

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, MARCH 17, 2016
9:30 A.M.

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- March 3, 2016 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- March 10, 2016
- March 17, 2016

PAYROLL APPROVAL

- March 3, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Jess Chambers - Hollywood Casino at Charles Town Races
- Request for Letter of Endorsement from the County Commission to the WVABCA for proposed "Non-Intoxicating Beer Floor Plan Extension" for the 2016 Charles Town Classic at Hollywood Casino at Charles Town Races - Discussion/Action
2. 10:00 a.m. Sara Hafer, Grafton Integrated Health Network
- Request approval of a Resolution be passed proclaiming April as Autism Awareness Month - Discussion/Action

3. 10:15 a.m. Interviews and Appointments to the Jefferson County Parks and Recreation Commission - One unexpired term ending June 30, 2017 - Discussion/Action
4. 10:30 a.m. Interviews and Appointments to the Jefferson County Water Advisory Committee - One 3-year term ending January 31, 2019 - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Interviews and Appointments to the Jefferson County Historic Landmarks Committee - Two 3-year terms ending March 6, 2019 - Discussion/Action
7. 11:15 a.m. Interviews and Appointments to the Jefferson County Planning Commission - Three 3-year terms ending March 31, 2019 - Discussion/Action
8. 11:30 a.m. Nikki Painter, Elections Clerk
- Poll Worker approval for the 2016 Primary Election - Discussion/Action
9. 11:45 a.m. Debra Young, Jefferson County Victim Assistance Program
- Request for approval of VOCA Grant application - Discussion/Action
10. 12:00 p.m. Jeffrey Polczynski, Director of Communications
- Request Approval of Appointments - Public Safety Dispatchers - Discussion/Action
11. 12:15 p.m. Jesse Jones, Sheriff's Department
- Approval of employment - Gregory Amlin and Dennis Jenkins as Bailiffs/Trip Guards - Discussion/Action
12. 12:25 p.m. Bill Polk, Maintenance Director
- Discuss hiring an Architect for renovations to the Judicial Annex/Allocation of Space - Discussion/Action - Possible Executive Session

NEW BUSINESS

13. Decision on the proposed amendments to Article 12 of the Zoning and Land Development Ordinance pertaining to Zoning Map and Text Amendments - Public hearing was held on February 18, 2016 - Discussion/Action
14. Distribution of Fire Department funding for 2016-2017 budget - Discussion/Action (JT)
15. Legislative Updates

COUNTY ADMINISTRATOR REPORTS

- Scheduling of Special Meeting to finalize FY17 Budget - Discussion/Action

COUNTY COMMISSION REPORTS

16. ADJOURN

CORRESPONDENCE/INFORMATION

Letter of Thanks from Randy Funkhouser of the Charles Town HBPA re: resolution in support of the thoroughbred racing and breeding industries in Jefferson County.

Letter from the WV Public Service Commission re: quarterly disbursement of wireless E-911 subscriber fees.

Impact Fee Status Report for February 2016.

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

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

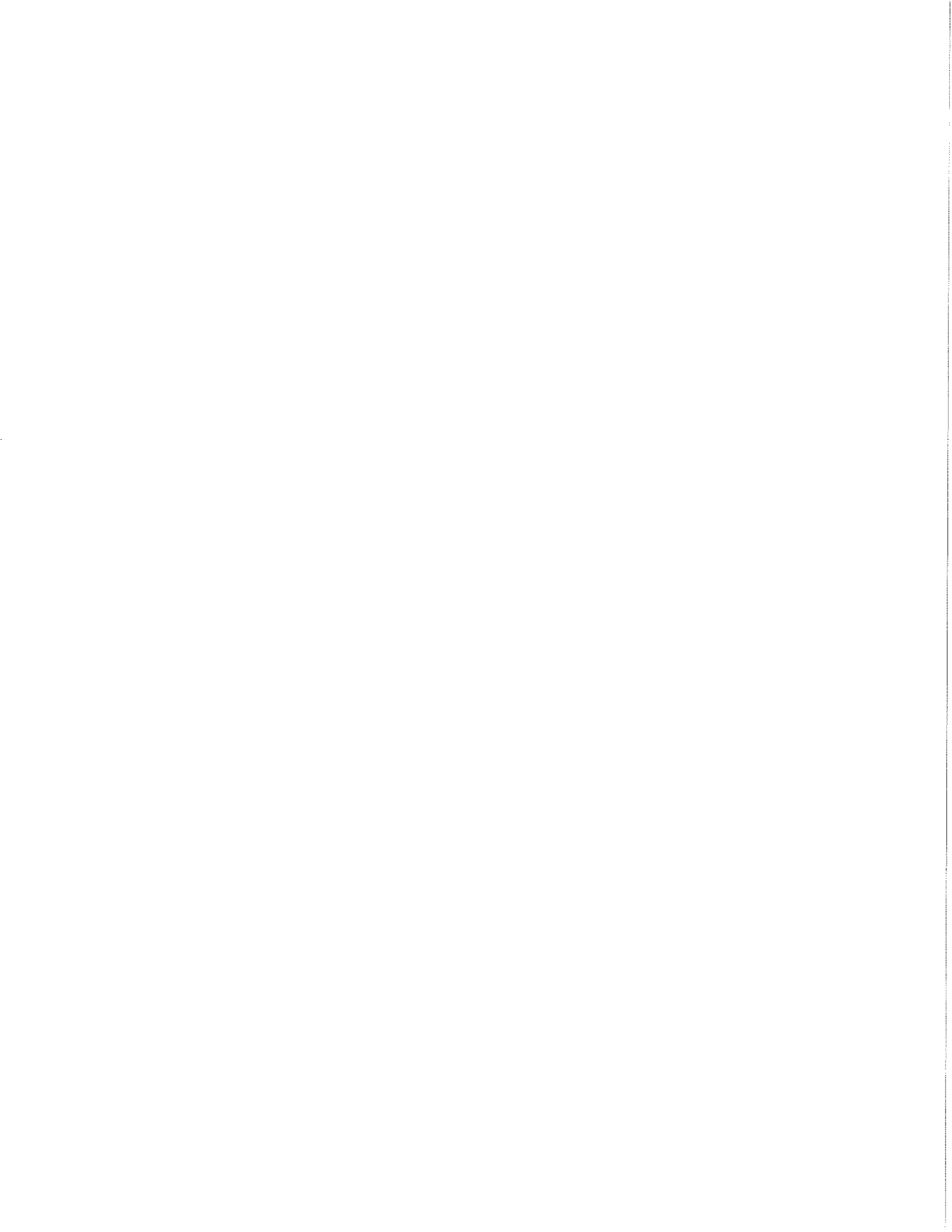
Memorandum from the Jefferson County Department of Engineering, Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.

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

WV Lottery Weekly Settlement for Charles Town - week ending February 27, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending March 5, 2016.

