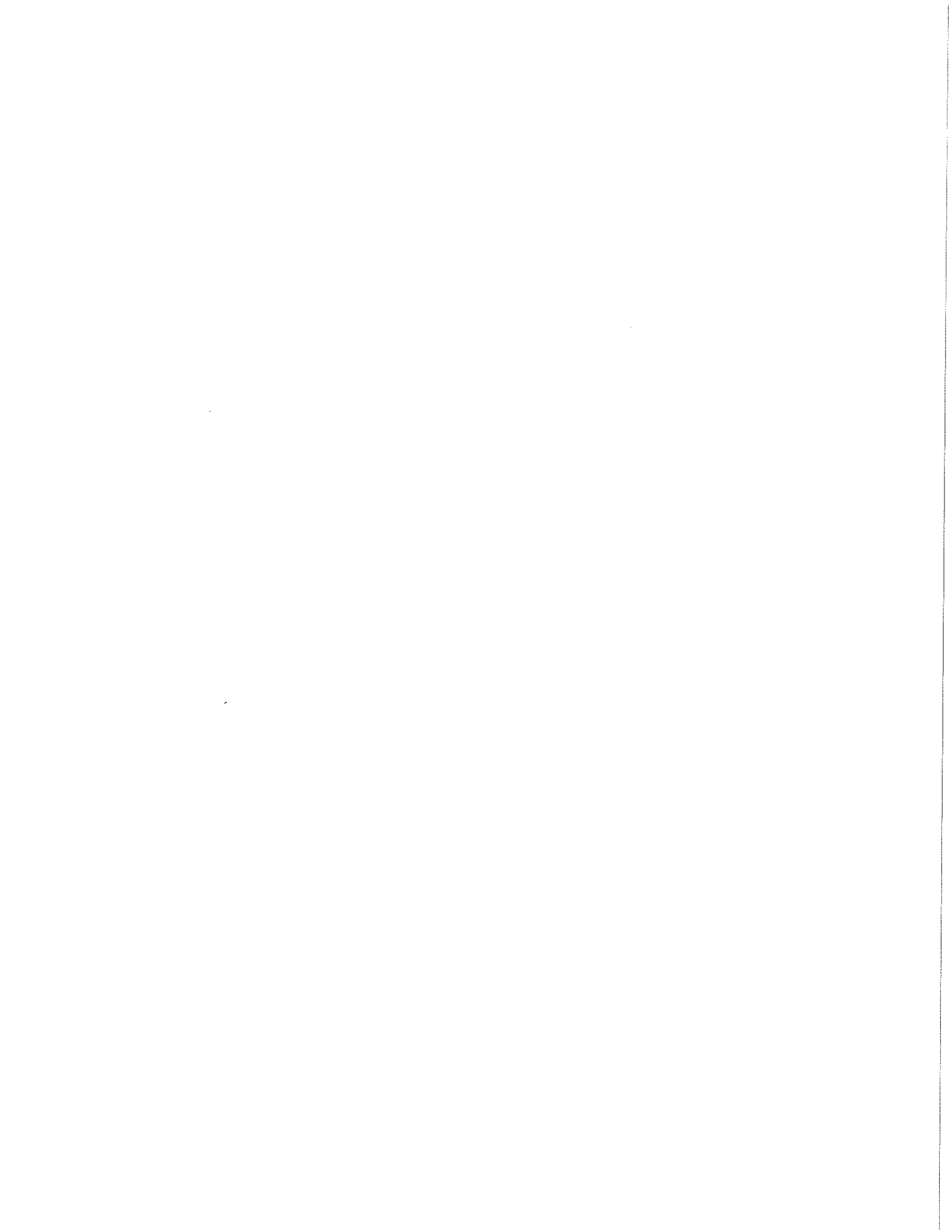
If not attached, explain: Click here to enter text.

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

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

Contact information:

Email address: commissionerpnoland@gmail.com Phone Number: Click here to enter text.



Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: ½ Hour

Date Requested – 1st Choice: 02/19/15

Date Requested – 2nd Choice: _____

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

Subject: **Recommendation from the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 0.98 acre property owned by David N. Slusher, designated as Tax District: Kabletown (06), Map: 11, Parcel: 3.2, located on the southwest corner of the Route 340/Straithmore Farm Lane/Wheatland Road intersection. **Planning & Zoning File #Z14-02.****

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

In accordance with Section 12.2(C) of the Jefferson County Zoning Ordinance, on January 13, 2015, the Jefferson County Planning Commission held a Public Hearing for the purpose of receiving public input regarding a landowner-initiated petition to amend the County Zoning Map for a 0.98 acre property owned by David N. Slusher, designated as Tax District: Kabletown (06), Map: 11, Parcel: 3.2, located on the southwest corner of the Route 340/Straithmore Farm Lane/Wheatland Road intersection. The property is occupied by Dave's Auto Sales and Service, an existing non-conforming use predating the implementation of zoning in Jefferson County. The rezoning request is from the Rural (R) zoning classification to the General Commercial (GC) zoning classification.

Pursuant to state law, WV Code 8A-7-9(c), the County Commission must first receive the advice of the Planning Commission regarding whether any requested Zoning Map Amendment is consistent with the County's adopted Comprehensive Plan. Based on the Planning Commission's Public Hearing held on January 13, 2014, on their review of the 2004 Comprehensive Plan and consideration of the facts and opinions presented, the Planning Commission moved to forward the petition to the County Commission with a finding that the application was consistent with the 2004 Comprehensive Plan. The motion passed with a vote of 7-1.

In accordance with Section 12.2(C) of the Jefferson County Zoning Ordinance, subsequent to the recommendation received from the Planning Commission, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination. The County Commission scheduled a Public Hearing to receive input on the zoning map amendment request pertaining to the above referenced property on February 19, 2015 at 1:30 PM.

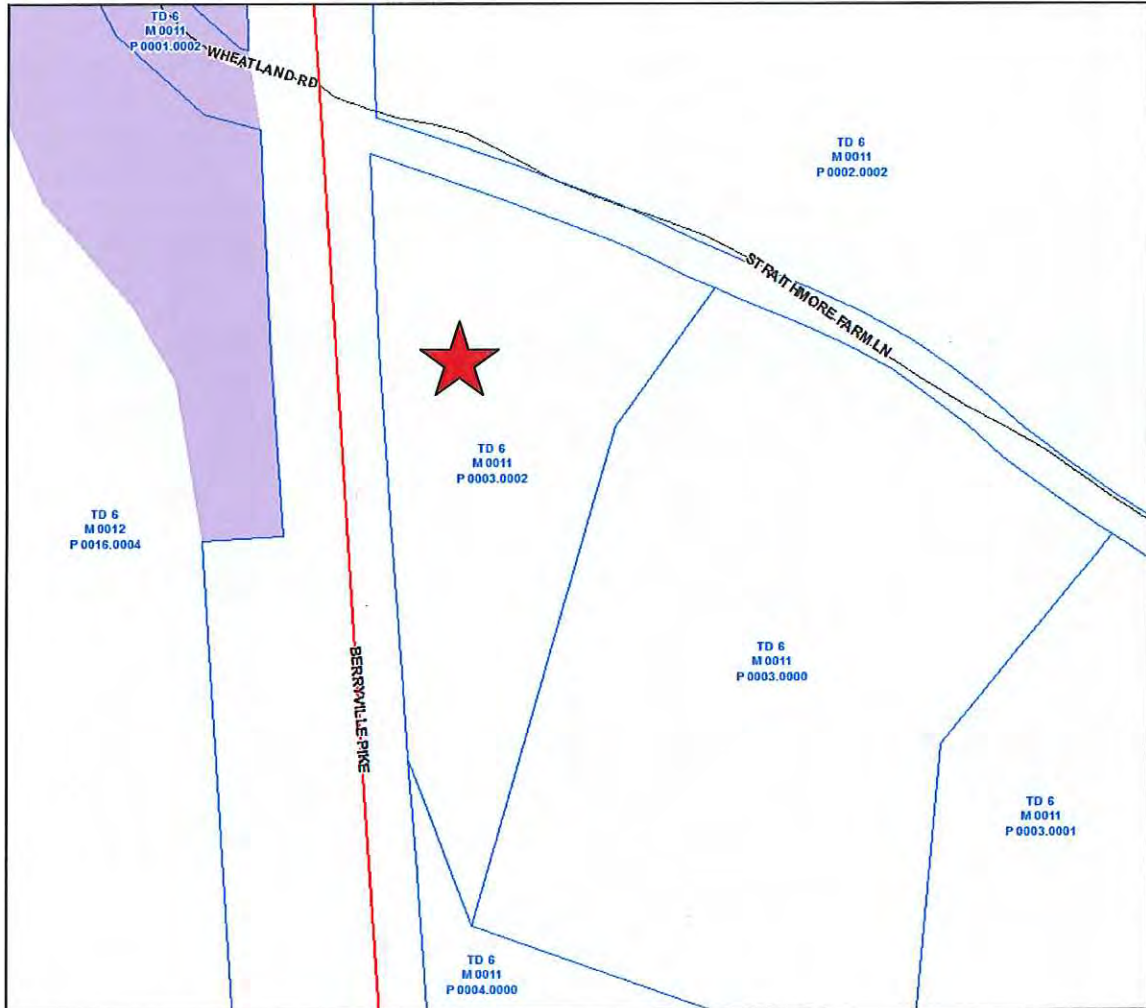
Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

"I move to keep the public input record open for **(14) days** for public input on this Zoning Map Amendment request."

Attachments:

- Rezoning location map
- Zoning Map Amendment Application (File #Z14-02)
- Slusher Rezoning Request, Staff Report, 01-13-15

Location Map for Slusher Zoning Map Amendment Request
0.98 acre property owned by David N. Slusher
Located on the southwest corner of the Route 340/Straithmore Farm Lane/Wheatland Road Intersection
Request to Change from Rural (R) to General Commercial (GC) Zoning



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

The County Commission of Jefferson County will hold a public hearing on Thursday, February 19, 2015 at 1:30 p.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

A public hearing is being held regarding the Proposed Zoning Map Amendment for a 0.98 acre property owned by David N. Slusher, designated as Tax District: Kabletown (06), Map 11, Parcel: 3.2, located on the southwest corner of the Route 340/Staithmore Farm Lane/Wheatland Road intersection.

Anyone wishing to provide written or oral comment may do so at this meeting or send comments to info@jeffersoncountywv.org.

No decisions will be made at this meeting.

By Order of the County Commission of Jefferson County

**Jane Tabb
President**



JEFFERSON COUNTY, WEST VIRGINIA
Departments of Planning and Zoning

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

714-02
 File Number: _____
 Staff Initials: CPC
 Application Fee: \$ 1050.00

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

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

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

Zoning Map Amendment (Rezoning)

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

Property owner information

Name: David N. Slusher
 Mailing Address: P.O. Box 197; Rippon, WV 25441
 Phone Number: (304)728-8350 Email: davessales@frontiernet.net

Applicant contact information

Name: David N. Slusher
 Mailing Address: P.O. Box 197; Rippon, WV 25441
 Phone Number: (304)728-8350 Email: davessales@frontiernet.net

Applicant representative

Name: Gordon Associates; Chad Wallen
 Mailing Address: 301 North Mildred Street, Suite 1; Charles Town, WV 25414
 Phone Number: (304)725-8456 Email: cwallen@gordon.us.com

Physical property details

Physical Address: Southeast corner of the Route 340 / Straithmore Farm Lane / Wheatland Road Intersection
 City: Wheatland State: WV Zip Code: _____
 Tax District: Kabletown (6) Map No: 11 Parcel No: 3.2
 Parcel Size: 0.98+/- Acres Deed Book: 819 Page No: 754

Current Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential-Light Industrial-Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)	General Commercial (GC)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/Commercial Mixed-Use (O/C)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECEIVED
 NOV 9 7 2014
 JEFFERSON COUNTY
 PLANNING, ZONING AND ENGINEERING
 Place Received Date Stamp Here

Proposed Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Commercial (GC)	Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

See Attached

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

See Attached

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

See Attached

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

- Yes, I request that the Planning and Zoning Staff present the petition
- No, I prefer to present the petition

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

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

Is Plat or Sketch Plan attached?

Yes No

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

	11-10-14	
Signature of Property Owner	Date	Signature of Property Owner

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

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

Recommended *Not Recommended*

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

Approved *Disapproved*

Final Determination/Other Comments

Zoning Map Amendment Application Addendum

Slusher Property

November 7, 2014

Owner / Applicant:

David Slusher
P.O. Box 197
Rippon, WV 25441



Substantiation for Request:

- 1. Allowed use for the property under the Rural Zoning District.** Due to the property's location and current use there is not a fiscally viable alternative to the current commercial use. The area of the property is less than one acre which limits its use as an agricultural property. Proximity to Route 340 and required setbacks would preclude the development of the property as residential use.
- 2. The designation as General Commercial will reflect the property's historic use.** Commercial use of the property dates back to the 1930's and the current use for auto sales existed prior to the adoption of zoning in Jefferson County. The continued successful use of the property demonstrates the value of the property as a commercial use.
- 3. The adoption of zoning in Jefferson County failed to recognize the property owner's investment in a commercial property.** The property was purchased by a small business owner with plans on maintaining a business while building equity in the property. The adoption of zoning in 1988 removed part of the potential equity and left a property which is a non-conforming use. The requirement for future zoning certificates or LESA evaluations will place an unnecessary burden in the future marketing for the commercial structure.
- 4. Current and planned uses in the vicinity of the property recognize the Route 340 corridor as an appropriate area for development.** The property across Route 340 and northwest of the intersection is zoned Commercial-Industrial, the subject property abuts

the Charles Town Urban Growth Boundary to the north and the draft 2014 Comprehensive Plan identifies a Preferred Growth Boundary 0.3+/- miles to the south. This recognizes this segment of the Route 340 corridor as a preferred area for development and commercial uses.

5. **No burden would be placed on existing public infrastructure with this rezoning.** The property will not require the extension of utilities and will not create additional needs on the school system or other County facilities. The continued use as a commercial property will help maintain the tax base in Jefferson County.

Property Tax Identification:

Kabletown District (6), Map Number 11, Parcel 3.2

Deed information:

Deed Book 819, Page Number 754

Property Characteristics:

Location: Southeast corner of the Route 340 / Straithmore Farm Lane / Wheatland Road intersection.

Current Zoning: Rural

Current / Historic Use: Commercial

Tract Size: 0.98+/- Acres

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

The subject property is an existing non-conforming use which predates the implementation of zoning in Jefferson County. The applicant is requesting that the General Commercial Zone be granted to correct the non-conforming status of the property. The first commercial use of the property dates back to the 1930's and the current use of auto sales began in 1986. The commercial history of the property includes tractor repair shop, auto sales / service, machine shop and numerous other commercial uses.

The property was purchased as a commercial enterprise and has since been devalued with the inaccurate Rural Zoning designation being placed on the property in 1988. The Applicant wishes to maintain the value of the property going forward. While there are no immediate intentions to change

the current use of auto sales, the Applicant needs to maintain flexibility going forward to ensure that the property is marketable and does not become a structure with no feasible permitted use. A structure which does not have a permitted use will inevitably become abandoned and deteriorate over time.

The existing structure is not suitable for residential use. The buildable area of the property contains parking, a building and storage shed. The conversion of this property to a residential, agricultural or other permitted use in the Rural District is not fiscally viable. The continued use as commercial is the only option for maintaining this property.

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

- ***Chapter 2, Statement of Goals: Encourage growth and development in areas where sewer, water, schools, and other public facilities are available or can be provided without unreasonable cost to the community.***
 - **The property will not require the extension of utilities.** Sanitary sewer and water is provided through private well and drainfield. This service will be maintained at the burden of the property owner and will be of no cost to the community.
 - **The proposed use of the property will not require the use of any public facilities.** The property is self-contained and does not depend on public facilities to continue as a permitted use under the General Commercial district. The property would require the use of schools and other public facilities if converted to a residential use as is permitted under the current Rural zoning district.

- ***Chapter 2, Statement of Goals: Encourage and support commercial, industrial, and agricultural activities to provide a diversified and sound local economy.***
 - **The historic backbone of Jefferson County is built on small business.** The property owner has contributed to this backbone through his investment in an existing commercial property in Jefferson County. Denying the future commercial use of the property denies the property owner a return on his investment in the County.
 - **The granting of the General Commercial zone will support the continued use of the property as a local business.** As discussed previously, the property and existing building have been a commercial use for approximately 80 years. Allowing the property to be properly zoned will help maintain its historic use, encourage local business and support the local economy.

- ***Chapter 2, Statement of Goals: Support and protect private property rights while supporting and protecting overall public health, safety and general welfare.***

- **The property was purchased as a commercial property prior to the adoption of zoning.** The adoption of zoning by Jefferson County in 1988 did not account for the historic use of the property and devalued a property which was a known commercial establishment. The implementation of zoning immediately made the commercial structure a non-conforming use. Any future efforts to sell the property will be impaired by requiring a zoning certificate or LESA evaluation for every potential use of the property. If zoned properly as General Commercial, the property will maintain its current and historic commercial use.
 - **The overall public health, safety and general welfare will not be impacted.** The change in the zoning designation of the property will not alter its existing function as a commercial use and will not alter the character of the community.
- ***Recommendation 3.18: The County should continue to pursue new industrial and commercial development in order to diversify its economy, increase the tax base and thereby mitigate the problems of increasing residential growth, and provide quality employment opportunities in the workforce.***
 - **Supporting existing business will help maintain the current economy and diversified tax base.** It is equally important to retain commercial uses as it is to attract new business. While the recommendation is to attract new business, it should be implied that retention is part of that effort.
- ***Existing Zoning Map***
 - **Surrounding properties are zoned for more intensive uses than the proposed General Commercial District.** Land across Route 340 and northwest of the property is zoned Industrial-Commercial. The Industrial-Commercial Zone allows for the most intense land use in the County and is currently abutting and across from land which is designated as Rural, which allows only the least intense uses permitted in the Zoning Ordinance. There is a lack of a transitional zone between these industrial zoned properties and the subject property. The location of this industrial zone also supports the reasoning that the subject property is in a suitable location for commercial development.
 - **The subject property abuts the City of Charles Town Urban Growth Boundary.** The Urban Growth Boundary identifies land in which Jefferson County believes is more appropriate for urbanized development when considering future development within the County. The location of the subject property in relation to the Urban Growth Boundary reinforces that this area is appropriate for the General Commercial Zone.
 - **The 2014 draft Comprehensive Plan identifies a preferred growth boundary 0.3 miles south of the property.** While still in draft form, the location of this boundary continues to identify that this segment of Route 340 is suitable for growth and development.

