

COUNTY COMMISSION OF LEWIS COUNTY

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Weston WV 26452
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FAX: (304)269-2416
Email:lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:
Agnes Queen, President
Rod Wyman, Commissioner
Patrick D. Boyle, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
Tuesday, January 8, 2019**

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM** **Call Meeting to Order**
- 2. 10:05 AM** **John Breen, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review on Thursday, January 4, 2019.
(*action required*)
- 3. 10:10 AM** **Kim Nicholson HOPE, Inc.**
RE: Proclamation for National Stalking Awareness Month
Proclamation for Human Trafficking Awareness Month
The Lewis County Commission will be asked to execute a proclamation declaring January as National Stalker Awareness Month and ask the citizens of Lewis County to join in awareness.
Additionally, the County Commission will be asked to execute a proclamation declaring January as National Human Trafficking Awareness Month and ask the citizens of Lewis County to join in awareness. (*action required*)
- 4. 10:15 AM** **Sheriff Adam Gissy**
RE: Advise and Consent per West Virginia Code §7-7-7 to Fill a Vacant Law Enforcement Deputy Position
Sheriff Adam Gissy requests advice and consent per West Virginia Code §7-7-7 to hire Colton Jones as a Lewis County Deputy Sheriff. This vacancy was created with the resignation of Deputy Hummel. Mr. Jones has the approval of the Lewis County Civil Service Commission. If approved the oath of office will be administered. (*action required*)

CORRESPONDENCE

- 5. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for January 4, 2019 is presented for review. (*information only*)
- 6. Sheriff's Monthly Vehicle Report:** December 2018 Monthly report of vehicle mileage for the Sheriff's Department fleet is presented for review. (*information only*)

7. **Lewis County Assessor's Application for Funding from the West Virginia Property and Valuation Commission (PVC):** Lewis County Assessor John Breen has submitted his annual application for funding from the West Virginia Property and Valuation Commission (PVC). Included with this application is a budget detailing the proposed use of these funds. Mr. Breen has requested 2 % of the previous years estimated tax collections. This is permissible by WV Code §11-1C-8. These funds are to be used to maintain current valuations and perform periodic reevaluation of property. This application is sent to each levying body for comment, if desired prior, to the Property and Valuation Committee award of funds. Comments must be received by January 15, 2019. *(information only)*

BUSINESS

8. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Regional Bike Trail Meeting.
9. **Time Sheets and Leave Requests:**
- a) Lucinda A. Whetsell December Monthly Time Sheet
 - b) The following employees have requested annual leave be converted to sick leave to avoid loss per the Lewis County Personnel Policy Manual:
 - 1) Crystal Haught
 - 2) Amy Simmons
 - 3) Joan Riffle
 - 4) Tammy Harris
 - 5) Timothy Riffle
 - 6) Richard Snyder
 - 7) Stella Poling
 - 8) Michael D. Cayton
 - 9) James Gum
 - 10) Crystal Bragg
 - 11) Charles Kirkpatrick
 - 12) Gary DeMoss
 - 13) Barbara Winans
 - 14) Lucinda Whetsell

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

10. **Actions of the Clerk:** County Clerk Cynthia S. Rowan presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request Thursday, January 4, 2019. *(action required)*
11. **Approval of Estates:** County Clerk Cynthia S. Rowan presents the estates ready for settlement to the Lewis County Commission for approval. Draft copies will be available for review upon request Thursday, January 4, 2019. *(action required)*
12. **Presentation by the County Clerk of the Orders of Prior Meeting(s):** The Lewis County Clerk presents the Orders (minutes) of previous Lewis County Commission meeting(s) for approval. Draft copies will be available for review upon request Thursday, January 4, 2019. *(action required)*
13. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, January 4, 2019. *(action required)*

ADJOURNMENT:

14. With no further action being required by the Lewis County Commission the meeting will be adjourned. (*action required*)

LEWIS COUNTY COMMISSION MEETING MANAGEMENT

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given a ten (10) minute time allowance.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.