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



Minutes

Jefferson County Commission

Thursday, March 3, 2016

A meeting of the Jefferson County Commission was held on Thursday, March 3, 2016 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, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, March 3, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the February 11, 2016 Board of Review and Equalization Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the February 16, 2016 Board of Review and Equalization Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the February 18, 2016 Regular Meeting Minutes as amended. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Bell to approve the February 25, 2016 Payroll in the amount of \$233,189.66. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR		NOAMT	CHECK AMOUNT
075947	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ 3,634.02	\$ 3,634.02
075948	425	BLUE RIDGE GARAGE DOORS		\$ 187.50	\$ 187.50
075949	PAYROLL	BUREAU F/CHILD SUPPORT		\$ 49.85	\$ 49.85
075950	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ 212.31	\$ 212.31
075951	PAYROLL	BUREAU OF CHILD SUPPORT		\$ 461.54	\$ 461.54
075952	PAYROLL	BUREAU OF CHILD SUPPORT		\$ 119.54	\$ 119.54
075953	PAYROLL	BUREAU OF CHILD SUPPORT		\$ 530.77	\$ 530.77
075954	716	DAVID BOYLE		\$ 505.34	\$ 505.34
075955	405	RAYMOND E. BOYCE JR.		\$ 50.22	\$ 50.22
075956	425	CITY OF CHARLES TOWN		\$ 20.00	\$ 20.00
075957	PAYROLL	LAUREN CROWTHER		\$ 862.25	\$ 862.25
075958	PAYROLL	COLONIAL LIFE		\$ 385.42	\$ 385.42
075959	401	KAREN ECHEMENT		\$ 512.51	\$ 512.51
075960	415	GENERAL COUNTY FUND-J FE		\$ 13,948.05	\$ 13,948.05
075961	711	GUEST SERVICES		\$ 125.20	\$ 125.20
075962	717	GUTTMAN OIL CO		\$ 6,424.33	\$ 6,424.33
075963	428	GLOBAL DATA CONSULTANTS		\$ 2,100.12	\$ 2,100.12
075964	401	JEFFERSON PUBLISH CO INC		\$ 81.30	\$ 81.30
075965	GRANT	JEFFERSON DAY REPORT CNT		\$ 835.80	\$ 835.80
075966	712	ROBERT E. JONES III		\$ 1,000.00	\$ 1,000.00
075967	PAYROLL	JEFFERSON SECURITY BANK		\$ 5,510.00	\$ 5,510.00
075968	425	KONE INC.		\$ 306.16	\$ 306.16
075969	712	LANGUAGE LINE SERVICES		\$ 129.43	\$ 129.43
075970	424	JULIA LEWIS		\$ 35.78	\$ 35.78
075971	412	JUDITH A MATLICK		\$ 206.11	\$ 206.11
075972	PAYROLL	ELIZABETH MALONEY		\$ 220.34	\$ 220.34
075972	PAYROLL	ELIZABETH MALONEY		\$ 1,939.08	\$ 1,939.08
075973	PAYROLL	JASON MICKEY		\$ 804.00	\$ 804.00
075974	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ 150.00	\$ 150.00
075975	700	ROBIN MAHONY		\$ 3.91	\$ 3.91
075976	PAYROLL	DONNA MASON		\$ 2,250.00	\$ 2,250.00
075977	PAYROLL	NATIONWIDE RETIREMENT		\$ 749.00	\$ 749.00
075978	428	OFFICEMAX		\$ 375.13	\$ 375.13
075979	402	PIFER OFFICE SUPPLY, INC		\$ 48.96	\$ 48.96
075980	440	PITTSNOGLE, LLC		\$ 5,782.00	\$ 5,782.00
075981	700	DOUGLAS PITTINGER		\$ 31.57	\$ 31.57
075981	700	DOUGLAS PITTINGER		\$ 12.41	\$ 12.41

075982	403	LAURA STORM		\$ 73.44	\$ 73.44
075983	401	RICOH USA, INC./GA		\$ 252.73	\$ 252.73
075983	403	RICOH USA, INC./GA		\$ 287.58	\$ 287.58
075983	404	RICOH USA, INC./GA		\$ 123.90	\$ 123.90
075983	405	RICOH USA, INC./GA		\$ 423.90	\$ 423.90
075983	406	RICOH USA, INC./GA		\$ 123.90	\$ 123.90
075983	425	RICOH USA, INC./GA		\$ 48.10	\$ 48.10
075983	433	RICOH USA, INC./GA		\$ 197.41	\$ 197.41
075983	440	RICOH USA, INC./GA		\$ 197.41	\$ 197.41
075983	700	RICOH USA, INC./GA		\$ 295.90	\$ 295.90
075983	712	RICOH USA, INC./GA		\$ 267.08	\$ 267.08
075984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 10,148.50	\$ 10,148.50
075984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 43,393.38	\$ 43,393.38
075984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 4.34	\$ 4.34
075984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 1.02	\$ 1.02
075984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 2.81	\$ 2.81
075984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 41,427.09	\$ 41,427.09
075985	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 1.54	\$ 1.54
075985	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 32,564.93	\$ 32,564.93
075985	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 922.78	\$ 922.78
075985	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 2,985.00	\$ 2,985.00
075986	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ 18,151.98	\$ 18,151.98
075986	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ 12,857.62	\$ 12,857.62
075987	405	BRANDON C.H. SIMS		\$ 214.27	\$ 214.27
075988	401	SANDRA SLUSHER MCDONALD		\$ 57.57	\$ 57.57
075989	700	JEFFERY SAGER		\$ 4.80	\$ 4.80
075990	405	THOMSON REUTER - WEST		\$ 942.50	\$ 942.50
075991	PAYROLL	WV PUB EMP RETIRE SYS		\$ 1.71	\$ 1.71
075991	PAYROLL	WV PUB EMP RETIRE SYS		\$ 5.14	\$ 5.14
075991	PAYROLL	WV PUB EMP RETIRE SYS		\$ 73,502.24	\$ 73,502.24
075991	PAYROLL	WV PUB EMP RETIRE SYS		\$ 24,500.78	\$ 24,500.78
075992	404	WV TAX DEPUTIES ASSOC		\$ 35.00	\$ 35.00
075993	700	WV STATE POLICE		\$ 6.50	\$ 6.50
075994	PAYROLL	WV PUB EMP RETIRE SYS		\$ 4,060.66	\$ 4,060.66
075994	PAYROLL	WV PUB EMP RETIRE SYS		\$ 1,804.76	\$ 1,804.76
TOTAL					\$ 320,488.22
TOTAL				\$ 320,488.22	

Motion by Ms. Tabb to approve the Accounts Payable for February 25, 2016 in the amount of \$320,488.22. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075996	712	AT&T/GA		\$ -	\$ 31.81	\$ 31.81
075997	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 859.27	\$ 859.27
075998	425	B-K OFFICE SUPPLY INC		\$ -	\$ 64.36	\$ 64.36
075999	PAYROLL	KATRINA BLOOMER		\$ -	\$ 2,633.58	\$ 2,633.58
076000	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
076001	413	THE CHAPMAN PRINTING CO		\$ -	\$ 66.70	\$ 66.70
076002	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
076003	428	CREATIVE FORMS & CONCEPT		\$ -	\$ 504.98	\$ 504.98
076004	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,161.91	\$ 6,161.91
076005	405	EASTERN PANHANDLE BAR		\$ -	\$ 225.00	\$ 225.00
076006	PAYROLL	KAREN ECHEMENT		\$ -	\$ 870.40	\$ 870.40
076007	402	SALLY GRAN		\$ -	\$ 15.00	\$ 15.00
076008	PAYROLL	THE HARTFORD		\$ -	\$ 4,500.62	\$ 4,500.62
076008	PAYROLL	THE HARTFORD		\$ -	\$ 2,254.25	\$ 2,254.25
076009	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 361,890.42	\$ 361,890.42
076010	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,272.36	\$ 1,272.36
076011	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 156.74	\$ 156.74
076012	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 15,542.91	\$ 15,542.91
076013	404	MONROE SYS FOR BUSINESS		\$ -	\$ 274.16	\$ 274.16
076013	406	MONROE SYS FOR BUSINESS		\$ -	\$ 155.73	\$ 155.73
076014	713	MIDDLEWAY FIRE CO		\$ -	\$ 50,000.00	\$ 50,000.00
076015	PAYROLL	HIGHMARK WV		\$ -	\$ 168,979.68	\$ 168,979.68
076016	PAYROLL	JASON MICKEY		\$ -	\$ 74.44	\$ 74.44
076017	PAYROLL	MILLENIUM INSURANCE GROU		\$ -	\$ 600.00	\$ 600.00
076018	405	NDAA-NATL DIST ATTYS ASS		\$ -	\$ 75.00	\$ 75.00
076019	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,780.44	\$ 1,780.44
076020	ALLOC	JEFF CO PARKS &		\$ -	\$ 19,350.11	\$ 19,350.11
076021	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 52.31	\$ 52.31
076022	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
076023	405	BRANDON C.H. SIMS		\$ -	\$ 250.00	\$ 250.00
076024	PAYROLL	ROBERT S. SELL		\$ -	\$ 2,250.00	\$ 2,250.00
076024	PAYROLL	ROBERT S. SELL		\$ -	\$ 1,576.24	\$ 1,576.24
076025	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 21,481.74	\$ 21,481.74
076026	401	WV ASSOCIATION/COUNTIES		\$ -	\$ 225.00	\$ 225.00
076026	403	WV ASSOCIATION/COUNTIES		\$ -	\$ 225.00	\$ 225.00
076027	405	WV FRIS		\$ -	\$ 50.00	\$ 50.00