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

- **Increasing traffic flow on Route 340 has enabled the subject property to remain viable as a commercial use.** Route 340 has historically been a primary transportation route in Jefferson County. Traffic on Route 340 has continued to grow with population and the expanding road system in adjacent Frederick / Loudoun Counties. As a major traffic corridor in Jefferson County, commercial and industrial uses gravitate to Route 340. The planned commercially zoned land along this corridor demonstrates the appropriateness of this zoning request. The longevity of the property as a commercial use over approximately 80 years has been accomplished by the continuing traffic increase on Route 340.
- **The future expansion of Route 340 will increase the viability for commercial uses along this corridor.** This segment of Route 340 has had multiple studies and it is generally agreed that it will be expanded from a two lane road to a four lane divided road. Segments of Route 340 to the north and the south are currently a four lane divided road. It is of sound planning practice to locate commercial uses near the areas of major traffic corridors opposed to local roadways. The expansion of Route 340 demonstrates the changing value for the use of land along this corridor.

STAFF REPORT

Jefferson County Planning Commission Meeting

January 13, 2015

Applicants Request/Background

The property is located on the southwest corner of the Route 340/Straithmore Farm Lane/Wheatland Road intersection. It is currently occupied by Dave's Auto Sales and Service. Commercial use of this property dates back to 1930's and the current use of auto sales began in 1986.

The applicant states that there are no immediate intentions to change the current use of the property; however, the applicant desires to maintain flexibility going forward to ensure the property is marketable and does not become a structure with no feasible permitted use. The buildable area of the property contains parking, a building and storage shed. The applicant states that the conversion of this property to a residential, agricultural or other permitted uses in the Rural District is not fiscally viable.

Image 1 is a location map showing the parcel that is the subject of the rezoning request on an aerial map with the 100 year floodplain depicted. A large percentage of the property falls within the 100-year floodplain.

Image 1



Introduction and Purpose

The applicant's request is to rezone the 0.98 acre parcel from Rural (R) to General Commercial (GC). The property has access from US 340 and Straithmore Lane. The property abuts Bullskin Run and a large percentage of the property falls within the 100-year floodplain. The zoning to the north, south, east, and west of the subject properties is Rural. Properties to the northwest of this property, across US 340 and north of Wheatland Road, are zoned Residential-Light Industrial-Commercial and are occupied by a variety of commercial and industrial uses.

Statutory Authority and Requirements

The West Virginia State Code, Section 8A-7-9, and Section 12.2 (b) of the Jefferson County Zoning and Land Development Ordinance detail the process by which boundaries of zoning districts may be

STAFF REPORT

Jefferson County Planning Commission Meeting

January 13, 2015

amended in response to a petition of 50% or more of the property owners. Both state that before amending the Zoning Ordinance text or map, "the governing body, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan", or if it is inconsistent, "then the governing body with the advice of the Planning Commission, must find that there have been major changes of an economic, physical or social nature within the area involved, which were not anticipated when the comprehensive plan was adopted and those changes have substantially altered the basic characteristics of the area[See WVC 8A-7-9(c)]."

The Zoning Ordinance further states that the applicant should include discussion of any change of transportation characteristics and neighborhood from when the original zoning was established for the Planning Commission to take into consideration.

Scope of this Assessment

This report focuses on whether or not the Zoning Map Amendment application is consistent with the *2004 Comprehensive Plan (2004 Plan)*. It concludes that the request is not consistent with the *2004 Comprehensive Plan*. It should be noted that the County Commission is currently considering a draft version of the *Envision Jefferson 2035 Comprehensive Plan* which may be adopted prior to approval of this Zoning Map Amendment request and may need to be considered by the County Commission at that time.

The format for this assessment includes references to specific provisions of the *2004 Comprehensive Plan*, which are identified by page number citation. Staff has used these notations and quotations in order to address sections of the *2004 Plan* as it relates to the proposed rezoning. Identification of the specific page numbers where these provisions can be found in the *2004 Plan* permits the Planning Commission and/or County Commission to easily locate the particular provision and personally evaluate the provision in the context of the larger Plan document.

It should also be noted that the *2004 Plan* states, "Its recommendations are (by their nature and intent) general and, as such, sometimes conflicting. It will not be difficult to find two that individually justify and conflict with many land use proposals." In that sense, there are many plan references that are identified in this report that can or may appear to support or fail to support a finding of consistency between the proposed rezoning and the *2004 Comprehensive Plan*. In the final analysis, each member of the Planning Commission and the County Commission will need to weigh the degree to which various plan provisions are of greater or less importance, in establishing their respective findings regarding the application.

Finally, this report provides a Staff recommendation concerning the proposed rezoning based on review of the various plan sections and elements. The recommendations should be considered the professional opinion of staff; no more and no less. As the Planning and Zoning staff have no statutory authority to make decisions in this regard, we defer to the Planning Commission, and subsequently the County Commission, for any final recommendation or decision that may be forthcoming, with respect to the subject application.

STAFF REPORT

Jefferson County Planning Commission Meeting

January 13, 2015

Relevant 2004 Comprehensive Plan Elements and Commentary

A. Proposed Zoning District – General Commercial (GC):

The General Commercial zoning category is not addressed in the *2004 Plan* as it was adopted as a part of a larger Zoning Ordinance text amendment in 2014. The *2004 Plan* discussed a number of issues with the existing Land Evaluation Site Assessment (LESA) form of zoning as well as issues with the existing commercial zoning categories and recommended that the County review different zoning methods to see if LESA is still the zoning of choice for the County. In 2011 and 2012, the Jefferson County Commission considered a large number of landowner initiated rezoning requests, which were becoming preferred over the LESA system by the development community. The limitations of the broad zoning categories that existed at the time resulted in the initiation of a Zoning Ordinance text amendment in which created seven new commercial/industrial zoning categories. After considerable public input and discussion between 2012 and 2014, these new categories were approved by the County Commission. This request to rezone to General Commercial is the first request to utilize the new categories created.

The Jefferson County Zoning and Land Development Ordinance has a statement of purpose for each of its Zoning District categories and states that the purpose of the General Commercial (GC) District is “to provide for general destination business uses, which provide a broad range of commercial products and services necessary for large regions. The uses in this district may be characterized by medium-to-large buildings (including retail stores of up to 100,000 square feet of gross floor area for an individual building as per the definition of Retail Store, Large in this ordinance), more intensive commercial activity, and more vehicular traffic than would be permitted for uses in the Neighborhood Commercial (NC) District.” While the size of this property might indicate that a request to rezone to Neighborhood Commercial might be more appropriate, it should be noted that Automobile Sales is not permitted in the NC zone.

The Ordinance further states that the GC zoning category is intended for use on properties located in the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or in locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.

Image 2 shows the *2004 Plan* Growth Area and the Charles Town UGB. This property is outside the Growth Area in the *2004 Comprehensive Plan*. It is also outside Charles Town’s Urban Growth Boundary. This property is also outside of any Urban Growth Boundary or Preferred Growth Area in the draft *Envision Jefferson 2035 Plan*.

STAFF REPORT

Jefferson County Planning Commission Meeting
January 13, 2015

Image 2



B. Transportation Impacts:

The *2004 Comprehensive Plan* discusses the critical role of the transportation routes, noting:

“With the increase in population in the last three decades, Jefferson County's roads have had to bear the combined burden of increased traffic volume and heavier commercial vehicles. As a result, the deficiencies of the highway and road systems have become more critical. Inadequate funding and increases in transportation demand are conditions which probably will be facing the people of Jefferson County indefinitely (pg. 26).”

The property proposed to be rezoned is located on the southwest corner of the Route 340/Straithmore Farm Lane/Wheatland Road intersection. The property has access from US 340 and Straithmore Lane. In this area, US 340 is a two lane road. The four-lane section ends 0.5 miles north of Straithmore Farm Lane. The WV DOH is conducting an updated Environmental Impact Statement examining alternative routes for the future four-laning of US 340 from Charles Town to the Clarke County VA line.

Straithmore Farm Lane is a narrow rural road serving three homes and ending in an agricultural property to the east of this property.

C. Water and Sewer Proximity:

The Statement of Goals (p. 19) outlines the following:

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

STAFF REPORT

Jefferson County Planning Commission Meeting

January 13, 2015

“Promote growth and development that are both economically and environmentally sound.”

No public water and/or sewer service is available in this area of the County. The *2004 Plan* encourages urban level development to be on a central water and sewer system, whether public or privately owned. Therefore, the requested rezoning does not conform to this aspect of the *2004 Plan*.

D. *2004 Plan* Policies:

The Plan Policies (p. 8) relevant to this proposed Zoning Map Amendment include the following:

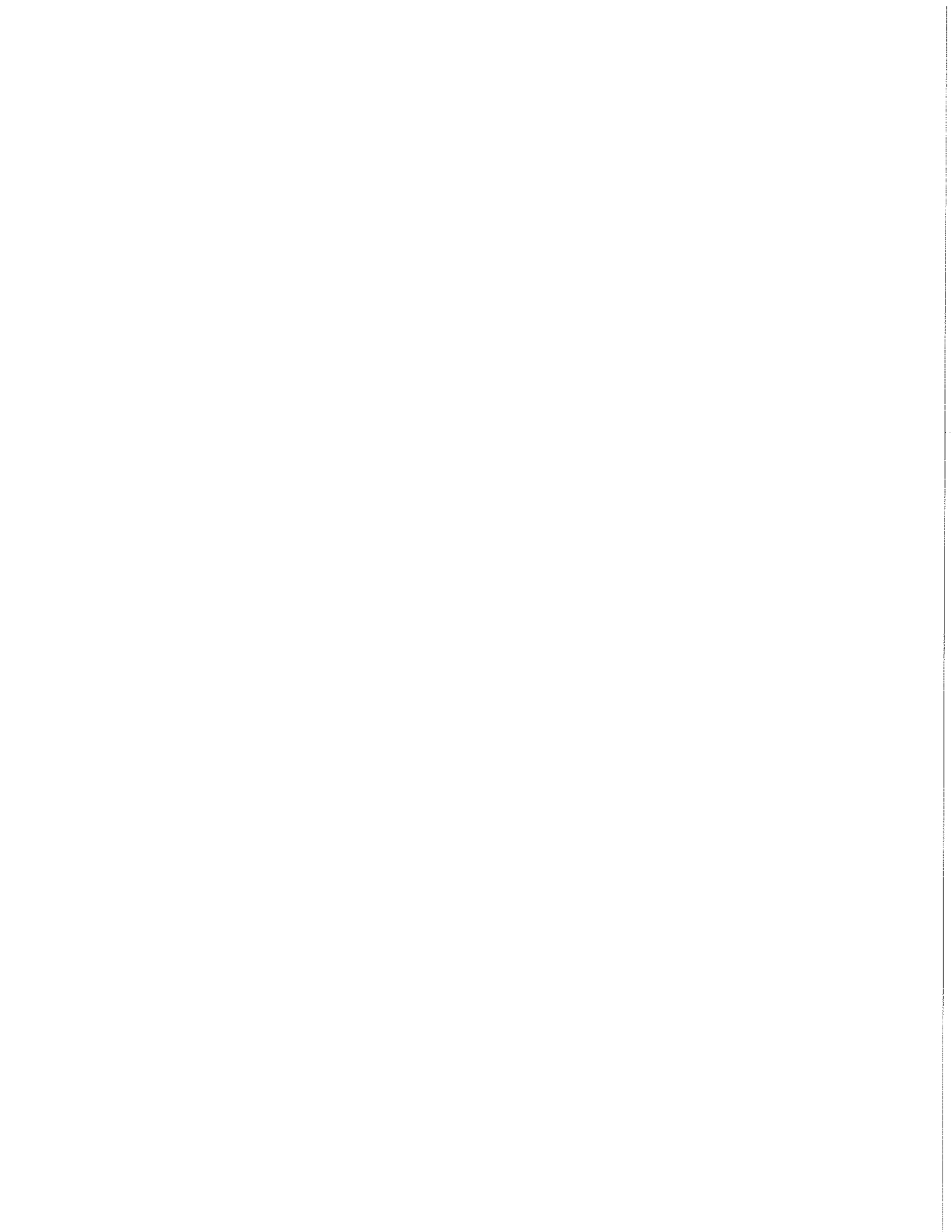
- “This Plan recommends that Jefferson County’s natural features, particularly stream valleys, be conserved as green space and that significant natural features be afforded protection as development proceeds.”
- “This plan encourages economic development so that residents can live and work in the county.”
- “This plan recognizes existing population centers as the focus of new, more intense development and the importance of working with municipalities to assure a pattern of development consistent with the Plan vision.”
- “This Plan identifies strategies to assure that community facilities and transportation infrastructure are provided in sequence with new development.”

Economic development strategies are key elements of the *2004 Plan*; however the Plan encourages such development to occur where the infrastructure and population are located; however, this property is fairly remote from Charles Town and on a two-lane section of US 340 with no water or sewer services available. It is important to consider that an existing non-conforming use can continue to exist and can change to a similar or less intense use through application to the staff of Board of Zoning Appeals. Rezoning of a property opens it up to numerous Principal Permitted Uses that this site could not accommodate due to its size, shape, and lack of infrastructure.

As outlined in multiple sections of this report, proper location of new development and activity needs to occur so as to not create an unreasonable burden to the proposed location. Just as important, the essential services that will be required to support the proposed activity are available. The proposed rezoning is located in an area that does not meet the intent of the above mentioned criteria. The purpose of good planning is to build upon the assets in a particular location, instead of promoting inappropriate areas prematurely.

Staff Recommendation

Staff finds the proposed rezoning is **not consistent** with the *2004 Comprehensive Plan*. It is **not** located with the identified Growth Area in the *2004 Comprehensive Plan* or a proposed growth area in the draft *Envision Jefferson 2035 Plan*. It is located on a two lane road that has been identified as needing widening by the WV DOH. It is not on public or private water and sewer. Most of the property is located within the 100-year floodplain.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Reverend Melanie McCarley

Department or Organization: **Zion Episcopal Church**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **March 5, 2015**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval to use JCC meeting room on Saturday, April 18, 2015 at 1:00 pm for a Youth Meeting with Civil Rights leader Ruby Sales**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: April 18, 2015
Meeting Time: 1:00 p.m. to 4:30 p.m.
Organization Name: Zion Episcopal Church
Purpose of Meeting: Youth meeting with Ruby Sales

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

Please check the boxes on all that apply to your organization:

- Has previously used the library
- Is a not-for-profit organization
- Can provide a certificate of insurance
- Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): The Rev. Melanie L. McCafrley

Signature of Person Making Request: Melanie McCarley Digitally signed by Melanie McCarley
DN: cn=Melanie McCarley, o=Zion Episcopal Church, ou, email=rector@zionaepiscopal.net, c=US
Date: 2015.02.25 14:28:09 -05'00' Date: 2/25/15

Contact Person: _____

(If other than the representative signing above)

Representative's Address: Zion Episcopal Church

221 East Washington Street

Telephone: 304-725-5312 Fax: 304-725-0743

COUNTY COMMISSION MEETING ROOM

INDEMNIFICATION FORM

As the individual or the authorized representative of the organization making the reservation, I agree to indemnify and hold harmless the Jefferson County Commission, its agents and representatives, from any and all lawsuits, action, claims or demands of any character or nature arising out of or brought on account of injuries or damages sustained by any person(s) as a consequence or result of using the meeting room, its furnishings or its equipment.

Person Making Request: (printed): The Rev. Melanie L. McCarley

Signature of Person Making Request: Melanie McCarley

Digitally signed by Melanie McCarley
DN: cn=Melanie McCarley, o=Zion Episcopal
Church, ou, email=rector@zionepiscopal.net,
c=US
Date: 2015.02.25 14:24:22 -0500

Date: 2/25/15

Contact Person: _____
(If other than the representative signing above)

Representative's Address: Zion Episcopal Church
221 East Washington Street

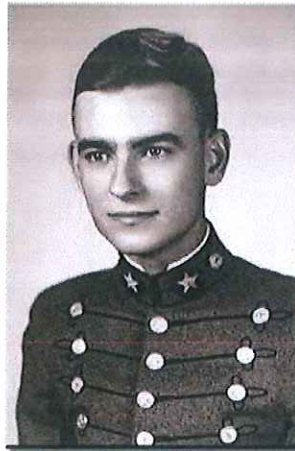
Telephone: 304-725-5312 Fax: 304-725-0743

E-mail: rector@zionepiscopal.net



Ruby Sales

On August 20, 1965 Jonathan Daniels, working for voter rights in Alabama, accompanied Ruby Sales, a 16 year old teenager to a store to buy a soda. He was shot, protecting Ruby from a shotgun blast from a part-time deputy sheriff. He died instantly.



Jonathan Daniels

WILL YOU STRIVE FOR JUSTICE AND PEACE, AND RESPECT THE DIGNITY OF EVERY HUMAN BEING?



A timely event of great importance to all citizens
Saturday, April 18th, 2015
3:00 p.m. & 7:00 p.m.
Old Opera House
Charles Town

Join us for a visit with noted Civil Rights Leader Ruby Sales

A Conversation with Young People

(Middle & High School)

3:00 p.m.

**Charles Town Library
200 E Washington St.**

Charles Town

Community Dialogue 7:00 p.m.