**Roberts Rules of Order is utilized as a guide only.
The Commission controls meeting management, discussion and input.**

NATIONAL STALKING AWARENESS MONTH

Whereas, under the laws of all fifty states, the U.S. Territories, the District of Columbia, and federal government, stalking is a crime;

Whereas, 6- 7.5 million people were stalked in a one-year period in the United States, and many victims are stalked by someone they know;

Whereas, 3 in 4 women killed by an intimate partner had been stalked by that intimate partner;

Whereas, many stalking victims lose time from work and experience serious psychological distress and lost productivity at a much higher rate than the general population;

Whereas, many stalking victims are forced to protect themselves by relocating, changing their identities, changing jobs, and obtaining protection orders;

Whereas, many stalkers use technology—such as cell phones, global positioning systems (GPS), cameras, and spyware—to monitor and track their victims;

Whereas, there is a need for great public awareness about the nature, criminality, and potential lethality of stalking;

Whereas, communities can better combat stalking by adopting multidisciplinary responses by teams of local agencies and organizations and by providing more and better victim services; and

Whereas, HOPE INC. is joining forces with other victim service providers, Lewis County Commission, Criminal Justice Officials, and Concerned Citizens throughout Lewis County WV and the United States to observe:

January 2019 as Stalking Awareness Month

NOW THEREFORE, the Lewis County Commission hereby proclaims the month of January 2019 to be **NATIONAL STALKING AWARENESS MONTH** and applaud the efforts of the many victim service providers, police officers, prosecutors, national and community organizations and private sector supporters for their efforts in promoting awareness about stalking.

President _____

Commissioner _____

Commissioner _____

Attest: _____ Lewis County Clerk

HUMAN TRAFFICKING AWARENESS MONTH

PROCLAMATION

Whereas, since 2007 the National Human Trafficking Hotline (NHTH) has been tracking hotline calls from across the nation; and

Whereas, according to NHTH, West Virginia has had 358 hotline calls totaling 99 cases; and

Whereas, in 2017, 8,759 cases of human trafficking were reported to the NHTH, representing over 10,000 individual victims, almost 5,000 potential traffickers, and more than 1,500 businesses involved in human trafficking; and

Whereas, Human Trafficking is significantly under reported nationally and throughout West Virginia; and

Whereas, the Lewis County community has come together to support victims of human trafficking and provide much needed services.

NOW THEREFORE, the Lewis County Commission hereby proclaims the month of January 2019 to be **NATIONAL HUMAN TRAFFICKING AWARENESS MONTH**

And urges all citizens to participate actively in scheduled events and programs to eliminate Human Trafficking.

President _____

Commissioner _____

Commission _____

Attest: _____ Lewis County Clerk

Upshur County Commission Meeting Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: January 3, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:

- December 20, 2018
- December 21, 2018 – Special Meeting

1:30 p.m. Josh Calderon, OpenGov Account Executive -Provide a comprehensive overview of the OpenGov platform and county checkbook demonstration

Items for Discussion / Action / Approval:

1. Election of Commission President for 2019 Calendar Year*
2. Oath of Office for the Commission President*
3. Establish date and time for regular Commission Meetings*
4. Approval of Local Rules for Commission Meetings*
5. Approval of registration sign-in sheet in accordance with WV Code §6-9A-3*
6. Discuss agenda format and material*
7. Establish Hours of Operation for the Upshur County Courthouse, Annex and Administrative Annex*
8. Approval of 2019 Holiday Schedule and Administrative Closures*
9. Affidavit of Commission President, Sheriff and County Clerk Establishing Facsimile Signature*
10. Consider Commissioner Board Appointments*:
 - Court Security Advisory Board
 - Lewis-Upshur Community Corrections Board
 - Upshur County Farmland Protection Board
 - Lewis-Upshur Local Emergency Planning Committee
 - Region VI Work Force Investment Board
 - Region VII Planning & Development Council
 - Upshur County 4H Foundation
 - Upshur County Development Authority
 - Upshur County Enhanced Emergency Telephone Board
 - Upshur County Extension Service Committee
 - Upshur County Fire Board Incorporated