TOTAL						\$ 675,721.08
TOTAL					\$ 675,721.08	

Motion by Mr. Bell to approve the Accounts Payable for March 3, 2016 in the amount of \$675,496.08 due to the removal of an invoice from the County Commission Department (401). Motion seconded and unanimously approved.

MANUAL CHECKS

MAGISTRATE COURT			
005			
Date	Check #	VENDOR	Amount
2/26/2016	328	SHERIFF OF JEFFERSON CO	\$ 3,750.00
FARMLAND PROTECTION BOARD			
057			
Date	Check #	VENDOR	Amount
2/12/2016	278	JEFFERSON CO FARMLAND PROT.	\$ 35,319.13
TOTAL			\$ 39,069.13

Motion by Mr. Bell to approve the Manual Checks for February 26, 2016 in the amount of \$39,069.13. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – updated the Commission on pending litigation, urged them not to take the decoupling bill lightly, and also stated he’d be requesting FEMA not reimburse the County for snow removal.

Paul Rosa, resident – spoke in support of applicant Jared Esselman for the Regional Airport Authority Board.

Danny Lutz, resident – voiced irritation with the Commission for not participating in Mr. Lutz request for an emergency meeting to discuss potential legislation that would harm the local horse racing and breeding industry in Jefferson County.

Nancy McBride, resident- spoke regarding the Estate of Patrinka Kelch.

David Crosby, resident – spoke regarding the Estate of Patrinka Kelch, specifically the preservation of Shepherd’s Mill located on Ms. Kelch’s property

Richard Holtzeger, resident – also spoke regarding the Estate of Patrinka Kelch, claiming that Ms. Kelch was adamant about repaying her debts.

Sarah Green, resident – spoke regarding the Estate of Patrinka Kelch and the preservation of Shepherd’s Mill.

Dr. Doug Allara, resident and President of the WV Thoroughbred Breeders Association – spoke regarding concerns over the legislature creating great instability within the horse racing and breeding community.

Jeff Gilleas, resident – also shared his concerns regarding the decoupling of racing from gaming in Jefferson County.

PRESENTATIONS

1. Randy Funkhouser, Charles Town Horseman’s Benevolent Protective Agency – provided the Commission with an update on current legislative bills affecting the thoroughbred racing and breeding industries in Jefferson County.
2. Ronda Eddy, Director, Jefferson Day Report Center
 - a. Provided the Commission with a presentation from Unicare of WV, Inc. to discuss substance use treatment provided by WV Medicaid.
 - b. Requested the reappointment of Mark Hofe, Chief Probation Officer, as an ex-officio, non-voting member to the Community Criminal Justice Board.
 - **Motion by Mr. Manuel to approve the reappointment to Mark Hofe, Chief Probation Officer, as an ex-officio, non-voting member of the Community Criminal Justice Board. Motion seconded and unanimously approved.**
3. Interviews and appointment to the Regional Airport Authority – one unexpired term ending June 30, 2016.
 - **Motion by Mr. Bell to appoint Jared Eselman to the Regional Airport Authority for one unexpired term ending June 30, 2016. Motion seconded and unanimously approved.**

4. Interviews/Appointments to the Jefferson County Water Advisory Committee – three three-year terms ending January 31, 2019.
 - **Motion by Mr. Manuel to reappoint Susan Stahele to the Jefferson County Water Advisory Committee each for one three-year term ending January 31, 2019. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Lynn Fields, Probate Office – requested approval to probate in solemn form.
 - **Motion by Ms. Noland to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Mr. Bell to approve the copy of the Last Will and Testament of Glen C. Diddinger for probate in solemn form. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to recess as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Interviews/Appointment to the North Eastern Regional EMS Board, Inc. for one unexpired term ending October 31, 2016.
 - **Motion by Ms. Tabb to appoint Ed Hannon to the NEREMS, Inc. Board for one unexpired term ending October 31, 2016. Motion seconded and unanimously approved.**
8. Interviews/Appointments to the Property Safety Enforcement Agency – two 2-year citizen representative terms and one 1.5 year term for Fire Chief.
 - **Motion by Mr. Manuel to reappoint Dan Fritsch for 1.5 years as Fire Chief to the Property Safety Enforcement Agency and also reappoint Richard Myers for two years as a citizen representative. Motion seconded and unanimously approved.**
9. Roger Goodwin, Chief County Engineer – requested the partial construction bond release for Middleway Dollar General.
 - **Motion by Mr. Bell to authorize a partial release of \$221,850.00 from the construction bond amount for Cross Development, LLC/CD DG Middleway, LLC – Middleway Dollar General (File #S15-04). Motion seconded and unanimously approved.**

10. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management – requested approval of the contract with J.H. Consulting, LLC to update the Jefferson County Emergency Operations Plan and the Jefferson County Continuity of Operations Plan (COOP), with the addition of cyber security annex.

- **Motion by Mr. Manuel to approve the contract with J.H. Consulting, LLC in the amount of \$8,500 to update the Jefferson County Emergency Operations Plan and the Jefferson County Government Continuity of Operations Plan. Motion seconded and unanimously approved.**

NEW BUSINESS

11. Consideration of a Resolution opposing several bills that will negatively affect the horse racing industry and the County's economy, including but not limited to the decoupling bill HB702.

- **Motion by Mr. Manuel to approve the Resolution opposing legislation that would negatively impact the thoroughbred horse racing and breeding industries in Jefferson County. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to amend the Resolution to replace “promises” with “public compact.” Motion seconded and unanimously approved.**
- **Motion by Mr. Bell to include with the Resolution the economic impact statement provided by the Horseman's Benevolent and Protective Agency. Motion seconded and unanimously approved.**

12. Discuss sending letter of opposition to legislature regarding Senate Bill 403 which would disband the local Extension Service Committee.

- **Motion by Ms. Tabb to send a letter to the legislature noting the County Commission's opposition to Senate Bill 403. Motion seconded and unanimously approved.**

13. Discuss restructuring of County Commission Departments – Planning, Zoning, Engineering, and GIS

- **Motion by Mr. Pellish to approve the combination of the Planning, Zoning, Engineering, and GIS departments under Roger Goodwin, Chief County Engineer. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing.**

14. Discuss funding of electronic poll books for 2016 Primary Election

- **Motion by Mr. Bell to approve the funding of the electronic poll books and voting equipment for the 2016 Primary Election in the amount of \$178,488 for FY16, to be taken from the Capital account. Motion seconded and unanimously approved.**

15. Legislative Updates – Commissioners Noland, Manuel, and Bell provided updates on various house and senate bills, including the Brunch Bill and a bill that would potentially give County Commission authority over roads and infrastructure.