Place

To be confirmed

Shortly

Charles Town

SPONSORED BY
ZION
EPISCOPAL CHURCH

Charles Town
304-725-5312
www.zionepiscopal.net



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 5, 2015**

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

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

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

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

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

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

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

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

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

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

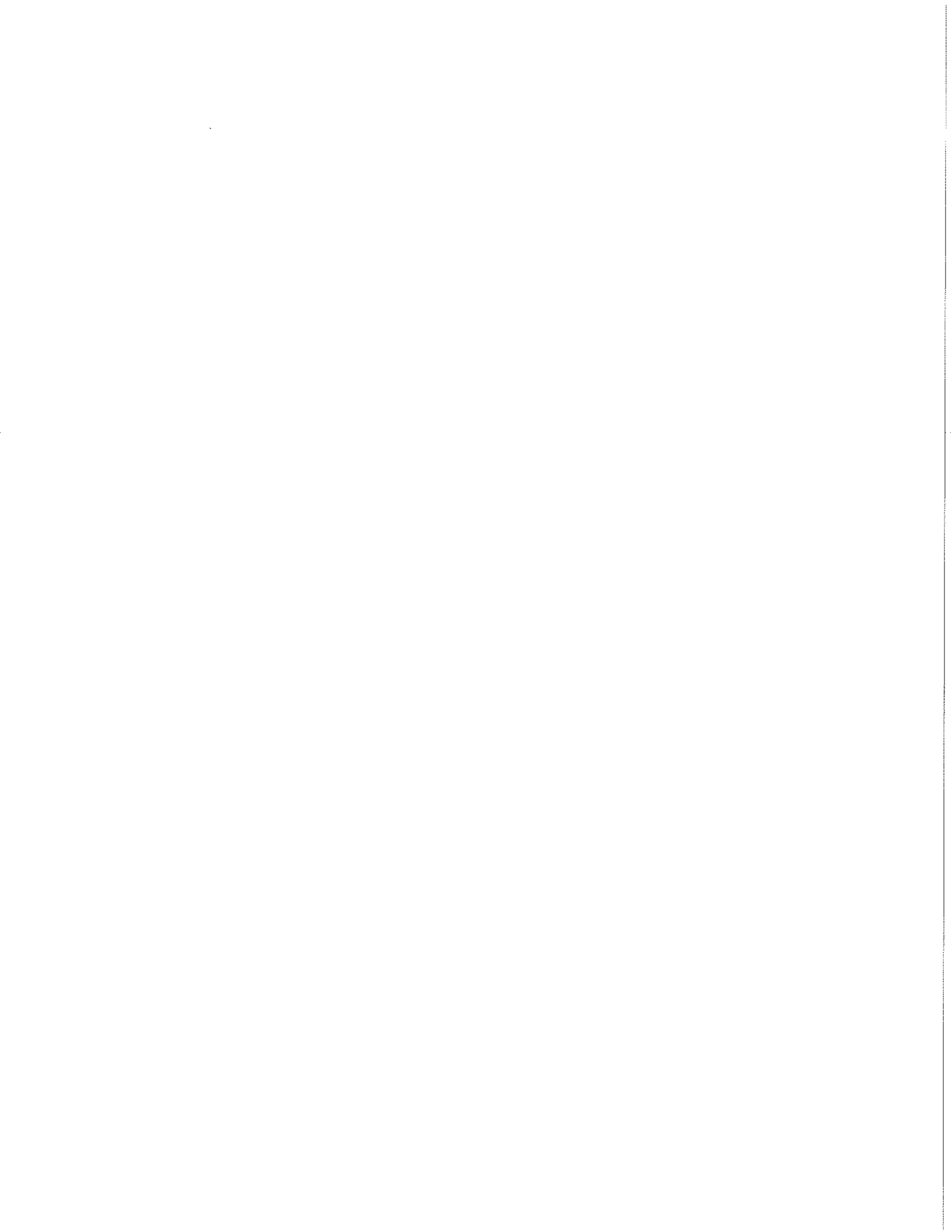
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Stephanie Grove, County Administrator**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 5, 2015**

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

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

Subject (*Wording to be placed on agenda*): **Reclassifying job position**

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

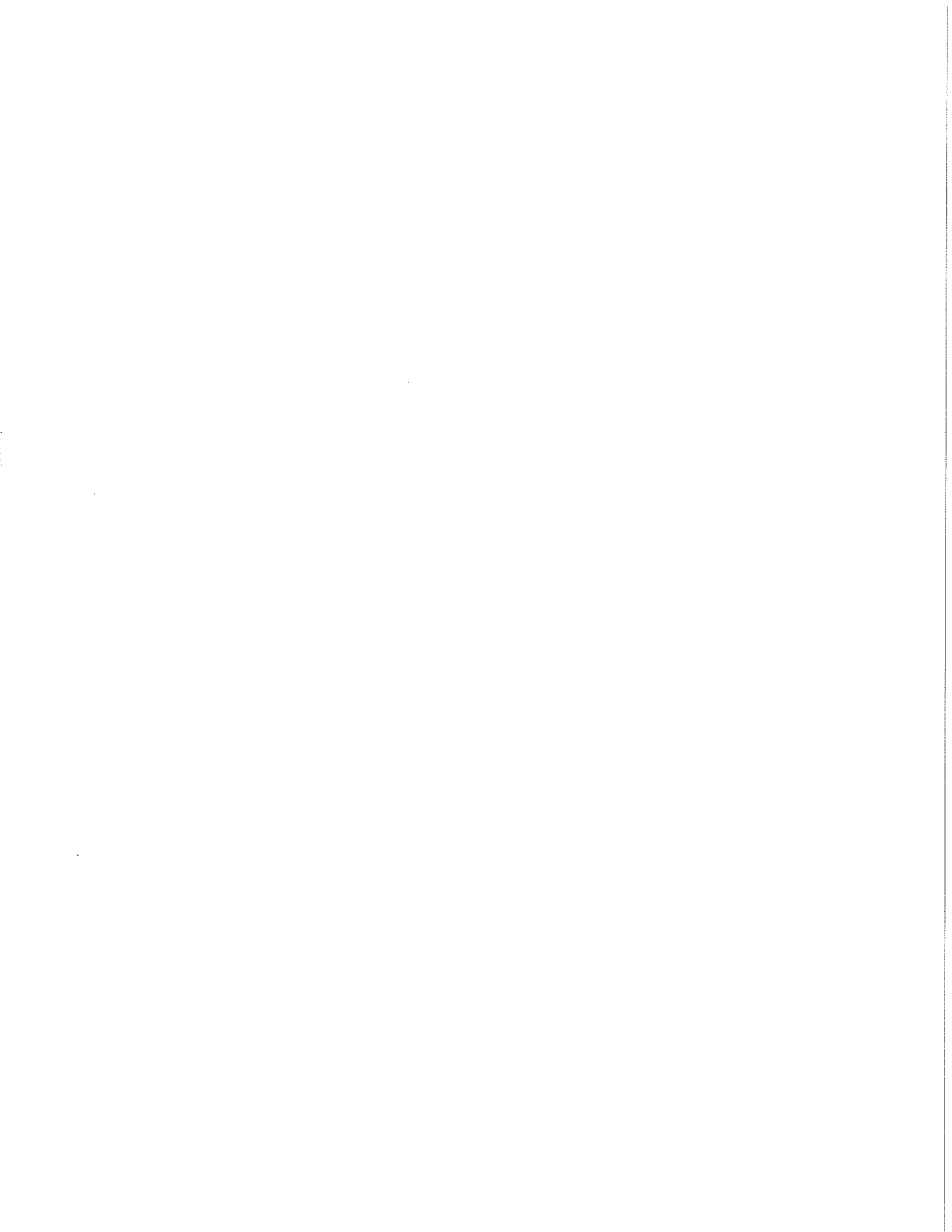
Click here to enter text.

**Jefferson County Commission
Employee Action Form**

Employee Name:	Jessica Carroll	Date Completed:	03/05/2015
Department Number:	401	Work Location:	County Commission
Birthdate:		Mail Address:	
Social Security:		Mail Address:	
Home Phone:		Cell Phone:	
Salary:	\$30,750.00	Salary:	\$32,935.00
Reason:	37 1/2 hours from 35 hours		New Hire Promotion Temporary Assignment Annual Increase
Step:		Step:	
Grade:		Grade:	
Min/Mid/Max		Min/Mid/Max	
From:	Candidate	To:	Candidate
Select One:	Non-Exempt Exempt Regular Full Time - 70/hr week Regular Full Time - 80/hr week Regular Part Time - <1040/week Temporary Full Time Temporary Part Time Intern Contract Termination/Retirement	Select One:	Non-Exempt Exempt Regular Full Time - 70/hr week Regular Full Time - 80/hr week Regular Part Time - <1040/week Temporary Full Time Temporary Part Time Intern Contract 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:			
hours are 9-5 with 1/2 hour lunch			
Effective Date:			
Co Admin/Elected Official:		HR Approval	
Commission Approval		Hiring Mgr Appr	
Hiring Mgr Notified		Payroll Processed	

Bi-Weekly/Annual Salaries for Jefferson County Government

Grade	Pay Rate	Percentage Increase	Bi-Weekly Hours	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step 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



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Stephanie Grove, County Administrator**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 5, 2015**

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

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

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

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

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

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

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

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

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

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

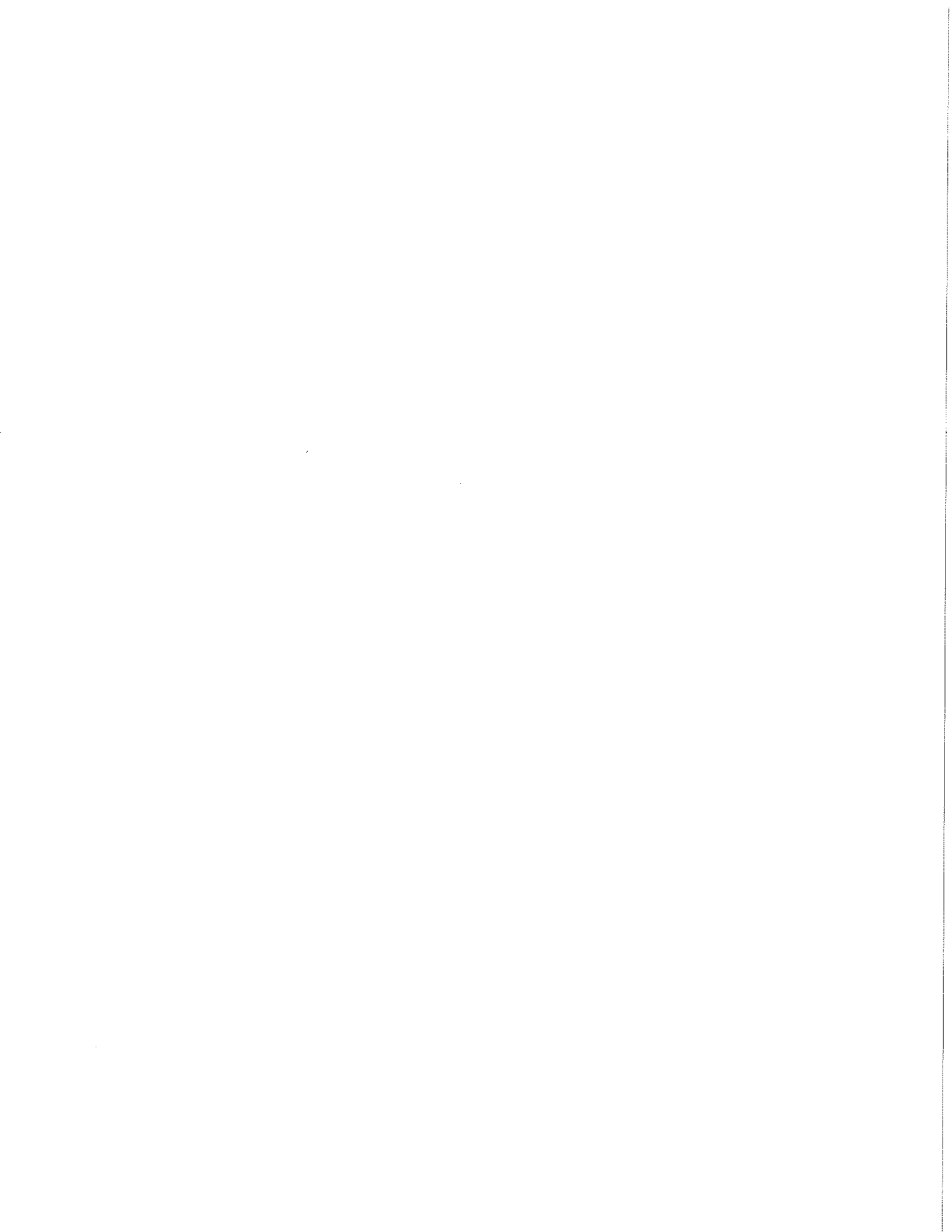
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

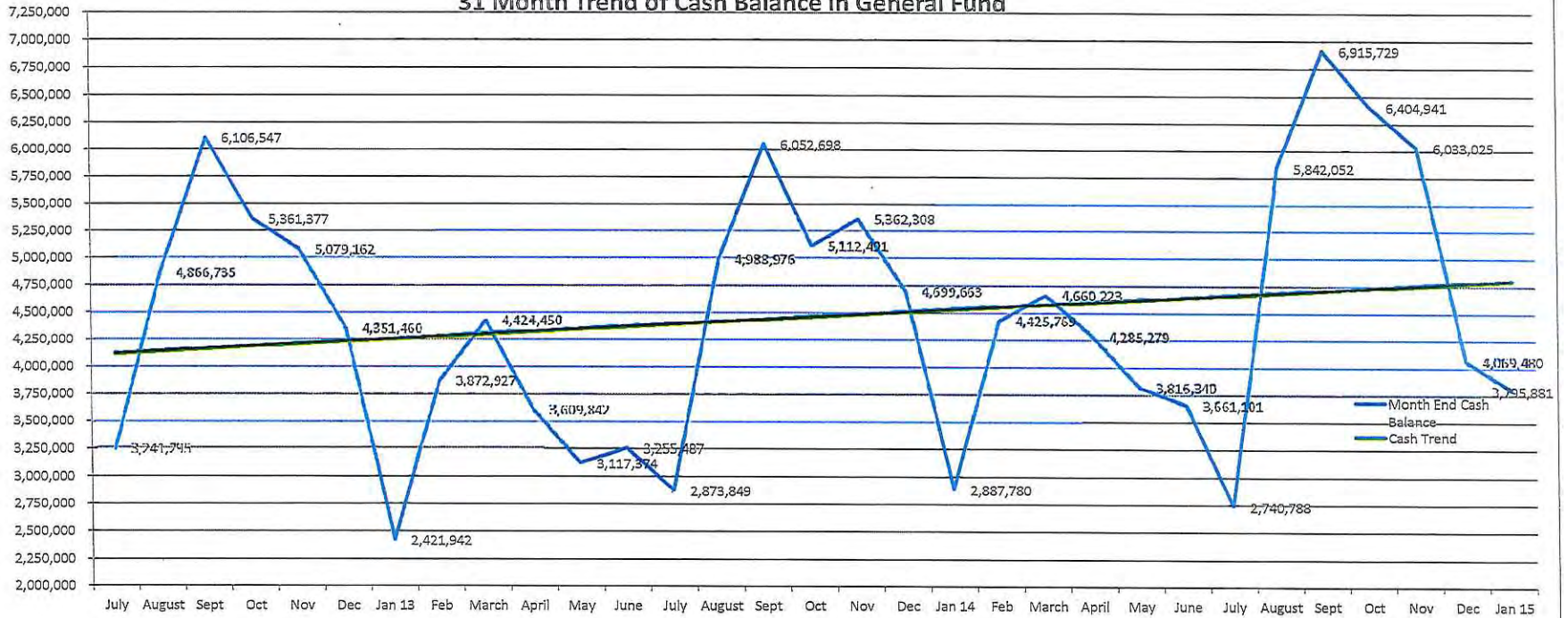
FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



Review of Cash

31 Month Trend of Cash Balance in General Fund



Listing of Cash Balances by Fund as of January 31, 2015

Fund	Description	Balance
001	General Operating	3,795,881
002	Coal Severance	116,241
003	Dog & Kennel	29,629
004	General School	-
005	Magistrate Court	3,288
006	Worthless Check	28,217
008	Home Confinement	7,262
009	Federal Grants	359
010	State Grant	-
023	Flood Mitigation	34,958
039	Waste Coal	8,334
056	Assessor Valuation	463,985
057	Farmland Protection	1
059	Concealed Weapons	50,446
063	Voter Registration	14
074	Drug Forfeiture	5,882
075	Sub Division Bond Forfeiture	172
077	Teen Court	915
244	Bardane Public Health Center	96,376
246	Capital Outlay	4,316,892
247	Parks Land Fund	-
249	Impact Fees	1,960,921
315	State Police	60
369	Deputy Sheriff Retire	<u>1</u>
Cash all Funds		10,919,834

Capital Outlay Fund
 Updated 1/31/15

Cash and Investments as of 1/31/15	\$	4,316,892
CAD amount remaining to be paid	\$	27,822
Shepherdstown Bike Path (cost overrun)	\$	30,000
JCESA Mortgage 10/2015	\$	81,000
County Matching Funds for 12th Cycle Courthouse Grant. Approved 10/2/14 by Commissioners	\$	250,000
Emergency Reserve	\$	<u>2,000,000</u>
Funds available less approved items	\$	1,928,070
Hunter House Renovation	\$	125,000
Mason Bldg elevator	\$	250,000
Assessor Renovations	\$	75,000
Tax Office Renovations	\$	150,000
Possible pending items (unapproved)	\$	600,000
Net Balance	\$	1,328,070

**Not included in the above is \$2.4 million to \$8 million needed
 on building construction/purchase/renovation**

Approved

Possible Pending items discussed by Commissioners

Committed under Commissioner approved policy number 307

**Budget to Actual by
Object Code as of
January 31, 2015**

FY15 Revenue and Expenditure
Compiled February 17, 2015
Expenditures by Object Code

	FY15 budget	FY15 actual as of 1/31/15	Variance (unfavorable)	% Rec'd/Exp
Revenue				
Taxes	12,059,566	7,353,756	(4,705,810)	60.98
Tax Penalties	301,220	215,764	(85,456)	71.63
Property Transfer	468,000	371,542	(96,458)	79.39
Gas/oil	81,957	81,957	-	100.00
Horse Racing	14,219	7,703	(6,516)	54.17
Wine Liquor	25,433	27,049	1,616	106.35
Hotel Occupancy	520,000	383,496	(136,504)	73.75
Decal fees	75	26	(49)	34.67
Bldg Permits	170,000	140,449	(29,551)	82.62
Misc Permits	150	128	(22)	85.33
Grants	121,000	131,022	10,022	108.28
Payment in lieu of taxes	11,676	11,676	-	100.00
Sheriff Service Process	18,000	10,725	(7,275)	59.58
Sheriff Earnings	28,000	17,926	(10,074)	64.02
Clerk Earnings	206,500	102,156	(104,344)	49.47
Circuit Clerk Earnings	65,183	33,049	(32,134)	50.70
Prosecuting Earnings	1,129	703	(426)	62.27
Accident reports	3,500	2,370	(1,130)	67.71
Map Sales	4,200	1,591	(2,609)	37.88
Rent	47,175	24,075	(23,100)	51.03
Ambulance Fee	600,000	375,000	(225,000)	62.50
911 Fees	1,885,058	953,410	(931,648)	50.58
Franchise Agreements	402,796	210,718	(192,078)	52.31
IRP fees	10,140	4,654	(5,486)	45.90
Jail fees	96,912	96,912	-	100.00
Interest	17,273	14,845	(2,428)	85.94
Misc revenue	50	150	100	300.00
Sheriff Commission	12,000	11,619	(381)	96.83
Table Games	943,444	522,623	(420,821)	55.40
Video Lottery	3,224,793	2,146,981	(1,077,812)	66.58
Reimbursements	313,583	165,822	(147,761)	52.88
General School Reimbursements	264,000	156,164	(107,836)	59.15
Trns Assessor Val fund	494,949	-	(494,949)	-
Total Revenue	22,411,981	13,576,061	(8,835,920)	60.58