- Upshur County Senior Center Board
- Upshur County Family Resource Network
- Upshur County Youth Council, Incorporated (SYC)
- Corridor H Authority
- Mountain CAP of West Virginia, Incorporated
- Buckhannon-Upshur Airport Authority

11. Approval of Early Voting Poll Workers for the January 19, 2019 Special School Levy Election.*
12. Approval of Board of Review & Equalization 2018 schedule*
13. Approval of Board of Review & Equalization (BORE) Publication Notice; the County Commission will sit as the Board of Review and Equalization beginning at 1:00 p.m. on the 1st day of February, 2019, and shall continue until the work is complete but will adjourn no later than the close of business on the 15th day of February, 2019.*
14. Approval and signature of correspondence to the Upshur County Assessor and Property Tax Division of the State Tax Department, giving authorization to correct valuations for real property, personal property, and/or mineral accounts. Any adjustments made after February 1, 2019, must be forwarded to the Commission sitting as the Board of Review & Equalization.*
15. Approval of "Request for Bids" for the Upshur County Department of Homeland Security and Emergency Management LE SIRN Mobile Radio Project. This project consists of purchasing, programming and installing 24 IRP encrypted mobile radios and 6 vehicle repeaters. All sealed bids must be received no later than 4:00 p.m. on January 22, 2019. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, January 24, 2019.*
16. Approval of Orders (1) dissolving the Upshur County Citizens Corps Council (CCC) and assuming ownership of all monies, resources, and equipment previously purchased, received and utilized by the CCC and (2) releasing the above acquired monies, resources and equipment previously purchased, received and utilized by the CCC and the Community Emergency Response Team (CERT) to the Upshur County Department of Homeland Security and Emergency Management (UCDHSEM). The UCDHSEM has volunteered to act as the local first responder agency sponsor of CERT.*
17. Approval and adoption of the 2019 Standard Mileage Rates for Business, Medical and Moving Announced – December 14, 2018*
18. Approval of Lewis - Upshur Animal Control Facility Volunteers: Cheryl Parker, William Michael Thomas and Mayara Lychywek.*
19. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Correspondence from Jeff Amburgey, Chairman of the Property Valuation Training and Procedures Commission, State of West Virginia Department of Revenue State Tax Department, regarding the Assessor's proposed 2019-2020 Valuation Fund Budget. Written evidence showing that a lesser amount than the amount requested by the Assessor would be adequate must be submitted to the Property Tax Division on or before January 15, 2019.
2. Upshur County E911 Communication Reports --- November 2018
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
3. Appointments Needed or Upcoming:
 - Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

Next Regular Meeting of the Upshur County Commission
January 10, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