COUNTY ADMINISTRATOR REPORTS

➤ Space Needs

- **Motion by Mr. Bell to enter into Executive Session to discuss space needs. Motion seconded and unanimously approved.**

COUNTY COMMISSION REPORTS

Patsy Noland

- Attended budget work sessions.
- Attended the County Budget Forum.

Dale Manuel

- Attended budget work sessions.
- Attended the County Budget Forum.

Eric Bell

- Attended Adult Drug Court & Juvenile Drug Court proceedings.
- Attended budget work sessions.
- Attended County Budget Forum.

Walt Pellish

- Attended budget work sessions.
- Attended the County Budget Forum.
- Will be participating in a radio show to speak regarding the Brunch Bill.

Jane Tabb

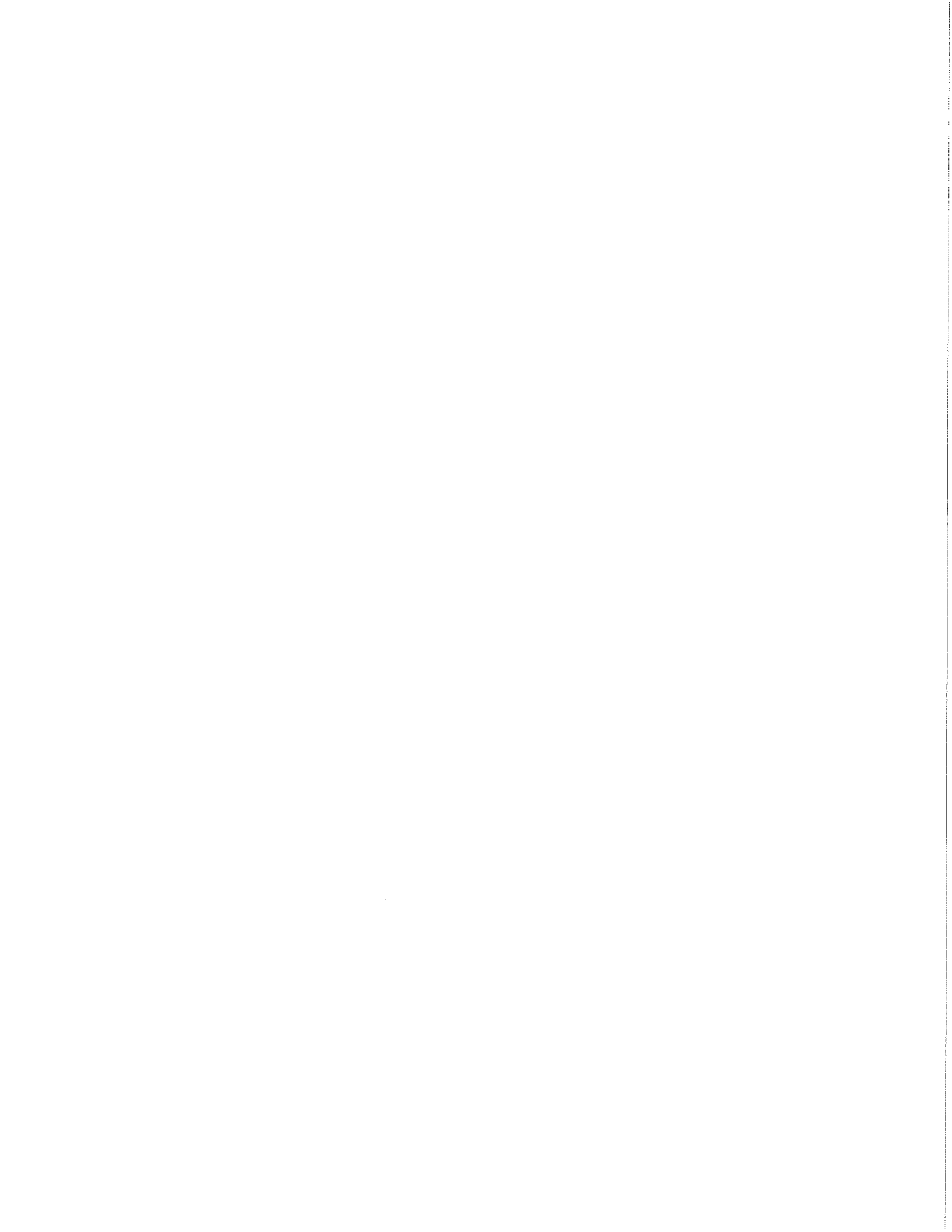
- Attended budget work sessions.
- Attended the County Budget Forum.

16. The meeting was adjourned at 12:23 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 360,291.92		\$ 360,291.92
6.2% Tax Payable OASDI	21,486.27		\$ 21,486.27
1.45% Tax Payable HI	5,025.06		\$ 5,025.06
Fed Withholding	41,022.36		\$ 41,022.36
WV State Withholding	15,325.79		\$ 15,325.79
PERS Retirement Deduct 4.5%	11,864.11		\$ 11,864.11
PERS Retirement Deduct 6%	903.13		\$ 903.13
Hosp. Pre-Tax	11,233.00		\$ 11,233.00
Cancer/ICU Pre-Taxed	1,005.01		\$ 1,005.01
Cancer/ICU Not Pre-Taxed	801.89		\$ 801.89
Optional Life Not Pre-Taxed	2,250.31		\$ 2,250.31
Christmas Club	5,510.00		\$ 5,510.00
Wage Attach #1	1,311.70		\$ 1,311.70
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,229.56		\$ 5,229.56
457 - Nationwide	749.00		\$ 749.00
457I - Empower	2,985.00		\$ 2,985.00
MD State Tax	461.39		\$ 461.39
D/VF	1,501.45		\$ 1,501.45
VA. State Tax	127.43		\$ 127.43
COLONIAL(PLUS)	192.71		\$ 192.71
Total Deductions	\$ 129,197.48	\$ -	\$ 129,197.48
Net Wages Total	\$ 231,094.44	\$ -	\$ 231,094.44
Payroll Date	03/102016		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jess Chambers, Director of Food and Beverage

Department or Organization: **Hollywood Casino at Charles Town Races**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **March 17, .2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Request Letter of Endorsement from the County Commission to the WVABCA for proposed "Non-Intoxicating Beer Floor Plan Extension" for the 2016 Charles Town Classic at Hollywood Casino at Charles Town Races (April 23, 2016)

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

- I move to authorize a letter of endorsement to the WVABCA for approval of the proposed non-intoxicating beer floor plan extension for the 2016 Charles Town Classic, to be held on April 23, 2016, at the Hollywood Casino at Charles Town Races.

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

HOLLYWOOD
Casino

AT CHARLES TOWN RACES

Received

MAR 09 2016

Jefferson County Commission

Attn: Jefferson County Commissioners

C/O Nichelle Hosby

March 8, 2016

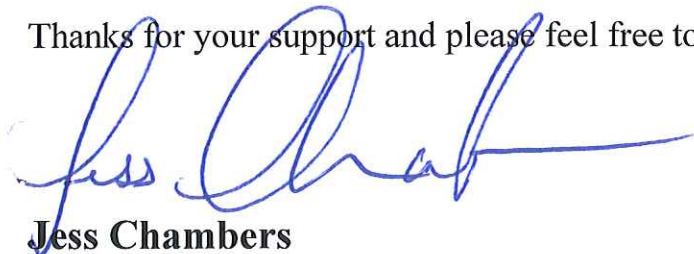
Re: Request for Letter of Endorsement from County Commissioner(s) on official letterhead for the "Non-intoxicating Beer Floor Plan Extension" for a the track's apron during the Charles Town Classic held at Hollywood Casino at Charles Town Races.