FY15 Revenue and Expenditure
 Compiled February 17, 2015
 Expenditures by Object Code

	FY15 budget	FY15 actual as of 1/31/15	Variance (unfavorable)	% Rec'd/Exp
Expenditures				
Salaries	9,800,361	5,567,698	4,232,663	56.81
FICA	751,229	438,148	313,081	58.32
Health Insurance	2,011,682	1,071,241	940,441	53.25
Retirement	1,288,435	764,124	524,311	59.31
Telephone	238,298	116,200	122,098	48.76
Printing	24,019	4,893	19,126	20.37
Utilities	291,700	134,348	157,352	46.06
Travel	56,969	18,661	38,308	32.76
Bldg Repairs	70,000	19,566	50,434	27.95
Equip Repairs	200,908	95,241	105,667	47.41
Auto Repairs	8,000	801	7,199	10.01
Postage	111,411	80,274	31,137	72.05
Equipment Rent	139,600	81,818	57,782	58.61
Ads/Legal Publications	48,926	17,659	31,267	36.09
Training	54,955	11,178	43,777	20.34
Dues	83,975	42,117	41,858	50.15
Professional Services	257,202	108,197	149,005	42.07
Audit Costs	35,000	34,600	400	98.86
Bonds/Workers Comp	440,369	260,254	180,115	59.10
Sheriff Court Costs	1,000	-	1,000	-
Contracted Services	404,090	166,525	237,565	41.21
Ambulance Fee Remittance	600,000	375,000	225,000	62.50
Bank Charges	500	130	370	26.00
Retired Insurance Prem	81,103	50,750	30,353	62.57
Materials/supplies	400,604	160,063	240,541	39.96
Record Books	8,350	5,189	3,161	62.14
Vehilce Fuel	229,750	99,593	130,157	43.35
Jail Costs	1,100,000	783,705	316,295	71.25
Uniforms	40,875	13,063	27,812	31.96
State Computer	57,875	14,261	43,614	24.64
Computer Software	11,500	1,357	10,143	11.80
Computer Hardware	70,500	9,508	60,992	13.49
Tech Support	121,250	31,794	89,456	26.22
Tech Fees & Lic	57,945	15,579	42,366	26.89
Contributions to other entities	2,993,949	2,262,027	731,922	75.55
Contingency	319,651	-	319,651	-
Total Expenditures	22,411,981	12,855,562	9,556,419	57.36
 Net	 -	 720,499		

**Budget to Actual by
Department as of
January 31, 2015**

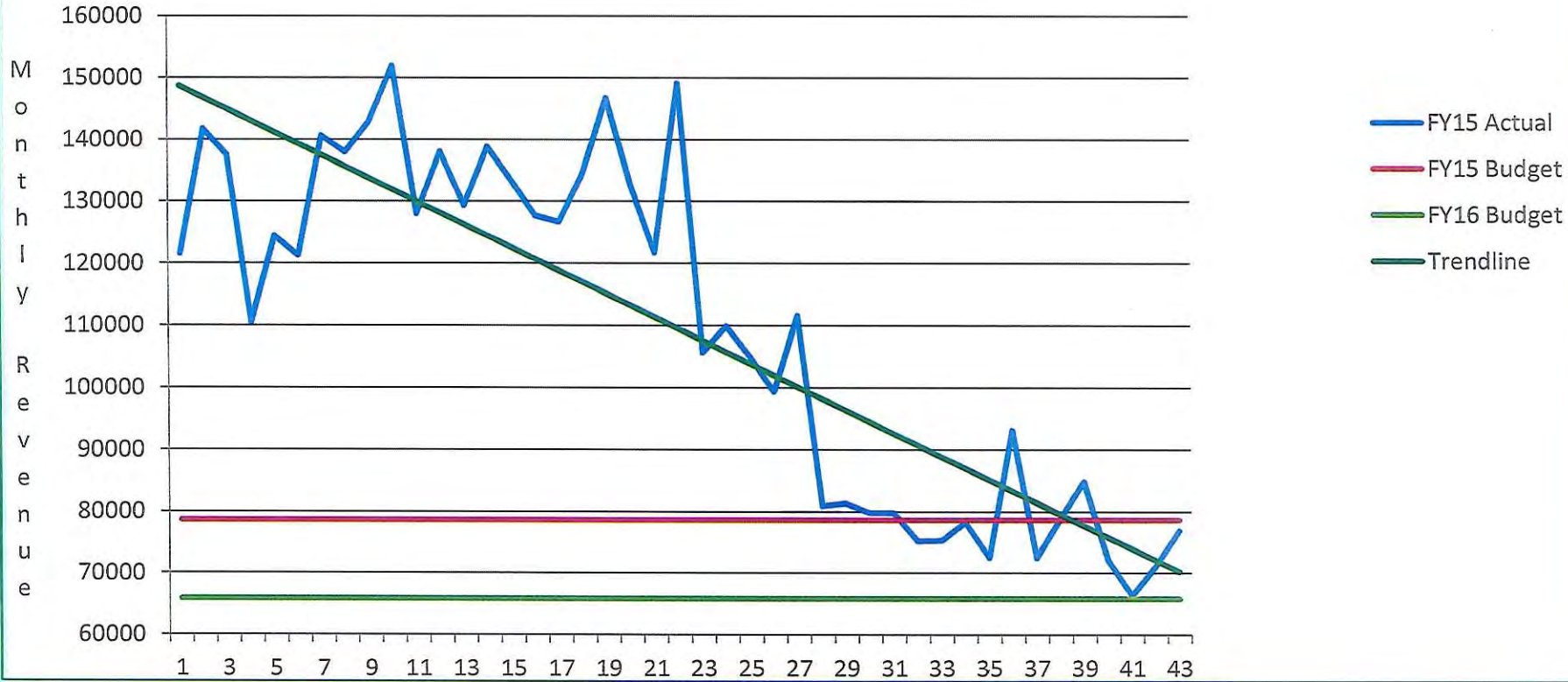
FY15 Revenue and Expenditure
Compiled February 17, 2015
Expenditures by Department

	FY15 budget	FY14 actual as of 1/31/14	FY15 actual as of 1/31/15	Variance (unfavorable)	% Rec'd/Exp
Revenue					
Taxes	12,059,566	7,020,427	7,353,756	(4,705,810)	60.98
Tax Penalties	301,220	231,970	215,764	(85,456)	71.63
Property Transfer	468,000	1,024,616	371,542	(96,458)	79.39
Gas/oil	81,957	5,294	81,957	-	100.00
Horse Racing	14,219	8,197	7,703	(6,516)	54.17
Wine Liquor	25,433	22,172	27,049	1,616	106.35
Hotel Occupancy	520,000	328,125	383,496	(136,504)	73.75
Decal fees	75	42	26	(49)	34.67
Bldg Permits	170,000	45,065	140,449	(29,551)	82.62
Misc Permits	150	102	128	(22)	85.33
Grants	121,000	150,661	131,022	10,022	108.28
Payment in lieu of taxes	11,676	9,949	11,676	-	100.00
Sheriff Service Process	18,000	9,625	10,725	(7,275)	59.58
Sheriff Earnings	28,000	13,565	17,926	(10,074)	64.02
Clerk Earnings	206,500	114,992	102,156	(104,344)	49.47
Circuit Clerk Earnings	65,183	38,023	33,049	(32,134)	50.70
Prosecuting Earnings	1,129	659	703	(426)	62.27
Accident reports	3,500	2,050	2,370	(1,130)	67.71
Map Sales	4,200	2,328	1,591	(2,609)	37.88
Rent	47,175	28,212	24,075	(23,100)	51.03
Ambulance Fees	600,000	-	375,000	(225,000)	62.50
911 Fees	1,885,058	875,793	953,410	(931,648)	50.58
Franshise Agreements	402,796	201,398	210,718	(192,078)	52.31
IRP fees	10,140	5,915	4,654	(5,486)	45.90
Jail fees	96,912	85,651	96,912	-	100.00
Interest	17,273	9,721	14,845	(2,428)	85.94
Misc revenue	50	181	150	100	300.00
Sheriff Commission	12,000	11,738	11,619	(381)	96.83
Table Games	943,444	637,920	522,623	(420,821)	55.40
Video Lottery	3,224,793	2,231,816	2,146,981	(1,077,812)	66.58
Reimbursements	313,583	264,804	165,822	(147,761)	52.88
Trans from other funds	-	1,764	-	-	#DIV/0!
General School Reimbursements	264,000	148,347	156,164	(107,836)	59.15
Trns Assessor Val fund	494,949	-	-	(494,949)	-
Total Revenue	22,411,981	13,531,122	13,576,061	(8,835,920)	60.58
Expenditures					
Commission	1,704,450	1,028,609	968,965	735,485	56.85
County Clerk	858,405	468,616	413,301	445,104	48.15
Circuit Clerk	684,454	391,816	362,111	322,343	52.91
Treasurer	617,390	375,931	356,755	260,635	57.78
Prosecuting Attny	1,810,398	1,098,847	1,025,486	784,912	56.64
Assessor	550,090	346,275	329,141	220,949	59.83
Assessor AVF	494,949	289,231	264,946	230,003	53.53
Statewide Computer	57,075	29,445	14,261	42,814	24.99
Agricultural Agent	128,222	82,760	68,586	59,636	53.49

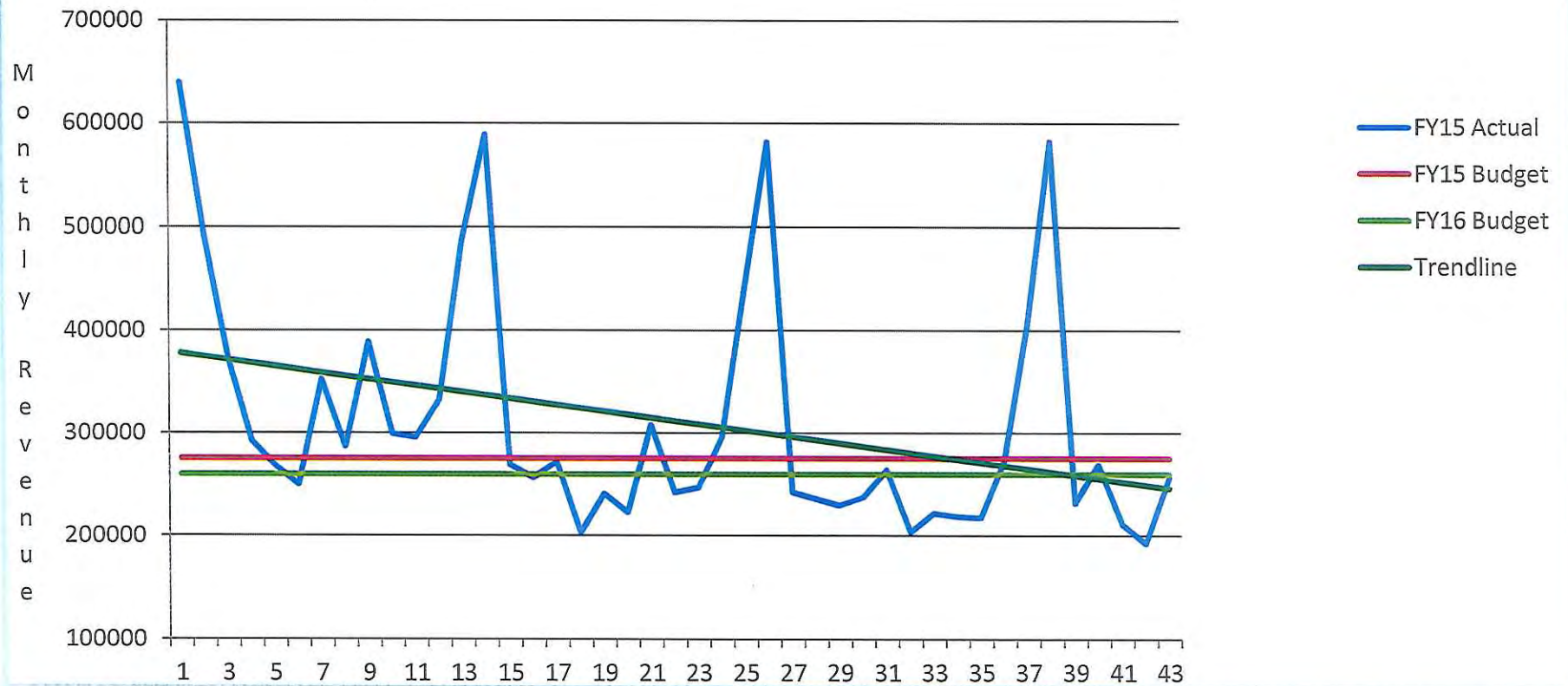
**FY15 Revenue and Expenditure
Compiled February 17, 2015
Expenditures by Department**

	FY15 budget	FY14 actual as of 1/31/14	FY15 actual as of 1/31/15	Variance (unfavorable)	% Rec'd/Exp
Elections	284,240	90,471	192,225	92,015	67.63
Magistrate Court	1,000	454	497	503	49.70
Courthouse (Maintenance)	1,128,469	722,383	621,900	506,569	55.11
Other Buildings	649,750	344,124	292,691	357,059	45.05
Data Processing	335,003	142,126	114,504	220,499	34.18
Regional Dev Authority	19,795	19,794	19,794	1	99.99
Economic Development	448,017	292,390	299,846	148,171	66.93
GIS	242,947	142,089	133,821	109,126	55.08
Planning	394,833	285,855	195,262	199,571	49.45
Engineering	746,637	451,188	421,710	324,927	56.48
Zoning	71,338	47,207	40,878	30,460	57.30
Transfer to other Funds	-	6,250	-	-	#DIV/0!
Contingency	319,651	-	-	319,651	-
Law Enforcement	3,491,075	2,181,570	1,929,836	1,561,239	55.28
Service of Process	18,000	17,206	3,198	14,802	17.77
Regional Jail	1,100,000	679,136	783,705	316,295	71.25
Emergency Services	269,635	141,635	130,843	138,792	48.53
Communication Center	2,001,437	1,234,826	1,116,904	884,533	55.81
Fire Depts	373,625	-	243,500	130,125	65.17
JCESA	1,297,562	1,648,290	1,085,672	211,890	83.67
Ambulance Fees Remittance	600,000	-	375,000	225,000	62.50
Animal Control	335,644	194,490	176,965	158,679	52.72
Central Garage	352,786	192,769	150,906	201,880	42.78
Parks and Recs	493,529	347,724	345,128	148,401	69.93
Arts and Humanities	10,400	13,344	7,006	3,394	67.37
Historical Commission	15,400	13,344	10,373	5,027	67.36
Visitors Center	260,000	166,799	175,140	84,860	67.36
Library	234,000	187,200	175,500	58,500	75.00
Public Transportation	10,275	6,850	7,706	2,569	75.00
Waste Authority	1,500	-	1,500	-	100.00
Clerk Capital Equip		23,155	-		
Total Expenditures	22,411,981	13,704,199	12,855,562	9,556,419	57.36
Net	-	(173,077)	720,499		

Table Games 001-370-OT-000 43 month Period July 2011 - Jan 2015



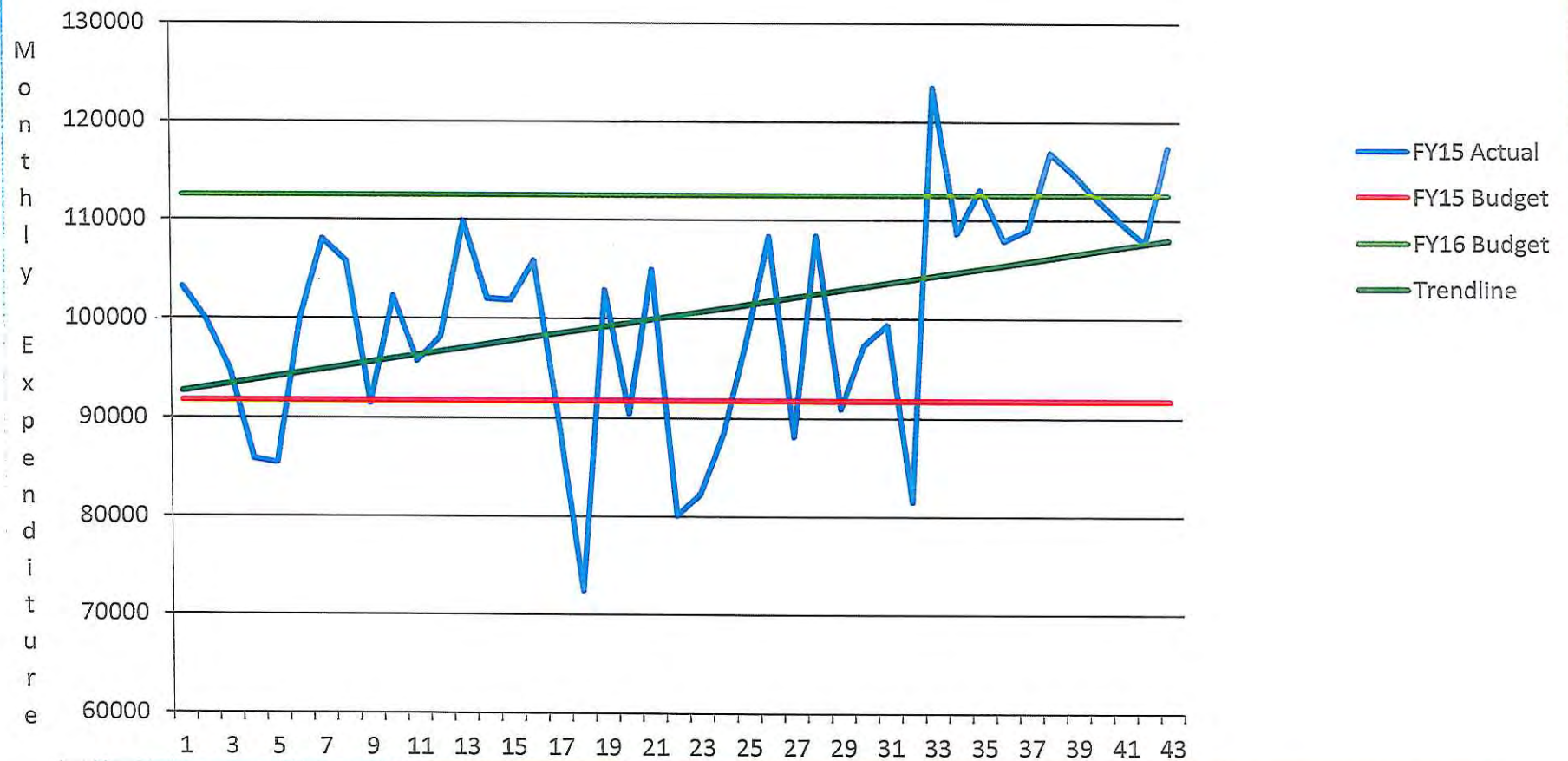
Video Lottery 001-373-OT-000 43 month Period July 2011 - Jan 2015