DECEMBER 2018 MILEAGE REQUEST

UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 28,307

151 Hyre Temp / 18 POLICE INTERCEPTOR 7,365

152

153 Carpenter 3169 / 13 POLICE INTERCEPTOR 91,325

154 Lopez 1910 / 13 POLICE INTERCEPTOR 83,710 (Same as Brightbill)

154 Lopez Temp ¹⁹ ~~18~~ POLICE INTERCEPTOR 703

New
155 Clark 1234 / 13 POLICE INTERCEPTOR 56,970

156 Hendershot 3929 ¹⁹ ~~18~~ INTERCEPTOR 1,365

157 Hummel 2966 / 12 CAPRICE 90,361

158 Turner 3370 / 14 EXPLORER 65,908

159 Newbrough 3170 / 13 POLICE INTERCEPTOR 75,515

160 Brightbill 1643 / 11 TAHOE 83,971

160 Brightbill 1910 13 POLICE INTERCEPTOR 83,710

170 Cayton 2829 / 11 TAHOE 95,058

171 Kirkpatrick 2726 / 11 DODGE NITRO 40,530

172 Posey 2824 / 11 TAHOE 105,614

174 Bush 1233 / 10 DODGE NITRO 50,712

175 Carey 2727 / 10 TAHOE 82,264

1500 Deputy Reserves 2511 / 07 CROWN VIC 116,252

1500 Deputy Reserves 1232 / 07 CROWN VIC 109,980

2007 Chevy Sub. 52,655

2009 Miller 2868 / 09 TAHOE 86,500

There have been a number of vehicle reassignments. Need actual mileage from each unit.

Thank You



Dave Hardy
Secretary of Revenue

Dale W. Steager
State Tax Commissioner

STATE TAX DEPARTMENT

December 2018

ALL COUNTY COMMISSIONS
ALL MUNICIPALITIES
ALL COUNTY BOARDS OF EDUCATION
STATE OF WEST VIRGINIA

West Virginia Code § 11-1C-8, as amended in 1998, authorizes the assessor to receive up to 2% of the previous year's projected tax collections. This money is to be used for the purpose of maintaining current valuations and performing periodic reevaluation of property.

In order to receive these funds, the assessor is required to prepare a budget detailing the proposed use of the money and submit the budget to the Property Valuation Training and Procedures Commission (PVC) by December 15th of each year. In addition, West Virginia Code § 11-1C-8 requires that a copy of the projected budget and justification is to be sent to the county commission, board of education, and all municipalities in the county. The PVC has directed the Property Tax Division to provide each entity with a copy of their assessor's proposed budget and justification. Neither the Property Tax Division nor the State Auditor's Office has reviewed the enclosed budget request. The levying body may present written evidence showing that a lesser amount than the amount requested by the assessor would be adequate. Written evidence to this effect should be submitted to the Property Tax Division on or before January 15, 2019. This information may be faxed to our office at 304-558-1843.

The PVC will meet after January 15, 2019 (date not yet determined) to review the Proposed Budget Document. Prior to February 1, 2019, the PVC must approve a percent that the assessor will receive from your property tax levies for the upcoming fiscal year.

After the PVC has approved a percent for each county assessor, the percent will be certified to the State Auditor's Office. Each county sheriff and levying body will be notified of the amount due from his or her property tax levies for the 2019-2020 Fiscal Year. The percent so certified should be used to calculate the property tax levy rate and to complete the levy page of the entity's budget.

If you have any questions or need clarification regarding the enclosed budget request, you may contact your county assessor or me at 304-558-0792.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Amburgey".

Jeff Amburgey, Chairman
Property Valuation Training and Procedures Commission

JA/aj
Enclosure

Property Tax Division, 1124 Smith Street, P.O. Box 2389, Charleston, WV 25328-2389
Telephone 304-558-3940
Fax 304-558-1843

PROPERTY VALUATION TRAINING
AND PROCEDURES COMMISSION

Pursuant to West Virginia Code § 11-1C-8 (b)

Budget Documentation in Support
of Request for Valuation Funds

PROPOSED VALUATION FUND BUDGET

LEWIS COUNTY, WEST VIRGINIA

Fiscal Year 2019 - 2020

SUMMARY OF CONTENTS

Declaration of Need - Submission Page.....Page 1
Projected Revenue - Valuation Fund.....Page 2
Projected Expenditure Schedule - Valuation Fund.....Pages 3 - 6
Summary.....Page 7
Justification.....Pages 8 - 9
Staffing / Funding.....Pages 10 - 11

RECEIVED

DEC 13 2018

State Tax Department
Property Tax Division

DECLARATION OF NEED

SUBMISSION PAGE

I, John L Breen Assessor of LEWIS County, West Virginia, hereby declare that my valuation fund needs for the Fiscal Year 2019 - 2020 will be 2.00% (enter percent) of the total proceeds from the regular levies of the county commission, county school board, and municipalities within the county.