To our Commissioners:

On April 23rd 2016 Hollywood Casino at Charles Town Races will be hosting the Charles Town Classic Race. In addition to the days racing event we would like to offer a Beer Garden on the tracks apron. This Beer Garden would be held in a roped off location in which only those 21 years or older could access. A security officer stationed at the entrance point. Guests will be able to purchase non-intoxicating beer at this location during the hours of 11:45am-7:00pm.

As required by the West Virginia Alcohol Beverage Control Association (WVABCA) we are requesting a letter from the County Commissioner(s), on official letterhead, made out to the West Virginia Alcohol Beverage Control Administration endorsing our proposed "Non-intoxicating Beer Floor Plan Extension" which will be the beer sales in the Beer Garden location. If possible we would like to have this letter by Friday 3/18/2016 if possible so that we can continue with the permitting process.

Thanks for your support and please feel free to reach out to me should you have any questions.

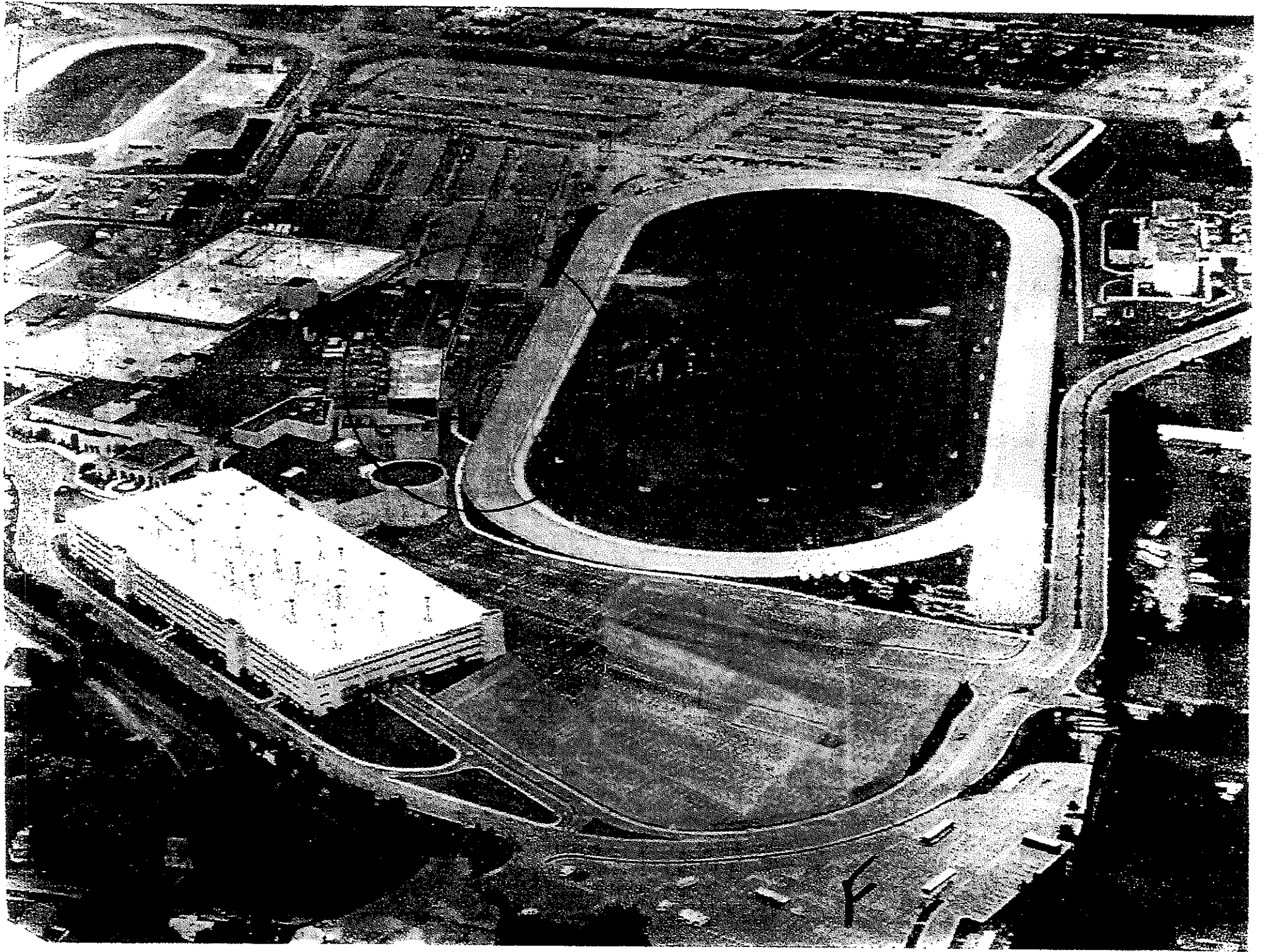


Jess Chambers

Director of Food and Beverage

Hollywood Casino at Charles Town Races

304-724-4219



Attn: Jefferson County Commissioners
C/O Nichelle Hosby
May 1, 2013

Re: Request for Letter of Endorsement from County Commissioner(s) on official letterhead for the 'Non-intoxicating Beer Floor Plan Extension' for The Price is Right outdoor Tented event at Hollywood Casino

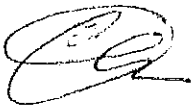
To our Commissioners:

Beginning Friday June 28 through Sunday June 30, Hollywood Casino at Charles Town Races will be bringing the *Price is Right* game show to Charles Town. There will be 5 shows with up to 1500 visitors attending each show.

The event will be held in a large temporary tented area in the parking lot adjacent to the West Garage that is being built specifically for the show. The show area will include stage, dressing rooms, seats, and an area for food and beverage sales. All of this will be enclosed by a fence, so only those with admission tickets will have access. Attendance to the event will be 21+ only.

In the concessions area of the enclosed event, we are planning to offer beer for sale, along with soft drinks. As required by the West Virginia Alcohol Beverage Control Association (WVABCA) we are requesting a letter from the County Commissioner(s), on official letterhead, made out to the West Virginia Alcohol Beverage Control Administration endorsing our proposed "Non-intoxicating Beer Floor Plan Extension" which will be the beer sales in the tent. We would like this letter by Friday May 10, 2013 if possible.

Thanks for your support! Please feel free to call or email if questions.



Chris Parker
Director of Marketing
Hollywood Casino Charles Town Races
304-724-4616
Chris.Parker@pngaming.com



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
Dale Manuel

VICE PRESIDENT
Walt Pellish

COMMISSIONER
Jane Tabb May 9, 2013

COMMISSIONER
Patsy Noland West Virginia Alcohol Beverage Control Administration
900 Pennsylvania Ave.
Charleston, WV 25302

COMMISSIONER
Lyn Widmyer

Re: Support for the "Non-intoxicating Beer Floor Plan Extension" for the Price is Right outdoor tented event at Hollywood Casino at Charles Town Races and Slots

To Whom It May Concern:

The Jefferson County Commission would like to express their strong support for the "Non-intoxicating Beer Floor Plan Extension" which will allow beer sales under their tent during the period of June 28 – 30, 2013. The Commission is excited to have the Price is Right Show in our community and are pleased to assist in this endeavor.

It is our hope that this request will be granted. If you need any additional information, please do not hesitate to contact our office.

Sincerely,

Dale Manuel
President, Jefferson County Commission

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Shusher McDonald

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Sarah Hafer**

Department or Organization: **Grafton Integrated Health Network**

Estimation of amount of time needed for appointment: **5-10 Minutes**

Date Requested – 1st Choice: **March 17, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **April is Autism Awareness Month**

Please provide the County Commission with a description of your request or presentation, including any background information:
I am requesting that a resolution be passed proclaiming April as Autism Awareness Month. I am also requesting, as part of the resolution, that blue lights be placed on all county buildings in support of Autism Awareness Month.