Jail Costs

001-704-03-344-000-PS-000

43 month Period July 2011 - Jan 2015



FY15 Budget Variances
 As of January 31, 2015

(unfavorable)

001-308-OT-000	Wine & Liquor Tax	8,000	Based on actual to budget
001-301-TT-006	Supplemental Taxes	75,000	Based on actual to budget
001-301-TT-001	Ad Valorem taxes 1st yr	50,000	Based on actual to budget
001-304-OT-000	Property Tax Transfers	150,000	Based on actual to budget
001-318-LP-000	Building Permits	50,000	Based on actual to budget
001-322-IG-000	Federal Grants	40,000	Based on actual to budget
001-331-CS-000	Cnty Clerk Earnings	(30,000)	Based on actual to budget
001-346-CS-000	911 Fees	(125,000)	Based on actual to budget
001-370-OT-000	Table Games	<u>(47,000)</u>	Based on actual to budget
Total Revenue Variances		171,000	
001-403	Circuit Clerk Cell Phones	(658)	Not included in budget
001-700	Sheriff Cell Phones	(14,644)	Not included in budget
001-424-02-218-000-GG-000	Postage	(25,000)	\$9,000 related to ambulance billing
001-xxx-01-105-000-GG-000	Health Insurance	167,335	Elected Depts
001-717-03-343-001-GG-000	Central Garage Fuel	55,000	Based on actual to budget
001-704-03-344-000-PS-000	Jail Costs	<u>(243,000)</u>	Trend does not support budget
Total Expenditure Variances		(60,967)	
Contingency Reserve Available		<u>319,651</u>	
Possible Increase in Fund Balance		429,684	

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tim Stanton, Finance Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 1 hour

Date Requested – 1st Choice: March 5, 2015

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

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

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

- ✚ Internal Budget Revision #7
- ✚ Review of proposed FY16 budget adjustments

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

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

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

- Motion to approve internal budget revision #7

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

**COUNTY COMMISSION OF JEFFERSON COUNTY
NOTICE OF PUBLIC HEARING
BUDGET FY2016**

The County Commission of Jefferson County will hold a public hearing on **Tuesday, March 17, 2015, at 7:00 p.m.** in the County Commission Meeting Room located in the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of the public hearing is to receive public comment concerning the County's FY16 budget. Comments can be sent to info@jeffersoncountywv.org.

No decisions will be made at the hearing.

By Order of The County
Commission of Jefferson County
Jane M. Tabb, President

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

The County Commission of Jefferson County will hold a public hearing on **Thursday, March 19, 2015 at 7:00 p.m.** in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

At this meeting, there will be public input on the landowner-initiated petition to amend the County Zoning Map for a 404.69 +/- acre property owned by Standard Land Company, LLC, designated as Tax District: Harpers Ferry (04), Map 11, Parcel 24.1, located on the east side of Millville Road (Route 27), ½ mile south of the intersection with Route 340 in Harpers Ferry.

The request is to change the zoning designation for this property from Rural and Residential Growth to Residential-Light Industrial-Commercial (R-LI-C).

Anyone wishing to provide written or oral comment may do so at this meeting or send comments to info@jeffersoncountywv.org.

No decisions will be made at this meeting.

By Order of the County Commission of Jefferson County
Jane M. Tabb
President

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 19, 2015, or as soon thereafter as the Commission may decide:

Historic Landmarks Committee - two (2) three - year terms ending March 6, 2018

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. 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:

March 4 and March 11

NOTICE OF INTENT TO APPOINT

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 19, 2015 or as soon thereafter as the Commission may decide:

Jefferson County Property Safety Enforcement Agency - One two year term ending February 8, 2017.

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

March 4 and March 11

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 2, 2015, or as soon thereafter as the Commission may decide:

Planning Commission - two (2) three-year terms ending March 31, 2018

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, prior 12:00 pm 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:

March 11, 18, 25 - 2015

Good Shepherd Caregivers presents our:



15th Annual



POTTER'S BOWL

Friday, March 13, 2015

Doors Open: 5:30 p.m.

Location: Shepherdstown Fire Hall

Donation: \$30

12 & under: \$5

Advance tickets available at Good Shepherd Caregivers
304-876-3325

Choose a handmade pottery bowl to keep!
Enjoy a homemade soups, breads and desserts!
Shop an array of items in our silent & live auctions!

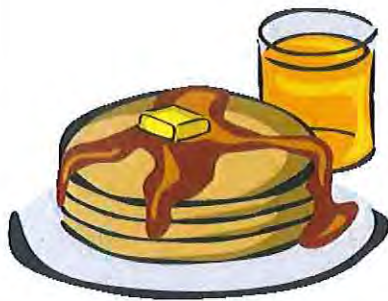


Jefferson County Council on Aging

Pancake Breakfast

March 18, 2015

7am-9am



* Pancakes * Sausage * Biscuits/Gravy

. Fried Potatoes * Baked Apples

* Juice/Coffee

Breakfast Provided By: Hollywood Casino at Charles Town Races

Jefferson County Council on Aging (JCCOA) is proud to be participating in the 2015 March for Meals Campaign, in which all of the proceeds from this event will be used to support the nutrition program at JCCOA. The national March for Meals Campaign is used in conjunction with Meals on Wheels to raise awareness of senior hunger and to encourage action on the part of local communities. JCCOA is a non-profit agency funded by agency generated revenue, grants and donations. The grants received by the agency are designed and designated to assist older adults in specific program areas and most often do not cover an entire fiscal year. Community Outreach and donations are a key element in the development and projection of the success of the agencies financial support.

YOUR DONATION FOR SERVICES AND FUNDRAISERS WILL ASSIST JCCOA IN CONTINUING AND EXPANDING SERVICES TO THE COMMUNITY

COST:

\$3.00 (60 & OVER)

\$4.00 (59 & UNDER)

CARRY-OUT

AVAILABLE

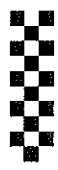
FOR ADVANCE TICKETS, CALL OR STOP BY:

103 West 5th Avenue

Ranson, WV 25438

304-725-4044





Patti Hamilton

From: "Patti Hamilton" <patll@wvaco.org>
To: "WVACO Listserv - Commissioners" <commissioners@listserv.wvaco.org>; <countyclerks@listserv.wvaco.org>; <circuitclerks@listserv.wvaco.org>; "WVACO Listserv - Sheriffs" <sheriffs@listserv.wvaco.org>; "WVACO Listserv - Assessors" <assessors@listserv.wvaco.org>; "WVACO Listserv - Prosecutors" <prosecutors@listserv.wvaco.org>
Sent: Thursday, February 05, 2015 3:56 PM
Subject: County Legislative E-Line



Friday, February 6th, 2015

CAPITOL QUOTES:

"Pretty soon it's going to take as many hours to be a volunteer firefighter as it does to be an attorney." Sen. Romano, an attorney, remarking on a rules bill that will increase the number of training hours for volunteer firefighters

"You don't realize until you sit in the seat of a county commissioner what's going to happen if we don't have these volunteers." Sen. Kirkendoll, former long-time Logan County Commissioner, about the difficulty of recruiting & retaining volunteer firefighters

"While we have him up here, would anyone else like to cross-examine Judge Swope?" Chairman Trump to his committee as they were asking questions about circuit court caseloads

"One person is an eccentric. A body of men is a re-enactment." Staff attorney answering questions about a bill related to historical re-enactments

"We will treat each other with respect and civility. We will allow members to finish their statements." Speaker Armstead admonishing delegates after a raucous exchange on the floor;

Prevailing wage was and is the big issue this week. The Senate halls were packed with people protesting SB 361, that would completely repeal prevailing wage. The bill was single-referenced only to Government Organization and passed out of committee on a vote of 8 to 5. On the floor, there was an unusual motion to reject the committee report but the motion failed. The bill is on 1st reading today.

A bill that would take the responsibility for smoking regulations from boards of health and give the responsibility to county commissions, HB 2208, was taken up by House Political Subdivisions Committee. Due to numerous questions about the bill, it was assigned to a subcommittee with Delegates Sobonya, Folk, Householder, Henshaw, Byrd, Perry & Trecost. The bill as introduced would

also require county commissions whose counties have existing smoking regulations to adopt those regulations by ordinance within 60 days of passage of bill.

House Judiciary reported out HB 2266 that will eliminate the duplicative legal ad notice that is filed by both the County Clerk and the Fiduciary Commissioner. With this bill, only the County Clerk will do the notification for the estate.

County Clerks please contact Senate Judiciary Chairman Trump and members of Senate Judiciary to request SB 376, revisions to probate, be taken up by committee. Prosecutors, please contact Senate Finance Chairman Mike Hall and members of Senate Finance and ask for SB 89, Prosecuting Attorneys' Institute Director's salary set by PAI Board, be placed on agenda. Thank you!

We are looking forward to seeing over 300 county officials and their staff attending the 2015 Conference of Counties Feb 8 – 10 at Embassy Suites. If you want to take advantage of our Sunday workshop offerings, they are from 3:00 – 4:00. The Presidents' Reception begins at 6:00 and registration will be open all day Sunday and Monday morning. The Sunday workshops are:

Sunday 3:00 -4:-00 Leadership & Learning Opportunities

Should We Consider a Self-Funded Health Plan? With all of the changes of the Affordable Care Act (ACA), and the proposed 7/1/15 changes to PEIA, several West Virginia counties are considering alternative funding options for their employer sponsored health insurance plans. Paul White (Commercial Insurance Services) will be discussing the advantages of a partially self insured health plan.

Untangling the Wireless Environment: Creating a Positive Regulatory Culture

David Gilley of ATRS, Ilc will take us from the havoc created in 1995 when the U.S. enacted some of the first regulations for cell towers to the opportunities that can be created for county government by understanding their community needs, local ordinances, the infrastructure that's there, and when to ask for help.

Bills of interest to counties introduced from Jan. 30th through Feb. 5th :

SB 370 <u>(None)</u>	Reorganizing Governor's Committee on Crime, Delinquency and Correction and its subcommittees	01/30/15 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance
SB 374 <u>(None)</u>	Permitting in absentia parole hearings in certain instances	02/06/15 - To Senate On 3rd reading 3rd Reading	Senate Reference 1 - Judiciary - inmate suffering from terminal condition,etc.
SB 375 <u>(None)</u>	Specifying who receives parole hearing	02/06/15 - To Senate	law enf-regular mail;

	notices via regular or certified mail		Senate On 3rd reading 3rd Reading	Reference 1 - Judiciary	prosecutor-certified/return receipt
SB 376 <u>(None)</u>	Relating to administration of estates		01/30/15 - To Senate Judiciary	Senate Reference 1 - Judiciary	County Clerk legislative priority
SB 387 <u>(None)</u>	Creating Task Force on Prevention of Sexual Abuse of Children	SA HB 2527	02/02/15 - To Senate Judiciary	Senate Reference 1 - Judiciary	
SB 393 <u>(None)</u>	Reforming juvenile justice system		02/03/15 - To Senate Judiciary	Senate Reference 1 - Judiciary	Governor's bill
SB 395 <u>(None)</u>	Modifying definitions of "battery" and "domestic battery"		02/03/15 - To Senate Judiciary	Senate Reference 1 - Judiciary	
SB 396 <u>(None)</u>	Providing felony offense of domestic violence or sexual offense by strangling	SI HB 2240	02/03/15 - To Senate Judiciary	Senate Reference 1 - Judiciary	
SB 399 <u>(None)</u>	Relating to hospitals owned or operated by nonprofit corporations or associations or local governmental units		02/03/15 - To Senate Health and Human Resources	Senate Reference 1 - Health and Human Resources Senate Reference 2 - Judiciary	have only 1 governing body
SB 415 <u>(None)</u>	Relating to circuit judges		02/04/15 - To Senate Referred to Finance	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	Add to 5th, 10th, 23rd & 26th circuits
SB 416 <u>(None)</u>	Relating to hotel occupancy tax		02/05/15 - To Senate Finance	Senate Reference 1 - Finance	eliminate 30 day exemption except for fed & state officials on officials business and retroactively exempt tax on

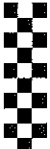
complimentary rooms
provided at no charge

HB 2519 <u>(None)</u>	Creating the Uniform Real Property Electronic Recording Act		<i>01/30/15 - To</i> House Judiciary	House Reference 1 - Judiciary	
HB 2525 <u>(None)</u>	Relating to the West Virginia Fire, EMS and Law- Enforcement Officer Survivor Benefit Act		<i>01/30/15 - To</i> House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2541 <u>(None)</u>	Permitting counties to impose additional levy on property within the county for the sole purpose of funding public libraries	SI SB 113	<i>02/02/15 - To</i> House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2543 <u>(None)</u>	Access to Opioid Antagonists Act	SA SB 335	<i>02/02/15 - To</i> House Health and Human Resources	House Reference 1 - Health and Human Resources House Reference 2 - Judiciary	Governor's bill
HB 2547 <u>(None)</u>	Removing certain officials from office for misconduct or neglect of official duties	SA SB 333	<i>02/02/15 - To</i> House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	Repeal
HB 2549 <u>(None)</u>	Relating to the preparation and publication of county financial statements		<i>02/02/15 - To</i> House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	
HB 2553 <u>(None)</u>	Relating to human trafficking		<i>02/02/15 - To</i> House Health and Human Resources	House Reference 1 - Health and Human Resources House Reference 2 - Judiciary	

<p>HB 2554 <u>(None)</u></p>	<p>Relating to protection of utility workers from crimes against the person</p>	<p>SA SB 350</p> <p>02/02/15 - To House Industry and Labor</p>	<p>House Reference 1 - Industry and Labor House Reference 2 - Judiciary</p>
<p>HB 2555 <u>(None)</u></p>	<p>Forfeiture Reporting Act</p>	<p>02/02/15 - To House Judiciary</p>	<p>House Reference 1 - Judiciary House Reference Oversight 2 - Finance</p>
<p>HB 2565 <u>(None)</u></p>	<p>Reorganizing the Governor's Committee on Crime, Delinquency and Correction and its subcommittees</p>	<p>02/02/15 - To House Government Organization</p>	<p>House Reference 1 - Government Organization House Reference Governor's bill 2 - Finance</p>
<p>HB 2580 <u>(None)</u></p>	<p>Creating the Economic Fairness Act of 2015</p>	<p>02/03/15 - To House Small Business, Entrepreneurship and Economic Development</p>	<p>House Reference 1 - Small Business, Entrepreneurship and Economic Development House Reference refund to 5 counties with highest unemployment 2 - Finance</p>
<p>HB 2584 <u>(None)</u></p>	<p>Allowing a judge to excuse a potential juror from jury duty until a later date based on seasonal employment</p>	<p>02/04/15 - To House Judiciary</p>	<p>House Reference 1 - Judiciary</p>
<p>HB 2586 <u>(None)</u></p>	<p>Allowing for an alternative form of service of process in actions against nonresident persons by petitioners seeking domestic violence or personal safety relief</p>	<p>02/04/15 - To House Judiciary</p>	<p>House Reference 1 - Judiciary</p>
<p>HB 2588 <u>(None)</u></p>	<p>Relating to the filing of financial statements with the Secretary of State</p>	<p>02/04/15 - To House Judiciary</p>	<p>House Reference 1 - Judiciary require electronic filing</p>

<p>HB 2600 <u>(None)</u> Fair Trial Act</p>	<p>02/04/15 - To House Judiciary</p>	<p>House Reference 1 - Judiciary</p>
<p>Requiring a voter to present an identifying document issued by the State of West Virginia or a United States military identification card that contains the name, address and a photograph of the person desiring to vote</p>		
<p>HB 2602 <u>(None)</u> States military identification card that contains the name, address and a photograph of the person desiring to vote</p>	<p>02/04/15 - To House Judiciary</p>	<p>House Reference 1 - Judiciary</p>
<p>Allowing certain county or regional solid waste authorities in growth areas to designate common carriers of solid waste exempt from the requirement for a certificate of convenience</p>		
<p>HB 2603 <u>(None)</u> carriers of solid waste exempt from the requirement for a certificate of convenience</p>	<p>02/04/15 - To House Political Subdivisions</p>	<p>House Reference 1 - Political Subdivisions House Reference 2 - Judiciary</p>
<p>HB 2604 <u>(None)</u> Creating the Second Chance for Employment Act</p>	<p>02/04/15 - To House Judiciary</p>	<p>House Reference 1 - Judiciary</p>
<p>HB 2606 <u>(None)</u> Clarifying the potential sentence for disorderly conduct</p>	<p>02/04/15 - To House Judiciary</p>	<p>House Reference 1 - Judiciary</p>
<p>HB 2607 <u>(None)</u> Relating to the violation of interfering with emergency services communications and clarifying penalties</p>	<p>02/04/15 - To House Judiciary</p>	<p>House Reference 1 - Judiciary</p>
<p>HB Cleaning up redundant language in the statute</p>		

2608 <u>(None)</u>	relating to misdemeanor offenses for violation of protective orders	02/04/15 - To House Judiciary	House Reference 1 - Judiciary	
HB 2610 <u>(None)</u>	Making applications, permits, and renewal applications for carrying a concealed weapon not subject to public disclosure	02/05/15 - To House Judiciary	House Reference 1 - Judiciary	
HB 2611 <u>(None)</u>	Relating to controlling methamphetaminic	02/05/15 - To House Health and Human Resources	House Reference 1 - Health and Human Resources House Reference 2 - Judiciary	ephedrine/pseudoephedrine products by prescription
HB 2619 <u>(None)</u>	Clarifying when a chief law-enforcement officer is required to certify the transfer or making of certain firearms	02/05/15 - To House Judiciary	House Reference 1 - Judiciary	
HB 2620 <u>(None)</u>	Relating to definitions used in the Public Employees Retirement System	02/05/15 - To House Pensions and Retirement	House Reference 1 - Pensions and Retirement House Reference 2 - Finance	final avg salary for new enrollees be avg salary rcvcd in highest 10 yrs of service
HB 2624 <u>(None)</u>	Relating to voter registration photo cards	02/05/15 - To House Judiciary	House Reference 1 - Judiciary	voter cards have photo
HB 2628 <u>(None)</u>	Changing the date of filing announcements of candidacies	02/05/15 - To House Judiciary	House Reference 1 - Judiciary	1st Monday after Jan. 1st
HB 2631 <u>(None)</u>	Alcohol and Drug Overdose Prevention and	02/05/15 - To House Health and Human Resources	House Reference 1 - Health and Human Resources	Governor's bill; limited immunity from prosecution for certain misdemeanors if



Patti Hamilton

From: "Patti Hamilton pattl@wvaco.org [WVACO Listserv - Assessors]" <assessors@listserv.wvaco.org>
To: "WVACO Listserv - Assessors" <assessors@listserv.wvaco.org>
Sent: Thursday, February 12, 2015 4:50 PM
Subject: [wvaco_assessors] County Legislative E-Line



Friday the 13th !