This document and the attached written justification represents my projected expenditure budget for my valuation fund for the ensuing fiscal year as required to be submitted no later than December 15 each year by Section 8(b), Article 1C, Chapter 11 of the West Virginia Code. The following represents the number of real estate accounts and personal property accounts within LEWIS County.

<u>Real Property</u>	<u>Personal Property</u>	<u>Grand Total</u>
Total Accounts: <u>35,963</u> (Real Property)	Total Accounts: <u>10,903</u> (Per. Property)	Accounts: <u>46,866</u> (Real & Per. Property)

Respectfully Submitted:



Signature of Assessor

12-13-18

Date

PROJECTED REVENUE - VALUATION FUND
FISCAL YEAR 2019 - 2020

I. FUND BALANCES PROJECTED TO BE CARRIED FORWARD ON JULY 1 OF THE FISCAL

A. PROJECTED FUND BALANCE AS OF July 1, 2019

(299)	Checking Account Balance June 30, 2019	<u>\$145,000</u>
(299)	Money Market Account	<u>\$0</u>
(299)	Certificates of Deposit	<u>\$0</u>

B. OTHER AMOUNTS OWED VALUATION FUND

(331)	Projected County Clerk's Earnings July 1, 2019 to June 30, 2020	<u>\$4,500</u>
(336)	Projected Map Sales Revenue July 1, 2019 to June 30, 2020	<u>\$350</u>
(365)	Projected Interest Earned July 1, 2019 to June 30, 2020	<u>\$250</u>
SUBTOTAL: PROJECTED FUND BALANCE AND OTHER REVENUES		<u>\$150,100</u>

II. PROJECTED PROCEEDS FROM THE REGULAR LEVY

	PROJECTED TAX PROCEEDS FY 2019 - 2020		PERCENT* OF LEVY REQUESTED: <u>2.00%</u> (PERCENT)
(380)	COUNTY COMMISSION	<u>\$4,221,550</u>	<u>\$84,431</u>
(380)	SCHOOL BOARD	<u>\$5,727,150</u>	<u>\$114,543</u>
(380)	COUNTY MUNICIPALITIES	<u>\$449,700</u>	<u>\$8,994</u>
TOTAL		<u>\$10,398,400</u>	

(380)	SUBTOTAL: REVENUE PROJECTED FROM LEVY		<u>\$207,968</u>
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			<u>\$358,068</u>
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* Percent of levy requested may not exceed two percent (2%).

PROJECTED EXPENDITURE SCHEDULE - VALUATION FUND
FISCAL YEAR 2019 - 2020

No. (103)	No. of Employees	Personal Services Personnel - Salaries & Wages	Valuation Fund	
			Projected FY19-20	Budgeted FY18-19
(103)		Chief Deputy @		
(103)	2	Appraisers @	\$45,000	\$41,400
(103)		Mappers @		
(103)	2	Field/Data Asst. @	\$14,000	\$70,000
(103)	2	Office Staff @	\$31,000	
(103)	2	Computer Clerks @	\$37,000	
(103)		Other (Describe): @		
		@		
		@		
(103)	SUBTOTAL		\$127,000	\$111,400
BENEFITS				
(104)	FICA		\$10,640	\$8,300
(105)	GROUP INSURANCE		\$46,000	\$44,000
(106)	RETIREMENT		\$15,000	\$15,200
(108)	OVERTIME		\$6,000	\$6,000
(109)	EXTRA HELP		\$0	\$0
	OTHER: (DESCRIBE AND INDICATE OBJECT NO.)		\$0	\$0

	\$77,640	\$73,500
SUBTOTAL: PERSONAL SERVICES	\$204,640	\$184,900

PROJECTED EXPENDITURE SCHEDULE - VALUATION FUND (cont.)