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*):

Please see attached.

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: sarah.b.hafer@grafton.org

Phone Number: 304.433.7403

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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
Patricia A. Noland

VICE PRESIDENT
Walt Pellish

COMMISSIONER
Dale Manuel

COMMISSIONER
Jane M. Tabb

COMMISSIONER
Eric Bell

Autism Awareness Month

WHEREAS, individuals and their family members in communities across the world have been affected by Autism Spectrum Disorder, further exemplified through findings presented by the Center for Disease Control and Prevention stating that 1 in 68 children are affected by this disorder, with an alarming rate of 1 in 42 boys affected; and

WHEREAS, individuals within our own community of the Eastern Panhandle have been directly affected by this disorder through family members, acquaintances, or they themselves being diagnosed with Autism Spectrum Disorder; and

WHEREAS, the movement to raise awareness of this disorder has been exemplified through many organizations and across communities by organizing events, displaying information and providing services for those affected by this disorder; and

WHEREAS, Grafton Integrated Health Network believes that these individuals, and our community as a whole, would benefit from community events and supplemental information to raise awareness for Autism Spectrum Disorder with a theme of "Light it up Blue";

LET IT THEREFORE BE RESOLVED THAT the County of Jefferson will allow efforts to raise awareness of Autism Spectrum Disorder be exemplified through the lighting of a blue light on all county buildings and an invitation to local stakeholders be extended to promote their involvement,

BE IT FURTHER RESOLVED THAT the County of Jefferson hereby proclaim April of 2016 as Autism Awareness Month in Jefferson County, WV and continues to support the citizens if our community affected by Autism Spectrum Disorder.

Date

President, Jefferson County
Commission

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Shusher McDonald

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 3, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews/Appointments to the Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2017.**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 3, 2016 or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 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 p.m. on the Monday prior to the proposed date of appointment.

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

February 17 and 24

THANKS - JEFFERSON COUNTY COMMISSION

March 3, 2016

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

Received

MAR 08 2016

Jefferson County Commission

RE: Letter of Interest
Serve (1) one Term for the Jefferson County Parks and Recreation Commission

Dear Jefferson County Commission,

In response to the Spirit of Jefferson article regarding the opportunity to serve on the Jefferson County Parks and Recreation Commission (JCPRC), please accept this letter of interest for consideration to fill the position.

As a 10 year resident of Jefferson County, I look forward to the opportunity to enhance our Community's experience and the many challenges ahead. I currently serve on the JCPRC Masterplan Steering Committee and also served as the Construction Manager to oversee the Phase 1 construction of James Hite Park. My current profession as an executive manager for Clark Construction of Bethesda Maryland further enhances my skillsets that will be invaluable to JCPRC and the Community.

In closing, thank you in advance for your consideration. Please feel free to contact me if you have any questions regarding this matter. I look forward to hearing from you and the opportunity to serve Jefferson County.

Sincerely,

David M. Hill

1756 Johnnycake Lane
Harpers Ferry, WV 25425
Mobile: 240-517-2231
e-mail: hill.david1756@comcast.net



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **March 17, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Water Advisory Committee – one three-year term ending January 31, 2019**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Richard L. Latterell

Home Telephone Number: 304-876-6072

Work Address: 364 Knott Rd

Work Phone Number: 304-876-6072

Mobile Phone Number: 304-279-9653

E-mail Address: _____

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Biologist (Retired)

Education: High School Yes

Univ of Minnesota - B.A.
College Penn State U. M.S.
Cornell Univ. Ph.D.
Trade/Business School N/A.

Are you a United States citizen? Yes No

Are you a West Virginia resident? Yes No

Are you a resident of Jefferson County? Yes No

Are you able to produce verification of residency? Yes No

(Proof of paying personal property tax, voter registration, etc.)

Address:

P.O. BOX 3609
Shepherdstown, WV, 25443

Magisterial District: Shepherdstown (09)

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

Organized and led the Jeff. Cty Watersheds Coalition for ca. 10 yrs. Have served on the J.C. Water Advisory Committee for past 6 yrs.

Organization Memberships and Positions Held: WaterKeeper Coalition, WV Rivers Coalition, Potomac Conservancy, Chesapeake Bay Foundation, Friends of the Shenandoah, plus others.

Have you even been convicted of any felonies? If yes, please list. No,

Date:	Offense:

Statement: _____

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

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

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

Signature: R. D. Lattrell Date: March 3, 2016

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



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **March 17, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Jefferson County Historic Landmarks Committee – two three-year terms ending March 6, 2019.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

Jessica Carroll

From: cmasonwhf [cmasonwhf@aol.com]
Sent: Tuesday, March 01, 2016 10:54 AM
To: jcarroll@jeffersoncountywv.org
Cc: martinburke@frontiernet.net
Subject: My term on the Historic Landmarks Commission

Dear Ms. Carroll,

Per our conversation this morning about your letter advising me about my term on the HLC expiring on March 6: I have very much enjoyed being a member of the Landmarks Commission for the past three years and feel that I have been able to help the Commission fulfill its responsibilities to the County and its citizens.

I am very interested in continuing to serve on the Commission and hope that the County Commission will re-appoint me to another 3 year term.

Thanks very much for this opportunity to serve in this capacity.

Respectfully yours,

Curt Mason

Curtis Mason

P. O. Box 8
Shepherdstown, West Virginia 25443
March 9, 2016

Ms. Jessica Carroll
Executive Assistant
Jefferson County Commission
P. O. Box 250
Charles Town, West Virginia 25414

Reference: Vacancies on the Historic Landmarks Commission

Dear Ms. Carroll,

In an ad in *The Spirit* I note you seek members for the Historic Landmarks Commission. I feel I have qualifications of interest, and I ask that you consider me for a vacancy.

I have lived in Jefferson County since 1980, consider it my home, and have retired here. For 31 years I was a staff curator at the National Park Service's Interpretive Design Center in Harpers Ferry. My principal focus was historic furnishings, but I also helped draft park folders, wayside exhibits, and museum exhibits for national park sites across the country.

In retirement my wife and I have taken classes at Shepherd where we've been drawn to its department of historic preservation and public history. Our favorite class has been "documentation of historic properties" as the class focuses on historical properties in Jefferson County. The class sparked my interest in the Historic Landmarks Commission (HLC). For the past year I've attended monthly meetings of the HLC, lending a hand on research where I can. I am eager to continue work with them.