CAPITOL QUOTES:

"Wow! Wow! That's all I can say. Wow!" Sen. Unger's reaction upon learning that the Dept. of Education had no input into the charter schools bill on committee agenda

"Sixty days seems like a week." Speaker Armstead in remarks at conference, noting that the time seems short when trying to move several major issues

"I call them my senior management team." President Cole in remarks at conference, referring to his business background and his legislative leadership team.

"It would save \$13 million in jail costs to counties if the State Police Forensic Lab was up & running." Finance Chairman Mike Hall in remarks at conference, noting that the understaffing partly due to low salaries creates a large backlog at the lab

"You are and will continue to be a great example for all of us." Judiciary Chairman Trump in remarks to county officials at the conference

"I'm born & raised in a place that's known for bad accents and rude car driving." Keynote Speaker Ed DeCosta who is from Boston but now loves living in WV

Other quotes from Ed DeCosta:

"How are you doing compared to ten years ago? Five years ago? Have you made a difference?"

"What's the future of our county? Where are we going?"

"All the awareness in the world does no good if you take no action."

Thanks to all who attended the 2015 Conference of Counties! Thursday, Feb. 12th marked the halfway point, 30th day of the session.

County Clerks had the opportunity on Tuesday to voice their concerns to **SB 340 which would require photo ID for voting**. The bill would have required an affidavit to be signed and a provisional ballot to be voted by any person who did not have photo ID. County Clerk Jan Pest told the committee that voter misrepresentation fraud is simply not something that is happening. "We don't feel there's a problem that needs this solution at all," said Clerk Pest. She also pointed out the burden of the process on poll workers as well as during the canvass, noting that anything that adds to the number of provisional ballots adds to judgment calls that have to be made and delays results of the election. "Long lines often discourage people," Pest told the committee in describing the delay that would occur when people fill out both an affidavit and provisional ballot. The President of AARP spoke against the bill, stating that "Maybe this is a solution in search of a problem." Their data shows that in the 2014 general election there were 457,900 votes cast. Of those, 69.5% were over 50 years old. Of those over 50, 21% were over 70. He emphasized that those voters are the ones most likely not to have photo ID. Senator Snyder moved to table the bill and in a move that most of us long-timers have never seen, the motion to table was unanimously supported by a roll-call vote. It would take another vote to take the motion "off the table." Chairman Trump stated that the information from the County Clerks had been "illuminating" for him.

There appears to have been a compromise reached on **the prevailing wage bill**. Rather than all-out repeal, SB 361 would modify current law and have Workforce WV develop a county-by-county list of average wages for construction with help from WVU and Marshall. There will also be a new construction threshold of \$500,000 before prevailing wages would be required for publicly funded construction projects. Debate on Senate floor is ongoing at this time.

The "naloxone" bill has passed both bodies and will go to the Governor's desk. This is a permissive bill that authorizes the use of this opioid antagonist for overdoses. The bill allows law enforcement to be trained to use it as well as family members of drug users. After the drug is administered, medical care is still required as its reverse effect wears off in less than a half-hour. WV has the highest per capita rate of drug overdose death at about 600 annually. Heroin overdoses have tripled in the last few years.

House Political Subdivisions Committee had a long discussion of HB 2549 which started out as a simple bill to **set a date certain of Oct 15th for counties to publish financial statements**. It resulted in also mandating that counties post this information on web sites and reduce the publication to a statement that directed people to the web site. It will go to House Judiciary.

House Political Subdivisions also debated turning over **authority for smoking regulations** to county commissions, HB 2208. A much amended version passed out and will go to House Gov Org. A public hearing on the issue has been scheduled for Tuesday, Feb. 17th at 8:00 a.m.

Amended com sub for SB 234 passed out of Senate Gov Org Thursday and will go to Senate Finance. The bill would **eliminate PSC regulation of municipal water/sewer utilities and public service districts**. The bill was amended to limit the PSDs that would be deregulated to only those that are \$3

million or more in revenue (or could be combined revenue from a water & sewer PSD). The amendment gave County Commissions the authority to approve any rate increases for those PSDs. The current PSDs that meet the revenue threshold are: Berkeley PSD, Berkeley PSSD, Claywood Park PSD, Greater Harrison PSD, Logan PSD, Mason PSD, Ohio PSD, Putnam PSD, & Raleigh PSD.

Feb. 23rd is the last day to introduce bills. To review any bill, go to www.legis.state.wv.us, click on Bill Status at top, and then submit bill number.

HAPPY VALENTINE'S DAY!!

The following bills of interest to counties were introduced from Feb. 6th – Feb. 12th:

SB 435 <u>(None)</u>	Creating WV Sheriffs' Bureau of Professional Standards	02/09/15 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Judiciary	WVACo supports
SB 438 <u>(None)</u>	Creating Sexual Assault Fund to End Rape Act	02/09/15 - To Senate Finance	Senate Reference 1 - Finance	surcharge on exotic entertainment/adult bookstores to fund rape crisis ctrs & prevention education
SB 442 <u>(None)</u>	Relating to interest on judgments and decrees	02/09/15 - To Senate Judiciary	Senate Reference 1 - Judiciary	simple interest, not compounding
SB 445 <u>(None)</u>	Relating to investment of RJCFA excess funds	02/10/15 - To Senate Finance	Senate Reference 1 - Finance	invest in WV Bd of Treasury Investments
SB 449 <u>(None)</u>	Relating to salaries for Division of Corrections, RJCFA and Division of Juvenile Services employees	02/10/15 - To Senate Finance	Senate Reference 1 - Finance	increase salaries/create longevity pay
SB 450 <u>(None)</u>	Creating offense of sexual assault in fourth degree	02/10/15 - To Senate Judiciary	Senate Reference 1 - Judiciary	
SB 452 <u>(None)</u>	Exempting RJCFA employees from	02/10/15 - To Senate	Senate Reference 1 - Judiciary	

	classified service		Judiciary		
SB 454 <u>(None)</u>	Criminalizing trademark counterfeiting	SA SB 406	02/11/15 - To Senate Judiciary	Senate Reference 1 - Judiciary	
SB 458 <u>(None)</u>	Relating to controlling methamphetamine		02/11/15 - To Senate Health and Human Resources	Senate Reference 1 - Health and Human Resources Senate Reference 2 - Judiciary	Sudafed by prescription
SB 460 <u>(None)</u>	Modifying requirements allowing child witnesses to testify by closed circuit television		02/12/15 - To Senate Judiciary	Senate Reference 1 - Judiciary	
HB 2636 <u>(None)</u>	Exempting information contained in a concealed weapon permit application from the Freedom of Information Act	SA SB 275	02/06/15 - To House Judiciary	House Reference 1 - Judiciary	
HB 2638 <u>(None)</u>	Exempting motor vehicles from personal property tax		02/06/15 - To House Roads and Transportation	House Reference 1 - Roads and Transportation House Reference 2 - Finance	
HB 2641 <u>(None)</u>	Relating generally to juvenile justice reform	SA SB 393	02/06/15 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	Governor's bill
HB 2651 <u>(None)</u>	Creating the "Firearm Protection Act"		02/06/15 - To House Judiciary	House Reference 1 - Judiciary	make certain fed laws unenforceable in WV
HB 2664	Creating "Andrea and Willy's Law"; increasing certain penalties for driving			House Reference 1 - Judiciary	

(None) under the influence of alcohol, controlled substances or drugs

02/09/15 - To
House Judiciary

House Reference
2 - Finance

HB
2665
(None) Relating to participation in Motor Vehicle Alcohol Test and Lock Program

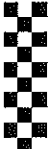
02/09/15 - To
House Roads and Transportation

House Reference
1 - Roads and Transportation
House Reference close loophole; limit eligibility
2 - Judiciary

HB
2694
(None) Requiring all local special elections to be held on the days and hours of general or primary elections

02/11/15 - To
House Judiciary

House Reference
1 - Judiciary



Patti Hamilton

From: "Patti Hamilton patti@wvaco.org [WVACO Listserv - Circuit Clerks]" <circuitclerks@listserv.wvaco.org>
To: "WVACO Listserv - Circuit Clerks" <circuitclerks@listserv.wvaco.org>
Sent: Wednesday, February 25, 2015 10:20 AM
Subject: [wvaco_circuit] County Legislative E-Line



Special Edition - Wednesday, Feb. 25th, 2015

CAPITOL QUOTES:

"It's a difficult statute to write. We have tried to keep it narrow." Joey Garcia, Governor's Legislative Director, on Governor's "Overdose Prevention Act"

"Is this a Governor's bill? Yes it is. Son of a gun. Can I take back some of the things I said?" Sen. Snyder on a mini-distillery bill, asking and answering his own question

"I can read it. I just don't understand it." Del. Caputo who asked a question about a complex bill, responding to the attorney who answered his question by simply reading part of the bill to him

"We don't worry about those people with a permit." Sheriffs' Assn Director Rodney Miller, emphasizing the training & background check requirement that goes along with the concealed weapons permit process

"I think anyone carrying a firearm should have training. With every right comes responsibility." Sheriff Assn Director in response to a question about SB 347, allowing permitless concealed carry by persons in this state with no training requirement

"My father always told me if it's not broke, don't fix it." Randolph County Sheriff Mark Brady, stating that not one person in his county has said they don't like the permit process

"If I could have carried a gun around campus when I was 18, I would have to show every girl how big my gun was." Sen. Romano in a tongue in cheek comment after expressing concern that while a person must be 21 to get a concealed weapons permit, SB 347 would allow anyone 18 or over to carry concealed.

"The difference between an iPad and a gun is you can't kill anybody with an iPad." Sen. Romano responding to NRA representative when he said that a gun owner would seek training even if it's not mandated just like someone that needed assistance to work their iPad

The flow of introduced bills has now stopped. The total introduced in the House is 1015 and 573 in the Senate for a total of 1,588 bills. Bills may still be originated in committee. This is your last long list of introduced bills!

One of the major topics this week was SB 347, the Firearms Protection Act. Despite objections from the Sheriffs' Association regarding need for training and background checks that are part of the concealed weapon permitting process, Senate Judiciary passed out the bill with only a few quiet "no" votes. The quotes above are just a small part of the lengthy discussion. If the bill completes legislative action, WV would join only four other states, Alaska, Arizona, Vermont & Wyoming, that allow permitless concealed carry. The law would apply while a person is in WV; in other words out-of-state people could carry concealed in WV with no permit. The bill would allow 18 year olds to carry concealed and the only reason anyone would need a permit is for reciprocity with other states. There would be no training requirement nor background check for carrying concealed without a permit. Sheriffs estimate that this will decimate concealed weapons funds by at least 50%. The WV Courthouse Facilities Improvement Authority currently receives about \$500,000 from concealed weapon permit fees so they also anticipate a significant reduction. (I just heard this morning about a federal bill along these same lines and the news report mentioned that Arkansas also has permitless concealed carry).

The following bills of interest to counties were introduced from Feb. 20th through Feb. 24th:

- | | | | | |
|--------------------------------|--|--|--|--|
| SB 531
<u>(None)</u> | Increasing cigarette tax to fund substance abuse and workforce development | 02/20/15 - To Senate Finance | Senate Reference
1 - Finance | |
| SB 533
<u>(None)</u> | Prohibiting visual obstruction of motor vehicle registration plates | 02/20/15 - To Senate Transportation and Infrastructure | Senate Reference
1 - Transportation and Infrastructure
Senate Reference
2 - Judiciary | sheriffs' priority |
| SB 536
<u>(None)</u> | Expanding definition of "kidnapping" | 02/20/15 - To Senate Judiciary | Senate Reference
1 - Judiciary | prosecutors' priority |
| SB 541
<u>(None)</u> | Relating to regulation and control of elections | 02/23/15 - To Senate Judiciary | Senate Reference
1 - Judiciary | Campaign financing, removing contribution limits, other provisions |
| SB 550
<u>(None)</u> | Authorizing agreements between county commissions and municipalities regarding structures unfit for human habitation | 02/23/15 - To Senate Government Organization | Senate Reference
1 - Government Organization | |

SB 551 SI

<u>(None)</u>	Relating to PERS military service credit	SB 300	02/23/15 - To Senate Finance	Senate Reference 1 - Finance	Clarify eligible service
SB 565 <u>(None)</u>	Relating to tax collections from certain political subdivision vendors		02/23/15 - To Senate Finance	Senate Reference 1 - Finance	Certify identity of payees to tax commissioner
SB 570 <u>(None)</u>	Mandating dispatch of local services for emergency towing		02/23/15 - To Senate Government Organization	Senate Reference 1 - Government Organization	
SB 571 <u>(None)</u>	Requiring log call sheets for 911 calls		02/23/15 - To Senate Government Organization	Senate Reference 1 - Government Organization	
HB 2836 <u>(None)</u>	Requiring the clerk of a county commission to maintain a county ordinance book		02/20/15 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Government Organization	
HB 2838 <u>(None)</u>	Relating to the reproduction, distribution and sale of tax maps	SA SB 498	02/20/15 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Finance	
HB 2844 <u>(None)</u>	Eliminating resort districts		02/20/15 - To House Judiciary	House Reference 1 - Judiciary	
HB 2855 <u>(None)</u>	Relating to the death penalty for first degree murder		02/20/15 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2865	Providing county commissioners an ongoing mechanism to consider	SA SB	02/20/15 - To House	House Reference 1 -	

(None) compensation increases for elected officials every two years 485 Government Organization Government Organization

HB 2893 Clarifying that complimentary hotel rooms provided without charge to guests are not subject to the hotel occupancy tax (None) 02/24/15 - To House Finance House Reference 1 - Finance

HB 2895 Requiring the assessor of each county, within three months of a deed filing in the county clerk's office of each county, to prepare a new property tax ticket (None) 02/24/15 - To House Political Subdivisions House Reference 1 - Political Subdivisions House Reference 2 - Finance

HB 2904 Requiring the clerk of a county commission to maintain a county ordinance book (None) 02/24/15 - To House Political Subdivisions House Reference 1 - Political Subdivisions House Reference 2 - Judiciary

HB 2906 Relating to county budget stabilization funds (None) 02/24/15 - To House Political Subdivisions House Reference 1 - Political Subdivisions House Reference 2 - Finance

HB 2914 Providing for voluntary dissolution of resort area district (None) 02/24/15 - To House Finance House Reference 1 - Finance

HB 2929 Relating to availability of military service credit for members of the West Virginia Public Employees Retirement System (None) 02/24/15 - To House Veterans' Affairs and Homeland Security House Reference 1 - Veterans' Affairs and Homeland Security House Reference 2 - Finance

HB House Takes 5% of 911 funds for state

2932	<u>(None)</u> Relating to the distribution of wireless enhanced 911 fees	02/24/15 - To House Finance	Reference 1 - Finance	interoperable network maintained by state police
HB 2942	<u>(None)</u> Modifying the definition of child abuse or neglect to exclude accidental injury	02/24/15 - To House Judiciary	House Reference 1 - Judiciary	
HB 2945	<u>(None)</u> Authorizing local units of government to adopt local energy efficiency partnership programs and to create districts to promote the use of energy efficiency improvements by owners of certain real property	02/24/15 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Finance	
HB 2952	<u>(None)</u> Creating the Statewide Interoperable Radio Network	02/24/15 - To House Government Organization	House Reference 1 - Government Organization House Reference 2 - Finance	
HB 2963	<u>(None)</u> Expanding the definition of kidnaping	02/24/15 - To House Judiciary	House Reference 1 - Judiciary	Prosecutors priority
HB 2964	<u>(None)</u> Allowing e-mails and other types of electronic communications to and from regional jail inmates be monitored, intercepted, recorded and disclosed	02/24/15 - To House Judiciary	House Reference 1 - Judiciary	Prosecutors issue
HB 2965	<u>(None)</u> Providing that a person using an object that reasonably appears to be a firearm or other deadly weapon, during a robbery or attempted robbery is guilty of robbery in the first degree	02/24/15 - To House Judiciary	House Reference 1 - Judiciary	Prosecutors priority
HB 2967	<u>(None)</u> Providing that the appraised value of an antique motor vehicle is a maximum of \$3,000 for purposes of ad valorem property taxes	02/24/15 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	