FISCAL YEAR 2019 - 2020

Object No.	Contractual Services	Valuation Fund	
		Projected FY19-20	Budgeted FY18-19
(211)	TELEPHONE	\$0	\$0
(212)	PRINTING (INCLUDING COMPUTER RUNS) DESCRIBE:	\$0	\$0
(213)	UTILITIES		
(214)	TRAVEL EXPENSES	\$3,500	\$3,500
(216)	MAINTENANCE & REPAIR - EQUIPMENT	\$2,500	
(217)	MAINTENANCE & REPAIR - AUTO & TRUCKS	\$3,500	\$3,500
(218)	POSTAGE	\$800	\$500
(219)	BUILDING/EQUIPMENT RENTS		
(220)	ADVERTISING/LEGAL PUBLICATIONS	\$8,000	\$8,000
(221)	TRAINING AND EDUCATION	\$3,500	\$3,500
(222)	DUES AND SUBSCRIPTIONS		
(223)	PROFESSIONAL SERVICES	\$10,000	\$10,000
(224)	AUDIT COSTS		
(226)	INSURANCE AND BONDS (INCLUDING WORKERS COMPENSATION AND UNEMPLOYMENT COMPENSATION)	\$20,000	\$20,000
(230)	CONTRACTED SERVICES	\$20,000	\$20,000
	OTHER: (DESCRIBE AND INDICATE OBJECT NO.)		

SUBTOTAL: CONTRACTUAL SERVICES

\$71,800

\$69,000

PROJECTED EXPENDITURE SCHEDULE - VALUATION FUND (cont.)
FISCAL YEAR 2019 - 2020

Object No.	Commodities	Valuation Fund	
		Projected FY19-20	Budgeted FY18-19
(341)	MAPPING AND APPRAISAL SUPPLIES/MATERIALS	\$15,000	\$15,000
(343)	AUTOMOBILE SUPPLIES	\$4,000	\$4,000
(345)	UNIFORMS		
(353)	COMPUTER SOFTWARE	\$15,000	\$15,000

SUBTOTAL: COMMODITIES **\$34,000** **\$34,000**

Object No.	Capital Outlay	Valuation Fund	
		Projected FY19-20	Budgeted FY18-19
(459)	EQUIPMENT FOR PURCHASE THIS FISCAL YEAR (2019-20)		
	DESCRIBE: Plotter	\$10,000	\$25,000
	Map Room Kiosk Update	\$2,000	\$7,000
	MONIES SET ASIDE FOR CAPITAL PURCHASE OF EQUIPMENT IN FUTURE YEARS (DESCRIBE) FOR PURCHASE OF: IAS Upgrade. Whether IAS World or Harris Govern. New field equipment and servers. __		
	TOTAL PROJECT COST \$ 25,000		
(459)	AMOUNT TO BE SET ASIDE FY2019-20	\$25,000	\$7,000
(459)	AMOUNT SET ASIDE IN PAST YEARS		

SUBTOTAL: CAPITAL OUTLAY **\$37,000** **\$39,000**

Object No.	Contingencies	Valuation Fund	
		Projected FY19-20	Budgeted FY18-19
(699)			
	THE PROPERTY VALUATION TRAINING AND PROCEDURES COMMISSION HAS APPROVED AN AMOUNT, IF NECESSARY, OF UP TO 3% OF YOUR TOTAL EXPENDITURE BUDGET	\$10,628	\$9,300

SUBTOTAL: RESERVED FOR CONTINGENCIES **\$10,628** **\$9,300**

PROJECTED EXPENDITURE SCHEDULE - VALUATION FUND (cont.)
FISCAL YEAR 2019 - 2020

Object No.	ASSESSOR CAPITAL PROJECTS	Valuation Fund	
		Projected FY 19-20	Budgeted FY 18-19
(966)	GIS CAPITAL PROJECT		
(977)	OTHER CAPITAL PROJECTS		
	PLEASE DESCRIBE:		
1	\$ _____ for _____		
2	\$ _____ for _____		
3	\$ _____ for _____		