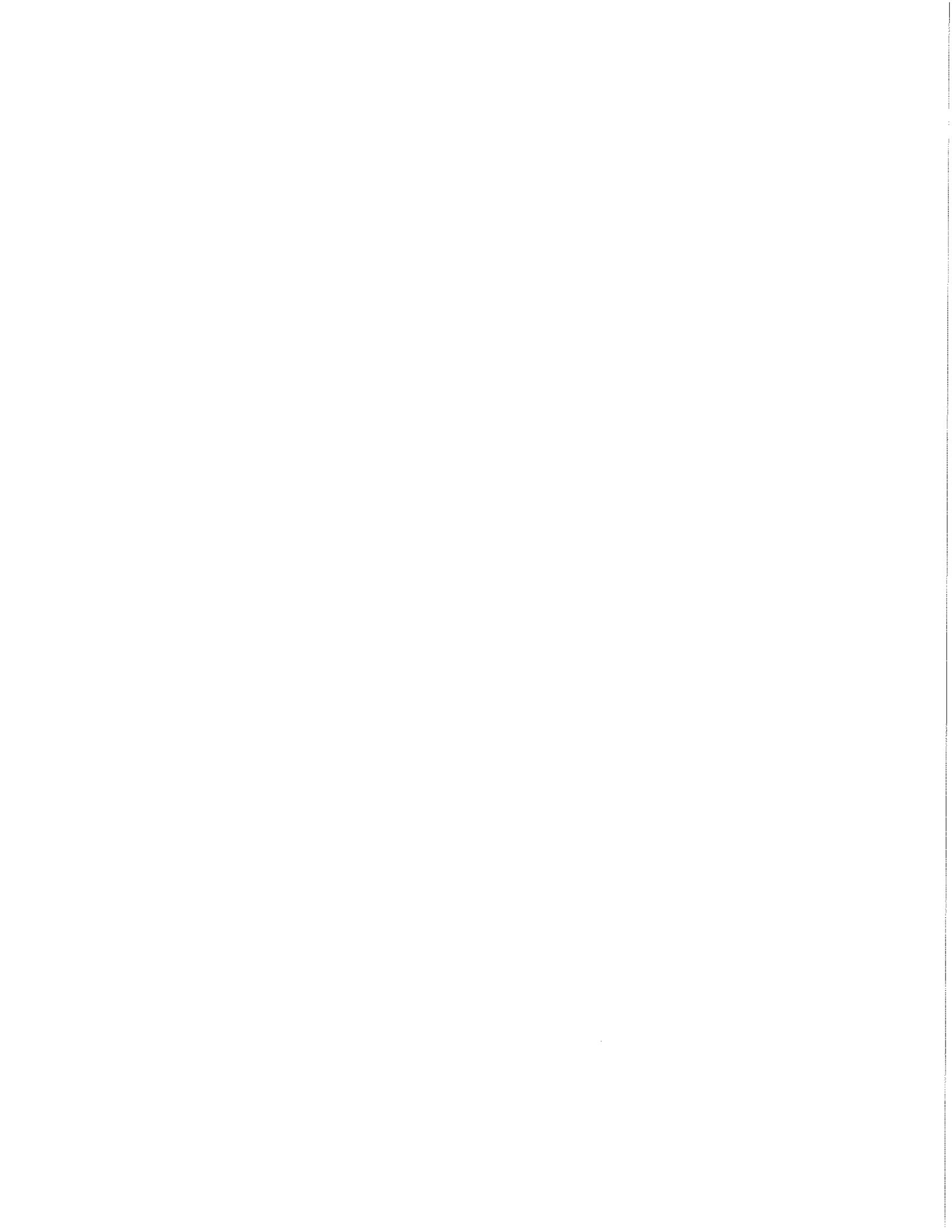
If selected, my interest is to help the HLC achieve as many goals on its five-year plan as possible. The five-year plan is ambitious and will help keep our county at the fore of historic preservation. As well I would hope to continue to document historical properties.

I appreciate your consideration, and am,

Respectfully,

/s/

John Demer



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **March 17, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Planning Commission – three three-year terms ending March 31, 2019**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

March 9, 2016

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

Re: Jefferson County Planning Commission Appointment

Dear County Commissioners:

Please accept this as my request for re-appointment to the Jefferson County Planning Commission. I have been a long time resident of Jefferson County and have been active in the agricultural/farming industry my entire life.

Although I have always been involved in the current events in Jefferson County and throughout West Virginia, my recent involvement as a member of the Jefferson County Planning Commission and the Comprehensive Plan Steering Committee has strengthened my desires to provide positive influence and direction for the Jefferson County.

I feel that my experience and background in agriculture and Jefferson County history will provide a significant benefit to the Planning Commission.

I look forward to serving on the Planning Commission and look forward to being an active participant in the positive influence of the future for Jefferson County.

Regards,



Wade Louthan

540-550-3523

2-25-2016

Ms. Patsy Noland, President

I, GARY PHALAN WOULD APPRECIATE

THE CONSIDERATION TO BE

REAPPOINTED TO THE JEFFERSON

COUNTY PLANNING COMMISSION.

I HAVE ENJOYED THE TIME

SERVED AND FEEL I HAVE

REPRESENTED THE COMMISSION IN

A PROFESSIONAL MATTER AND

WOULD CONTINUE TO DO SO IF

I'M REAPPOINTED.

THANK YOU FOR YOUR CONSIDERATION.

Gary Phalan

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Bryan Smith

Home Telephone Number: 561-307-1717

Work Address: 273 Grouse Knoll Lane Summit Point WV 25446

Work Phone Number: 561-307-1717

Mobile Phone Number: 561-307-1717

E-mail Address: bryan.smith.rvp@yahoo.com

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: REAL ESTATE AGENT

Education: High School Yes

College 3 YEARS

Trade/Business School USNAVY - TECHNICAL

Are you a United States citizen? Yes No

Are you a West Virginia resident? Yes No

Are you a resident of Jefferson County? Yes No

Are you able to produce verification of residency? Yes No

(Proof of paying personal property tax, voter registration, etc.)

Address:
273 Grouse Knoll Lane
Summit Point WV 25446

Magisterial District: 667A

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

See Resume ATTACHED

Organization Memberships and Positions Held : ELPR - MEMBER
BIKERS AGAINST CHILD ABUSE (BACA) - MEMBER
AMERICAN LEGION (Post 71 - CHARLES TOWN, WV) - MEMBER

Have you even been convicted of any felonies? If yes, please list. No

Date:	Offense:

Statement: _____

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

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

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

Signature: [Handwritten Signature] Date: 3-1-2016

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

March 1, 2016

Commissioner Jane Tabb, Middleway District
Commissioner Patsy Noland, Kabletown District
Commissioner Dale Munuel, Charles Town District
Commissioner Walt Pelish, Shepherdstown District
Commissioner Eric Bell, Harpers Ferry District
Members of the Jefferson County Commission

Dear Commisioners,

My name is Bryan Smith, a resident of Jefferson County since May 2007. I am very interested in serving as a member of the Jefferson County Planning Commission. I have 25 years of business experience with 20 years as a Senior Executive in several regional, national and international franchising companies. This experience has exposed me to many situations and experiences that will aid me in this position. To be effective in franchising, it was necessary for me to understand all aspects of property acquisition (retail, commercial, industrial and residential), state and local zoning requirements, current county planning initiatives, future county planning initiatives, strategic business placements and the reasons for such, and the effects of zoning and planning decisions on businesses and the local community. In many cases there was a need for me to understand strategies and decisions from all sides of an issue to maximize the impact of planning and business placement. In some cases the art of negotiation was an important skill to accomplish the task at hand so all parties could achieve satisfaction. In other situations the good of the community or the business must take priority when making decisions. These situations and many more have finely honed my negotiation skills without ever sacrificing ethical or moral standards.

I have been offered several positions which would have required my family to move from the area, which I declined. My wife and I love Jefferson County and have made this our home and we want to remain here and give back to this community. Now with less work related travel and older children, my wife and I have become more involved with the community. We currently are members of Bikers Against Child Abuse (BACA) empowering abused children not to be afraid of the world in which they live. We are currently sponsoring 4 of the children ourselves and assist the group with the support of a few dozen other children. I have recently returned to school and obtained my West Virginia Real Estate License enabling me to earn a living locally.

I am also a US Navy Veteran and a current member of the Charles Town American Legion. While on active duty I was nominated for Petty Officer of the year honors and received the good conduct medal upon discharge. I would like to thank you in advance for your consideration for this position as a member of the Jefferson County Planning Commission.

Continued Success,



Bryan Smith

Attachment: Resume of Bryan Smith

BRYAN SMITH

273 Grouse Knoll Lane
Summit Point, WV 25446
(561) 307-1717

Email: bryansmithrvp@yahoo.com

OBJECTIVE

Executive Level Position in Franchise Sales, Operations or Development, utilizing my vast franchising experience to influence a company culture to demonstrate that validation and franchisee success drives revenue.