HB 2968 <u>(None)</u>	Exempting from property tax certain properties in this state owned by nonprofit youth organizations	02/24/15 - To House Finance	House Reference 1 - Finance	Boy Scout amendment enabling legislation
HB 2969 <u>(None)</u>	Requiring that a county itemize and publish all activity related to budget stabilization funds	02/24/15 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Finance	
HB 2970 <u>(None)</u>	Authorizing county commissions and municipalities to cooperate and enter into agreements removing or demolishing dwellings or buildings unfit for human habitation	02/24/15 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	
HB 2975 <u>(None)</u>	Relating to the assessment of oil and gas mineral interests	02/24/15 - To House Energy	House Reference 1 - Energy House Reference 2 - Judiciary	Based on amount actually produced
HB 2979 <u>(None)</u>	Clarifying that the county or regional solid waste authority that may impose and collect an additional solid waste assessment fee is the county or region where the waste originates	02/24/15 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	
HB 2980 <u>(None)</u>	Providing that a concealed weapon license is not required when carrying a concealed handgun for self defense while hunting, hiking, camping or in a motor vehicle	02/24/15 - To House Judiciary	House Reference 1 - Judiciary	
HB 2992 <u>(None)</u>	Publishing detailed information about the operations of state, county and municipal agencies	02/24/15 - To House Government Organization	House Reference 1 - Government Organization	

HB 3002
(None)
 Making all future federal and local statutes, ordinances, laws, orders and rules concerning firearms, firearm accessories, ammunition and their accouterments invalid and unenforceable

02/24/15 - To
 House Judiciary

House Reference 1 -
 Judiciary
House Reference 2 -
 Finance

HB 3004
(None)
 Creating the West Virginia Addictions Treatment and Recovery Fund

02/24/15 - To
 House Health and Human Resources

House Reference 1 -
 Health and Human Resources
House Reference 2 -
 Finance

Increase tax on liquor

HB 3015
(None)
 Enabling legislation for the "Nonprofit Youth Organization Tax Exemption Support Amendment" to Article X of the Constitution of the State of West Virginia

02/24/15 - To
 House Judiciary

House Reference 1 -
 Judiciary
House Reference 2 -
 Finance

Alternative Boy Scout amendment bill



United States Department of the Interior

NATIONAL PARK SERVICE
C&O Canal National Historical Park
1850 Dual Highway, Suite 100
Hagerstown, Maryland 21740

Received

FEB 19 2015

Jefferson County Commission

IN REPLY REFER TO
1.A.2 (Cultural and Natural Resources)

February 12, 2015

Honorable Dale Manuel
PO Box 250
Charles Town West Virginia 25414

Dear Mr. Manuel,

The National Park Service (NPS) is requesting public input on developing a White-tailed Deer Management Plan and Environmental Assessment (plan/EA) for Chesapeake and Ohio Canal and Harpers Ferry National Historical Parks. A joint plan is being developed because both parks face similar issues caused by high densities of deer. Public scoping comments are being accepted through March 20, 2015. Three public meetings have been scheduled for the following dates and locations:

Tuesday, February 24, 2015, 6 p.m. to 8 p.m.
Mather Training Center (Upper Classroom)
Mather Place, Harpers Ferry, WV 25425

Wednesday, February 25, 2015, 6 p.m. to 8 p.m.
C&O Canal NHP Headquarters
1850 Dual Highway, Hagerstown, MD 21740

Thursday, February 26, 2015, 6 p.m. to 8 p.m.
Rockwood Manor
Brooke Hall and Great Falls Room
11001 MacArthur Blvd., Potomac, MD 20854

The NPS is proposing four preliminary alternatives and potential focus areas to help guide feedback. The preliminary alternatives are no action, nonlethal deer management, lethal deer management or a combination of lethal and nonlethal deer management. A newsletter with additional details is enclosed.

I would like to invite you to discuss these alternatives with NPS staff and hope that you will provide feedback on concerns you may have on behalf of your agency/organization.

If you are unable to attend one of the meetings, comments are accepted electronically at the National Park Service's Planning, Environment, and Public Comment (PEPC) website (<http://parkplanning.nps.gov/NHPdeermanagement>), or written comments may be mailed to:



White-tailed Deer Management Plan

ENVIRONMENTAL ASSESSMENT

Public Scoping Meetings 2015

*You're invited!
Your participation will help shape this plan.*

The National Park Service (NPS) is requesting your input in developing a White-tailed Deer Management Plan and Environmental Assessment (plan/EA) for Chesapeake and Ohio Canal (C&O Canal) and Harpers Ferry National Historical Parks (NHP). This plan/EA is being developed for both parks because they face similar issues relating to the high densities of deer within their boundaries and the effects that deer are having on forests and cultural landscapes. Your participation is vital to the planning process. There are a number of ways to be involved, including attending one of the public scoping meetings or submitting electronic or written comments (see the last page of this newsletter for more information about how to submit comments).

PUBLIC SCOPING MEETINGS

Scoping is the first step to involve the public in the planning process. Scoping includes holding meetings and providing opportunities for the public to comment so their concerns are identified early in the plan/EA process and the analysis is focused on important issues. Because the plan/EA will analyze many ecological, cultural, and social issues, your participation is encouraged and needed.

Each meeting will be an open house format that will begin with a short introduction. NPS staff will be on hand to visit with you, answer questions, and solicit your input. Attendees may also submit comments online, on written forms available at the meeting, or by mail as described in this newsletter. Directions to the meetings can be found on the project's website, <http://parkplanning.nps.gov/NHPdeermanagement>.

PUBLIC SCOPING MEETING TIMES & LOCATIONS

Tuesday, February 24, 2015

6:00 pm–8:00 pm
Upper Classroom
Mather Training Center
Mather Place
Harpers Ferry, West Virginia
25425

Wednesday, February 25, 2015

6:00 pm–8:00 pm
Headquarters, C&O Canal NHP
1850 Dual Highway
Hagerstown, MD
21740

Thursday, February 26, 2015

6:00 pm–8:00 pm
Brooke Hall and Great Falls Room
Rockwood Manor
11001 MacArthur Blvd.
Potomac, MD
20854

PROTECTING NATURAL & CULTURAL LANDSCAPES THROUGH WHITE-TAILED DEER MANAGEMENT

The National Park Service is preparing a White-tailed Deer Management Plan and EA for C&O Canal and Harpers Ferry NHPs. This plan/EA will analyze environmental impacts of several alternatives for managing white-tailed deer (*Odocoileus virginianus*) to reduce impacts on native vegetation, forest regeneration, and the cultural landscapes of the parks. The National Environmental Policy Act (NEPA), along with NPS policy and related regulations, will guide the plan/EA.

LANDSCAPES AND DEER MANAGEMENT

Within eastern national park units, landscapes have been managed to allow for the preservation and rehabilitation of natural, scenic, and historic lands, resulting in a landscape that provides excellent habitat for white-tailed deer. Because deer harvest has not traditionally been a component of management activities in the majority of park units, including the two parks in this plan/EA, the population of deer has greatly increased over the years. Scientists have established that high deer numbers can have negative effects on plant and other animal species.

Although ideal deer density will change with the landscape composition, researchers with the US Forest Service have estimated that a healthy deer density in Maryland's forests is approximately 20 deer per square mile (Horsley et al. 2003). NPS biologists agree that a deer density of about 20 per square mile is a sustainable density that allows for adequate forest regeneration; however, monitoring results show that this density has been substantially exceeded in both parks for many years.

The parks have monitored deer density since 1998—C&O Canal NHP has focused on the Goldmine Tract in Great Falls, Harpers Ferry NHP has monitored all parts of the park, although they have focused on Maryland Heights. The parks have also assessed other related parameters such as herd health, vegetation condition, and forest regeneration. Deer density at the parks has varied from year to year, but remains consistently high. Deer densities (in deer per square mile) have ranged from 60 to 141 at the Goldmine Tract at C&O Canal NHP and from 69 to 152 in Maryland Heights at Harpers Ferry NHP.

The parks also conduct occasional opportunistic sampling for chronic wasting disease (CWD)—a transmissible neurological disease of deer that produces small lesions in brains of infected animals—from deer found as road kill or that died naturally. CWD has been found in deer approximately 2 miles from C&O Canal NHP and 45 miles from Harpers Ferry NHP.



Cornfield at Chic Farm

Seedlings and saplings are both young trees. **Seedlings** are very young trees that are greater than 1.5 centimeters (6 inches) tall and less than 1 centimeter diameter at breast height (4.5 feet above the ground).

Saplings are young trees that are between 1 centimeter and 10 centimeters diameter at breast height.



Bolivar Heights



Vegetation monitoring plot



Multiple deer browsing in the early morning

VEGETATION IMPACTS AND PARK MONITORING

Browsing of vegetation by white-tailed deer has greatly impacted the species composition and density of the parks' forests, limiting the establishment and growth of many native trees such as those in the ash, maple, and oak families. To understand the effects of deer browse on other vegetation, random plots were placed in the parks in 2006. Each plot contained a variety of woody and non-woody vegetation, and was sampled once every four years. Data provided by these plots are used to calculate forest regeneration information. Pawpaw (*Asimina triloba*) is abundant in both parks due in part to excessive deer browsing of other vegetation, and outcompetes other tree species. The high density of pawpaw with few other woody species correlates to high deer density.

Excessive browse in these parks needs to be controlled for the success of ash, maple, oak, and other native vegetation. In parks where deer management has occurred, seedling densities have risen significantly.

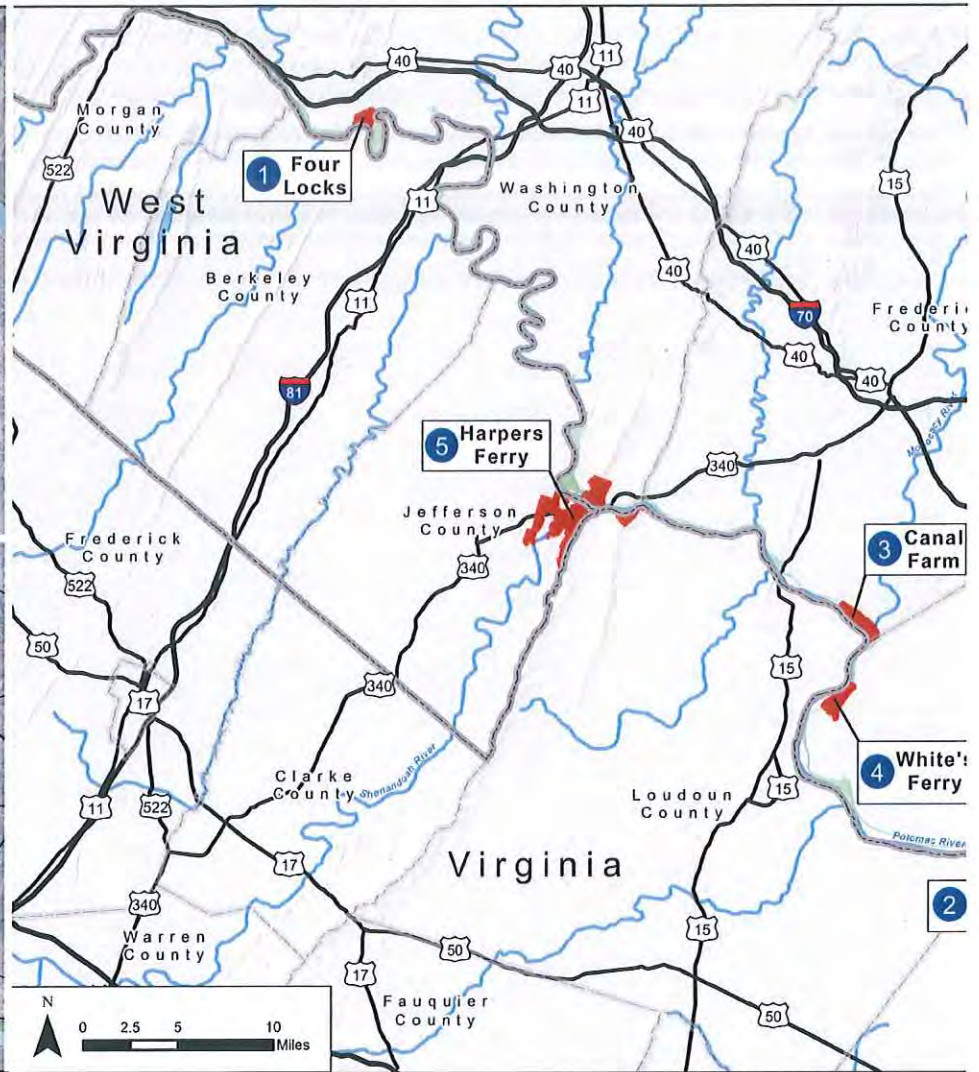
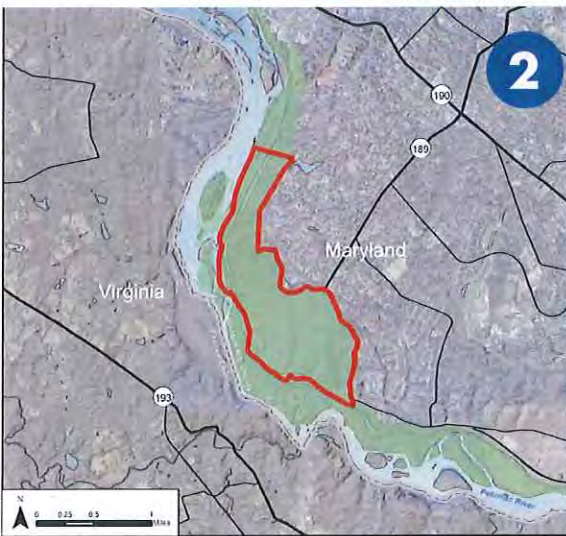
The success of forest regeneration can be assessed using a quantitative measurement of forest abundance, height, and geographic distribution of seedlings and calculation of a seedling "stocking rate" that indicates if forest regeneration is sufficient. A park is considered to have sufficient forest regeneration if 67 percent of its vegetation plots are adequately stocked with native tree species. C&O Canal and Harpers Ferry NHPs both have less than 20 percent of their vegetation plots stocked adequately, and hence, do not have sufficient forest regeneration.

PURPOSE OF AND NEED FOR ACTION

The purpose of the plan/EA is to develop a white-tailed deer management strategy that supports long-term protection, preservation, and restoration of native vegetation and other natural and cultural resources and landscapes in C&O Canal and Harpers Ferry NHPs.

A plan is needed because:

- An increasing number of deer in the parks has resulted in adverse effects on the natural distribution, abundance, and diversity of plant species in the two parks.
- Browsing and other damage to native seedlings, saplings, and understory vegetation by deer in the parks has prevented successful forest regeneration and restoration, and resulted in unacceptable changes to forest structure and composition.
- Attainment of the parks' cultural landscape preservation and restoration goals and mandates are compromised by the high density of deer in the parks.
- Opportunities exist to improve coordination with other nearby jurisdictional entities and other stakeholders currently implementing deer management actions.
- Chronic Wasting Disease has been identified in deer near the parks and represents an imminent threat to resources in the parks. There are opportunities to evaluate and plan responses to threats from CWD over the long term.



CURRENTLY UNDER CONSIDERATION

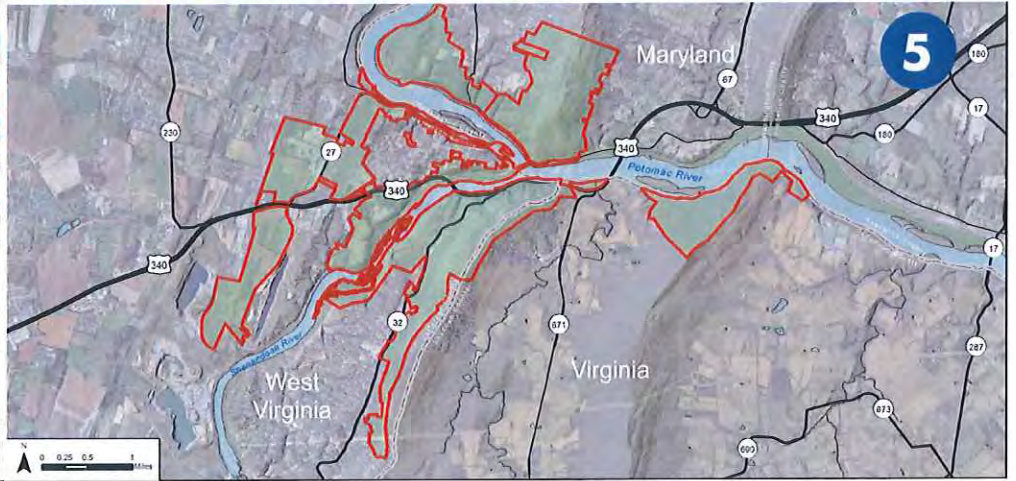
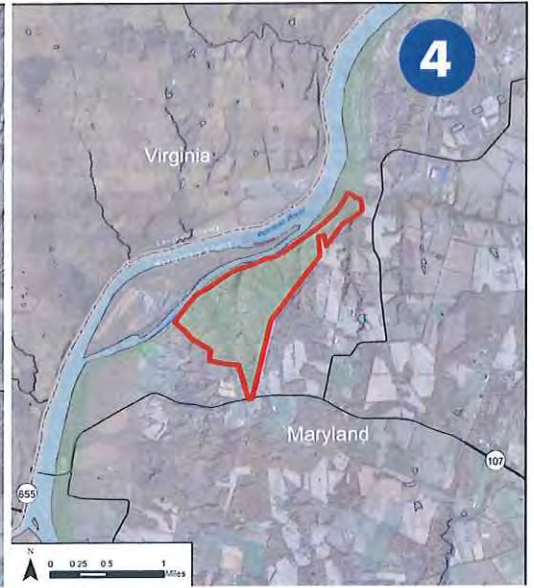
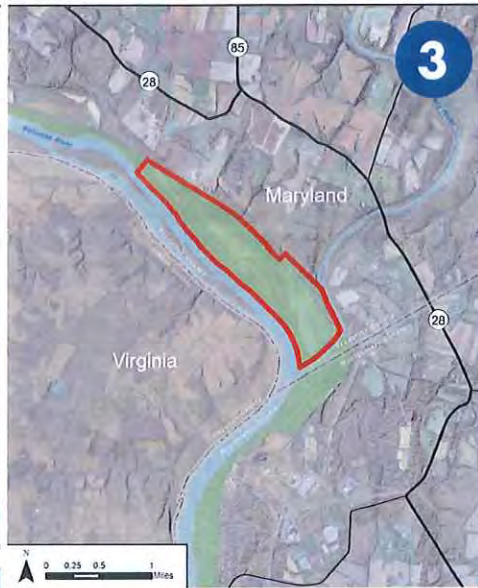
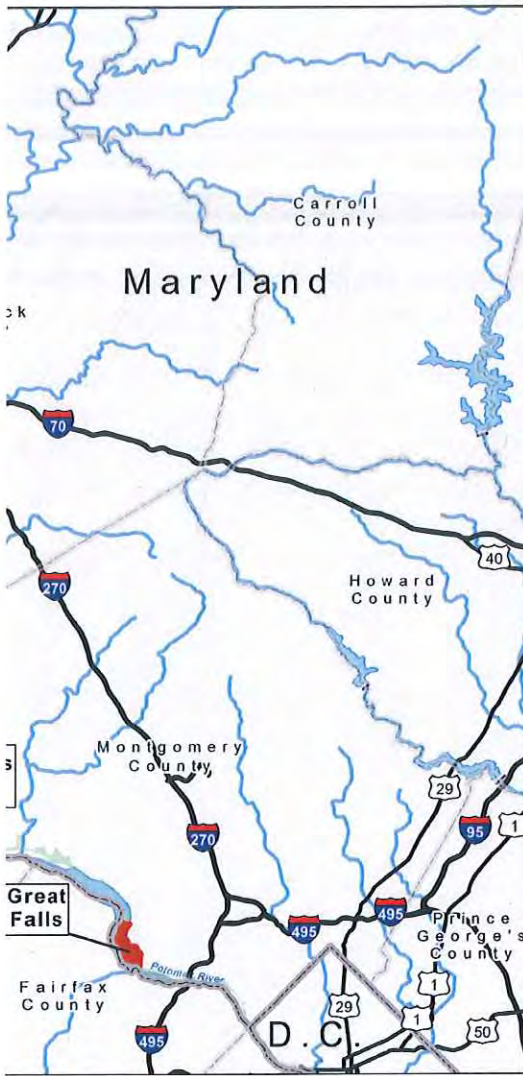
Preliminary draft alternatives for managing deer at the parks are being considered for detailed analysis by the National Park Service. Any alternative selected must address the project purpose and need and will be evaluated for its potential impacts on the environment and park resources and values. Upon conclusion of the decision-making process, the alternative that is selected will become the white-tailed deer management plan for the parks and will guide future actions. The following draft preliminary action alternatives are under consideration.