SUBTOTAL: CAPITAL PROJECTS

\$0

\$0

SUMMARY

SUMMARY OF PROJECTED EXPENDITURES

(101 - 110)	PERSONAL SERVICES (SUBTOTAL PAGE 3)	<u>\$204,640</u>
(211 - 240)	CONTRACTUAL SERVICES (SUBTOTAL PAGE 4)	<u>\$71,800</u>
(341 - 353)	COMMODITIES (SUBTOTAL PAGE 5)	<u>\$34,000</u>
(459)	CAPITAL OUTLAY (SUBTOTAL PAGE 5)	<u>\$37,000</u>
(699)	CONTINGENCIES (SUBTOTAL PAGE 5)	<u>\$10,628</u>
(966 - 977)	CAPITAL PROJECTS (SUBTOTAL PAGE 6)	<u>\$0</u>
		\$358,068
GRAND TOTAL: TOTAL OF PROJECTED EXPENDITURES TO BE MADE FROM VALUATION FUND FOR THE ENSUING FISCAL YEAR 2019 - 2020		<u><u>\$358,068</u></u>

NOTE: PROJECTED REVENUES (PAGE 2) AND EXPENDITURES MUST BALANCE

_____ APPROVED _____% _____ APPROVED WITH ADJUSTMENTS _____%

SIGNATURE

PROPERTY VALUATION TRAINING
AND PROCEDURES COMMISSION

DATE

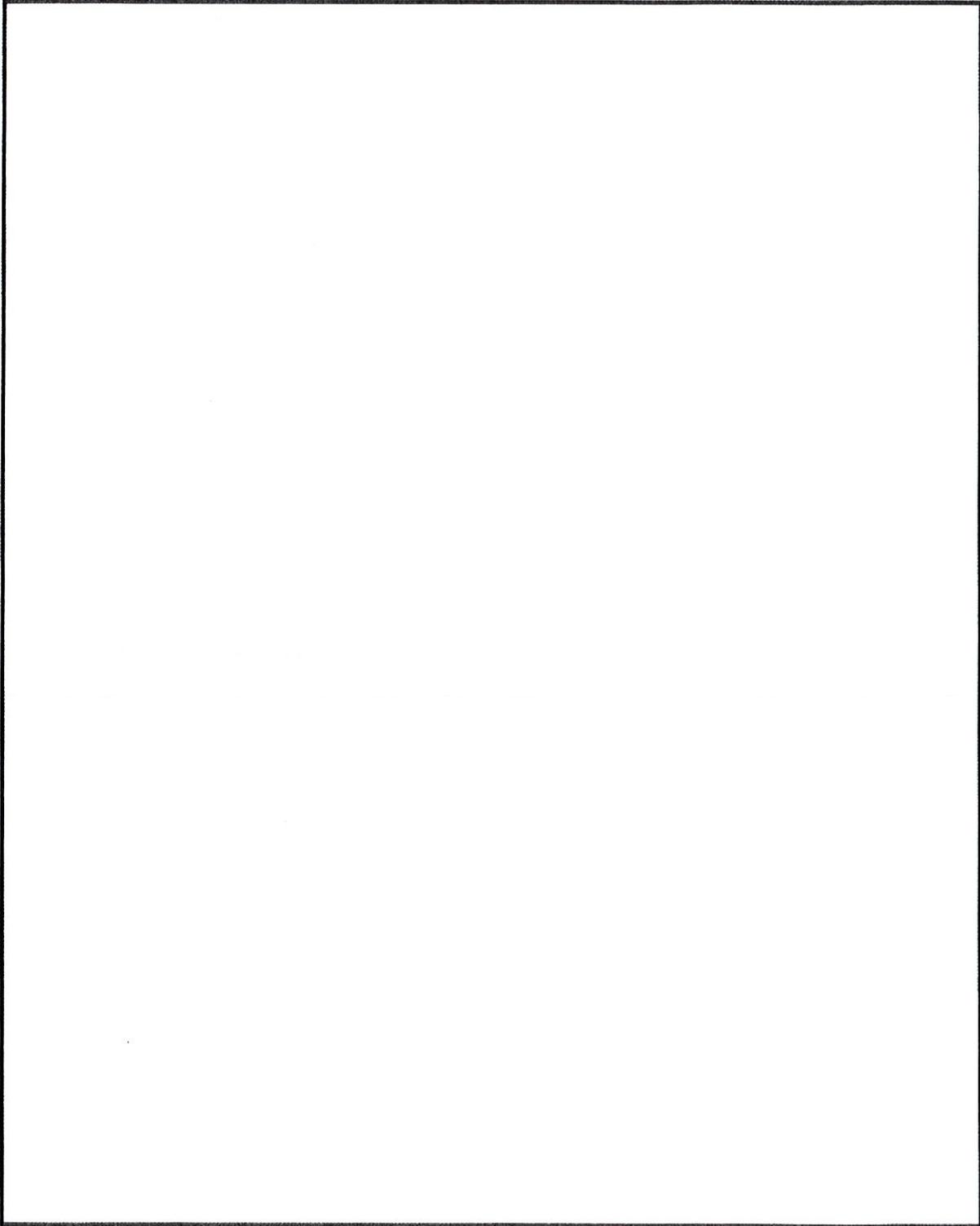
JUSTIFICATION

The following information **MUST** be included in your justification:

1. A detailed explanation justifying your need for the percent requested.
2. A detailed explanation of your carryover from last year (if any).

Carryover from 17/18 and 18/19 was attributed to changeover in employees and an empty office position which is now filled with a full time person. I had 2 higher paid individuals retire. Replacements were brought in at lower salaries. Our office has moved forward with all the online mapping, map cards, assessments and have been very successful in doing just that. I have future plans to add an in-house mapper that will cut down on us using outside mapping companies. This will require a good bit of software and hardware to go forward with. I am currently working with GST to get the rest of our computers to Windows 10 and have the matching software to do that. Our plotter was a hand me down from the 911 center. Looking to possible replace with Plotter/Scanner to digitize some old maps that are becoming very fragile. We are not yet sure of the cost or what is needed for our new state system, Harris/IAS World. No one knows what that will cost the counties to upgrade. Plus wanting to do flyovers at least every three years. Setting money aside for those items..

JUSTIFICATION (cont.)



Employees Paid Solely From General Fund

Employee Name:

<hr/>	<hr/>

Employees Paid Solely From Valuation Fund (provide total annual salary)

Employee Name and Annual Salary:

Employee Name and Annual Salary:

Trent Harrison \$31,500

Nicole Aman \$25,000

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Employees Paid From Both General Fund and Valuation Fund

Percentage of salary paid
from the valuation fund
(% only - not salary figure)

Employee Name:	Total Salary:	Valuation Fund	%
<u>Gary Foster</u>	\$ <u>45,250</u>	<u>24</u>	%
<u>Lindsey Gum</u>	\$ <u>30,000</u>	<u>61</u>	%
<u>Timothy Riffle</u>	\$ <u>44,000</u>	<u>24</u>	%
<u>Richard Snyder</u>	\$ <u>44,000</u>	<u>24</u>	%
<u>Courtney Solberg</u>	\$ <u>30,000</u>	<u>24</u>	%
<u>Rebekah Gant</u>	\$ <u>31,000</u>	<u>0.025</u>	%
_____	\$ _____	_____	%
_____	\$ _____	_____	%
_____	\$ _____	_____	%
_____	\$ _____	_____	%
_____	\$ _____	_____	%
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