ALTERNATIVE A: NO-ACTION (CONTINUATION OF CURRENT MANAGEMENT)

NEPA requires that a no-action alternative be analyzed. This alternative describes existing management and policies and establishes a baseline. Existing management activities at both parks include monitoring deer density and relative numbers; monitoring vegetation; and limited use of deer repellants to protect small landscaped areas.

ALTERNATIVE B: NONLETHAL DEER MANAGEMENT

Alternative B would include all actions described under alternative A and may also include the use of: reproductive control agents to reduce deer density to a point at which vegetation can recover; small scale fencing and large scale enclosures to protect gardens, restoration areas, or agricultural landscapes; repellents for short-term situations or over growing seasons; and aversive conditioning in selected areas or at specific times. Reproductive control agents would need to meet NPS criteria for use of such agents.



ALTERNATIVE C: LETHAL DEER MANAGEMENT

Alternative C would include all actions described under alternative A and may also include: controlled harvest programs to reduce deer population to an acceptable range through the use of sharpshooting (firearms and/or archery) by park staff or contractors and limited capture and euthanasia only when sharpshooting would not be feasible due to safety concerns.

ALTERNATIVE D: COMBINATION OF LETHAL AND NONLETHAL DEER MANAGEMENT

Alternative D would include all actions described under alternative A with a primary focus of incorporating a combination of lethal and nonlethal deer management actions from alternatives B and C to address high deer density. Lethal actions (including sharpshooting, with very limited capture/ euthanasia if necessary) would be taken initially to reduce the deer herd numbers quickly. Population maintenance could be conducted via nonsurgical reproductive control methods if these are available and meet NPS criteria or by sharpshooting.

RESPONSE TO CHRONIC WASTING DISEASE

All action alternatives would include long-term management responses to occurrences of CWD. When CWD is detected within 5 miles of either park, park staff would work with state wildlife professional to determine if lethal removal of deer should occur within the park to substantially reduce the deer population density, given that high densities support greater rates of disease transmission, and have been positively correlated with prevalence of CWD. At C&O Canal NHP, actions would be taken in the park within a certain radius of the CWD occurrence, because the park is long and linear. That distance will be determined after the scoping process is complete and would be coordinated with the state to ensure actions were consistent with their.

OPTIONS PRELIMINARILY DISMISSED FROM FURTHER ANALYSIS

Several other options were considered by the planning team, but were preliminarily dismissed from further analysis for the reasons listed in parentheses after each option. Public comment on these issues is also welcome. These include:

- Capture and relocation (there are disease concerns with CWD, issues with permits and quarantine, and there is a high rate of mortality of relocated deer due to stress)
- Surgical sterilization of does (very expensive and possibly a high mortality rate of deer)
- Fencing entire park(s) (this option would be very difficult to implement around the parks, because they are too fragmented or large; this option is maintenance intensive; fencing parks is counter to cultural landscape goals)
- Displacement (driving deer onto private property) and hunting (this method would prevent data collection; if the deer have CWD, then driving them off the park would not meet the purpose and need of the CWD plan; there may not be a viable method or place to drive them)
- Reintroduction/augmentation of predators such as coyotes, bears, wolves, and mountain lions as management tool (there is no evidence that coyotes or other predators would effectively manage the deer population; introduction or augmentation of predators may introduce additional issues given suburban development and population problems with predators)
- Managed hunt/public hunt (hunting is not sanctioned by Congress per NPS policies/regulations at either park)



Bolivar Heights



Harpers Ferry



Evidence of buck rub



Monocacy Aqueduct

PRELIMINARY ISSUES AND IMPACT TOPICS

Issues are topics/concerns that have been raised based on current conditions or on situations that could occur from implementing any of the proposed alternatives. With respect to this deer management plan/EA, the following preliminary issues have been identified:

VEGETATION

- There is evidence that deer overabundance has affected forest regeneration at these parks, and there is a need to promote forest regeneration and restore the abundance, distribution, structure, and composition of native plant communities by reducing excessive deer impacts.

WILDLIFE AND HABITAT

- NPS Management Policies 2006 directs the parks to protect all park resources. Therefore, there is a mandate to maintain a viable white-tailed deer population within the parks so that all park resources are protected. The current overabundance of white-tailed deer within the parks is affecting habitat within the parks, and there are indications there could be of possible effects on other wildlife over the long term.
- Chronic Wasting Disease, a transmissible neurological disease of deer, has been identified in white-tailed deer proximate to the parks, so early detection, and reduction of the probability of spread of CWD is a concern for both parks.

CULTURAL RESOURCES

- It is important to protect the integrity and character of the parks' cultural landscapes, including the spatial patterns of open and forested land, contributing historic views, and the agricultural landscape.
- Deer overabundance could affect the long-term maintenance of cultural landscapes. Deer browse greatly reduces crop yield, impacting the farmers' decision on which crops to plant as well as the parks' ability to recruit agricultural program participants. Because the damage caused by white-tailed deer could affect crop yield, decisions about which crops are planted, or interest in participation in the parks' agricultural lease programs.

VISITOR USE AND EXPERIENCE

- Public awareness and understanding of NPS resource and deer management issues, policies, and mandates can be improved.
- Through this process, the parks can help increase public understanding of the deer management process and address public concerns about high deer population densities.

IMPACT TOPICS UNDER CONSIDERATION IN THE PLAN/EA

Based on this list of issues and other anticipated impacts, the following preliminary list of impact topics is under consideration for analysis in the plan/EA:

- Vegetation (including consideration of invasive species)
- White-tailed deer
- Other wildlife and wildlife habitat
- Special status species
- Cultural landscapes
- Socioeconomics
- Public and employee health and safety
- Park management and operations

HOW TO COMMENT

There are several ways to provide input on the plan/EA:

- Attend a public meeting.
- Submit comments electronically at:
<http://parkplanning.nps.gov/NHPdeermanagement>.
- Submit written comments at your park's visitor center or by mail to the following central address for this project:

National Park Service
C & O Canal and Harpers Ferry NHP Deer Plan/EA
c/o Michelle Carter
C & O Canal National Historical Park
1850 Dual Highway, Suite 100, Hagerstown, MD
21740-6620

The comment period will be open for 45 days, from February 9, 2015, to March 20, 2015.

Please include your full name and address with the comments, so we may add you to our mailing list for future notices about this process. Because this plan/EA will address two parks, be sure to note if your comments apply to a specific park.

Before including your address, phone number, e-mail address, or other personal identifying information in your comment, you should be aware that your entire comment—including your personal identifying information—may be made publicly available at any time. While you can ask us in your comment to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so.

THE NEPA PROCESS & WHERE WE ARE

February 2015	Public scoping begins; public scoping meetings held during the week of February 23, 2015
March 2015	Public scoping period concludes The National Park Service reviews public scoping comments and gathers data
Spring / Summer 2015	The National Park Service develop alternatives, analyzes impacts, and writes the plan/EA
Fall 2015 / Winter 2016	Publish plan/EA for public review
Spring 2016	The National Park Service reviews public comments and makes decisions
Summer 2016	NEPA process complete, and plan can be implemented



National Park Service
U.S. Department of the Interior

Chesapeake and Ohio Canal National Historical Park
1850 Dual Highway, Suite 100
Sharpsburg, MD 21740-6620



United States Department of the Interior

NATIONAL PARK SERVICE

HARPERS FERRY NATIONAL HISTORICAL PARK
P. O. BOX 65
HARPERS FERRY, WEST VIRGINIA 25425

Received

FEB 25 2015

Jefferson County Commission

IN REPLY REFER TO:

1.A.2. (HAFE-H32)

February 20, 2015

Ms. Jane Tabb
President, County Commission of Jefferson County
P.O. Box 250
Charles Town, WV 25414

Dear Ms. Tabb:

This letter is to inform you that Harpers Ferry National Historical Park recently completed an amendment to its existing National Register of Historic Places nomination. The park was originally listed in the National Register in 1966. From time to time the listing is updated to reflect the expansion and growth of the park. It was revised in 1981 and again, most recently, in 2001. Since the last update the park has expanded again, adding historic properties as authorized by boundary expansion legislation passed in 2004. These recently acquired properties are assumed eligible for inclusion in the National Register, but formal inventory and evaluation is required to determine which resources contribute to the park's eligibility and how they contribute.

The current amendment is in the form of a Boundary Increase and Additional Documentation, the purpose of which is to provide information on five properties that have been added to the park since 1999: the United States Armory Musket Factory, the Armory Woodland, School House Ridge, the Murphy-Chambers Farm, and the Baltimore & Ohio Railroad's Harpers Ferry Station.

This submission is available for your review and comment. A copy is located in the office of the Division of Resource Management, Harpers Ferry National Historical Park. If you wish to review the documentation within the next 45 days, please contact Resource Management Specialist, Andrew Lee at (304) 535-6038 to schedule an appointment or make arrangements to receive a copy.

Sincerely,

Rebecca L. Harriett
Superintendent

cc: Andrew Lee, Harpers Ferry National Historical Park

Martin Burke
Historic Landmarks Commission
P.O. Box 23
Charles Town, WV 25414

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

Week Ending Date	February 14, 2015
To be Deposited on:	February 23, 2015
Amount Played	58,124,401.73
Amount Won	52,287,777.89
Amount Promo	262,384.00
MWAP Contribution	<u>3,514.04</u>
Adjusted Gross Terminal Revenue	<u>5,570,725.80</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>222,829.03</u>
Net Terminal Revenue	<u>5,347,896.77</u>
Surcharge @ 10%	534,789.69
State Share Excess @ 58% & 10% of 42%	332,639.19
Track Share of Capital Reinvestment @ 90% of 42%	<u>202,150.50</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	194064.48
<i>Track Share of Capital Reinvestment @ 4%</i>	8086.02
Adjusted Net Terminal Revenue	<u>4,813,107.08</u>
Racetrack @ 46.50% / 42%	2,021,504.97
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	1,973,373.88
Excess Lottery Fund @ 12.85% / 9.55%	459,651.74
Race Track Purses @ 90% of 7% / 4%	173,271.85
Employee Pension Fund @ 1% / .5%	24,065.54
Greyhound Development @ 90% of .75%	32,488.47
Thoroughbred Development @ 90% of .75%	32,488.47
County/Municipality @ 2%	<u>96,262.16</u>
	<u>4,813,107.08</u>

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 ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
5 days ending: 07/05/14	\$ 106,819.12	\$ 106,819.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
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	\$ 20,494.82	\$ 1,114.62	\$ 17,299.72	\$ 8,382.76
09/20/14	\$ 101,329.08	\$ 50,864.54	\$ 50,864.54	\$ 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	\$ 9,206.87
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	\$ 4,408.58	\$ 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	\$ 13,778.80	\$ 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	\$ 8,789.26
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
01/10/15	\$ 74,198.68	\$ 37,099.34	\$ 37,099.34	\$ 2,941.98	\$ 14,802.64	\$ 805.05	\$ 12,495.08	\$ 6,054.61
01/17/15	\$ 86,434.72	\$ 43,217.36	\$ 43,217.36	\$ 3,427.14	\$ 17,243.72	\$ 937.82	\$ 14,555.61	\$ 7,053.07
01/24/15	\$ 82,425.80	\$ 41,212.80	\$ 41,212.80	\$ 3,268.17	\$ 18,443.91	\$ 894.32	\$ 13,880.47	\$ 6,725.93
01/31/15	\$ 85,566.64	\$ 42,783.32	\$ 42,783.32	\$ 3,392.72	\$ 17,070.54	\$ 928.40	\$ 14,409.42	\$ 6,982.24
02/07/15	\$ 95,718.36	\$ 47,859.18	\$ 47,859.18	\$ 3,795.23	\$ 19,095.81	\$ 1,038.55	\$ 16,118.97	\$ 7,810.62
02/14/15	\$ 96,262.16	\$ 48,131.08	\$ 48,131.08	\$ 3,816.80	\$ 19,204.30	\$ 1,044.44	\$ 16,210.55	\$ 7,854.99
Subtotal	\$ 3,425,263.80	\$ 2,168,663.64	\$ 1,256,600.16	\$ 99,648.39	\$ 501,383.44	\$ 27,268.25	\$ 423,222.95	\$ 205,077.13

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	1/10/2015	37,099.34
1/15/2011	54,005.90	1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36
1/22/2011	60,924.74	1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80
1/29/2011	48,036.94	1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32
2/5/2011	60,777.44	2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18
2/12/2011	67,471.84	2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08
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

TOTALS	4,016,541.01	4,124,906.80	3,580,645.18	3,261,565.02	2,168,663.64
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Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	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
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

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
December, 2014	76,797.24
January, 2015	73,346.66

Total 2014-2015 **522,780.67**

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	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
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		
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	1,568,342.01

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

Week Ending Date	February 21, 2015
To be Deposited on:	February 27, 2015
Amount Played	44,959,922.53
Amount Won	40,363,760.85
Amount Promo	240,122.00
MWAP Contribution	<u>2,953.69</u>
Adjusted Gross Terminal Revenue	<u>4,353,085.99</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>174,123.43</u>
Net Terminal Revenue	<u>4,178,962.56</u>
Surcharge @ 10%	417,896.25
State Share Excess @ 58% & 10% of 42%	259,931.47
Track Share of Capital Reinvestment @ 90% of 42%	<u>157,964.78</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	151646.19
<i>Track Share of Capital Reinvestment @ 4%</i>	6318.59
Adjusted Net Terminal Revenue	<u>3,761,066.31</u>
Racetrack @ 46.50% / 42%	1,579,647.85
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	1,542,037.20
Excess Lottery Fund @ 12.85% / 9.55%	359,181.82
Race Track Purses @ 90% of 7% / 4%	135,398.39
Employee Pension Fund @ 1% / .5%	18,805.33
Greyhound Development @ 90% of .75%	25,387.20
Thoroughbred Development @ 90% of .75%	25,387.20
County/Municipality @ 2%	<u>75,221.32</u>
	<u>3,761,066.31</u>

WEST VIRGINIA LOTTERY
First Benchmark
Charles Town
County / City Split
Fiscal Year 2015

Charles Town
1999 Net Terminal Revenue \$ 45,803,174
Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
5 days ending: 07/05/14	\$ 106,819.12	\$ 106,819.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
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	\$ 21,356.98	\$ 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	\$ 9,206.87
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
01/10/15	\$ 74,198.68	\$ 37,099.34	\$ 37,099.34	\$ 2,941.98	\$ 14,802.64	\$ 805.05	\$ 12,495.06	\$ 6,054.61
01/17/15	\$ 86,434.72	\$ 43,217.36	\$ 43,217.36	\$ 3,427.14	\$ 17,243.72	\$ 937.82	\$ 14,555.61	\$ 7,053.07
01/24/15	\$ 82,425.60	\$ 41,212.80	\$ 41,212.80	\$ 3,268.17	\$ 16,443.91	\$ 894.32	\$ 13,880.47	\$ 6,725.93
01/31/15	\$ 85,566.64	\$ 42,783.32	\$ 42,783.32	\$ 3,392.72	\$ 17,070.54	\$ 928.40	\$ 14,409.42	\$ 6,982.24
02/07/15	\$ 95,718.36	\$ 47,859.18	\$ 47,859.18	\$ 3,795.23	\$ 19,095.81	\$ 1,038.55	\$ 16,118.97	\$ 7,810.62
02/14/15	\$ 96,262.16	\$ 48,131.08	\$ 48,131.08	\$ 3,816.80	\$ 19,204.30	\$ 1,044.44	\$ 16,210.55	\$ 7,854.99
02/21/15	\$ 75,221.32	\$ 37,610.66	\$ 37,610.66	\$ 2,982.53	\$ 15,006.65	\$ 816.15	\$ 12,667.27	\$ 6,138.06
Subtotal	\$ 3,500,485.12	\$ 2,206,274.30	\$ 1,294,210.82	\$ 102,630.92	\$ 516,390.09	\$ 28,084.40	\$ 435,890.22	\$ 211,215.19

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
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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
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2/5/2011	60,777.44	2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18
2/12/2011	67,471.84	2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08
2/19/2011	72,018.54	2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66
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

TOTALS **4,016,541.01**

4,124,906.80

3,580,645.18

3,261,565.02

2,206,274.30

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
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

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
December, 2014	76,797.24
January, 2015	73,346.66

Total 2014-2015 **522,780.67**

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	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
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		
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	1,568,342.01