SUMMARY OF QUALIFICATIONS

A top producing, highly competitive, senior franchise professional in *Franchise Sales Management and Operations*; with a consistent track record as a turnaround executive by improving validation and then awarding franchise licenses through improved operations and communications. A proven sales and operations leader, skilled at motivating teams to the highest level of success in competitive franchise markets with complex problem-solving initiatives.

Areas of Franchise expertise include:

- STRATEGIC SALES/C-LEVEL PRESENCE
- BUILDING BROKER NETWORKS
- SKILLED AT MATURE AND NEW FRANCHISE LAUNCHES
- STRONG RESALE PROGRAM EXPERIENCE
- TRADE SHOW PARTICIPATION & MANAGEMENT
- HIGH-IMPACT PRESENTATIONS
- FRANCHISOR LOYALTY & RETENTION
- CUSTOMER RELATIONSHIP MANAGEMENT
- CONTRACT NEGOTIATIONS
- SALES FORCE TRAINING & DEVELOPMENT

EMPLOYMENT HISTORY

BizFix Consulting

March 2013 to Present

Owner: Start up consulting business which has provided a focus on improving franchisee success and revenue. Currently adding franchise and private business brokering to the menu.

Intrum Vice President of Operations and Development (Non Disclosure)

October 2013-October 2014

This B2B concept had virtually no direction, but started franchising by utilizing another franchising consulting firm. First order of business was to settle lawsuit with original consultation firm. With 30 units in operation, nearly all were struggling and were desperate for new and improved sales and marketing initiatives to drive revenue. Prepared marketing initiatives and schedule for the "Day in the life of the owner" to be added to an operations manual and training. Other focuses include lead generation, Broker network setup, reinvent Discovery Day, modified FDD, Franchise Agreement and Area Developer agreement, most importantly, provided enhanced validation and franchisee communication.

At the end of the year, the company was presented with a multi-unit buyer, new area developer, fractional franchises to add 5 units to the existing 10 retail centers all with contracts ready for signature.

Upside Group Franchise Consulting (USG)

March 2013-Present

Responsible for the review and analysis of the potential viability of franchising concepts for clients directly with the CEO of USG. Discussions and direction centered around company needs, available talent, manuals, and training right through rollout of the brand.

INSTANT IMPRINTS

October 2011 to March 2013

Founded in 1992 as an imprinted merchandise manufacturer and distributor, Instant Imprints expanded to offer garment-printing, embroidery, sign-making, digital printing, and promotional product services. The San Diego-based company began franchising in 2001.

Sr. Vice President

Hired specifically as a turnaround executive; charged with the responsibility to aid in revitalizing an existing brand, which had changed ownership and operational blueprint. With 29 centers system-wide and 4 years of declining revenue and units, massive system reform was required. **Instant Imprints was added to the Franchise 500 (ranked 351) in January 2013, after just 18 months of improving validation and system growth.**

- Hired a Public Relations firm to address previous negative articles in both trade press and online and rebuilt the new company image into a highly recognized and viable franchisor
- Addressed over a dozen legal issues with existing franchisees and worked to resolve 80% without involvement of legal
- Facilitated delivery of Tradeshows for prospecting leads and training Area Developers

Significant Accomplishments:

- Developed a Discovery Day process for a prospect (LEAD) Home Office visitation
- Reversed 4 years of negative growth by awarding 15 franchise licenses
- Initiated a "Call First Concept" to franchisees to foster better franchisee/franchisor relations
- Developed a Franchise development presentation with an online screen sharing
- Launched the Veteran Franchise Program with reduced Royalty (10K) and 10k in company financing with 0% interest for 4-years, and reducing veterans upfront Franchise fee to \$9,950; served as a member of the IFA Veteran affairs Committee
- Assisted in setting up, and served as a presenter, at franchise owner/area developer conference
- Created in collaboration with the marketing department, a Franchise brochure
- Dramatically increased the flow of leads for franchise development

AAMCO

2010-2011

Franchise 500 List: Entrepreneur Magazine: #60 Overall Franchise ; #53 in Top Global Franchises; #1 in industry 28 of 30 years

Franchise Development Executive

Oversaw the resales and suspended centers nationwide; interfaced with the operations department to replace ownership in struggling centers with the goal of improving the value of the brand and the investment of center dealers Conducted analysis of franchise business for resale, including growth, performance, profit, financial statements, and related projects as well as presented and proposed solutions to all issues in order to set strategy for the business and then resell them

- Collaborated with Senior Management, legal, and accounting department to resolve any franchisee problems that effect resales

- Facilitated trade shows to drive leads, ensured prompt follow up and toured local centers with prospects

Significant Accomplishments:

- Sold 19 existing centers (resales) between December 2001 and June 2011
- Initiated an aggressive resale plan to target under performing centers (bottom 15%) with an end result to drive unit sales

UNITED FRANCHISE GROUP (UFG), West Palm Beach, FL

1990-2010

The world's largest franchise systems, specializing in personalized business services including signage, embroidery and outdoor advertising, operating under the names: *Sign A Rama*® the world's largest sign franchise, with 900+ retail locations in over 50 countries, *EmbroidMe*® with 400+ retail outlets in 12 countries, and *Billboard Connection*® a home-based advertising agency specializing in outdoor advertising with 90+ locations in 5 countries, and *Plan Ahead Events*® 68 locations in 5 countries

Regional Vice President, Mid-Atlantic Region (MD, VA, DC, WV) (2007-2010) UNITED FRANCHISE GROUP

- Developed and executed aggressive sales plans to drive new and resale franchises to prospects through strategic and tactical marketing and sales leadership that achieve sales objectives for the Mid-Atlantic region
- Utilized expertise in transitioning a franchise sales prospect through the affiliation process
- Oversaw the participation in 18 regional trade shows in 15 markets in a 3 year period; ensured the team was adequately prepared to react to the volume of traffic at each show and that each potential client was touched and generated after show follow-up
- Maintained \$500,000 annual advertising budget and maintained expense controls

Significant Accomplishments:

- During 2007-2010 was involved in awarding over 100 Franchise licenses; Personally awarded over 50 Franchise licenses in the region; generated additional franchise licenses from participation in 18 regional trade shows in 15 markets in a 3 year period; worked with 5-9 other franchise development personnel where I provided coaching and professional development at multiple levels within the organization
- Successfully developed the *Resale Program*; result: added 20% to top line sales; program reduced failure rate of all brands, while it increased annual sales and royalty payments for units that were resold
- Initiated the participation in 3 International Franchise Association Shows in Washington, DC; oversaw the setup and oversight of 4 double booths (one for each brand), 20 franchise development presenters, which generated 100 after show, in person presentations in 4-weeks; result: participation in show generated 1200 leads (1/3 regional, 1/3 national, 1/3 international), each show led to 44 Individual Franchise License Awards and 6 International Master License Awards
- Recipient of the *EmbroidMe*® overall sales award 2008, the first person to receive the *Plan Ahead Events* Award in its rollout year 2008; and *Billboard Connection*® Sales Award 2007

Vice President, Canadian Operations (Canada & Western NY) (2002-2007) UNITED FRANCHISE GROUP

- Promoted to enact change in a declining territory, Re-engineered territory to expand franchise development by restoring franchisor relations, revitalize corporate image, implemented marketing and sales programs to drive center revenue, with improved validation franchise sales soared
- Communicated and articulated trends (through a variety of means, including phone calls, letters, public speaking, trade shows, etc.) in order to create interest in *Sign A Rama*® franchises
- Increased revenue by using sound practices and judgment in evaluating market coverage, building a sales channel, developing and supporting identified opportunities and targeting acquisitions
- Researched, located and inspected franchise store rental locations, supervised and oversaw the flow of store construction

Significant Accomplishments:

- Drove combined annual store volumes from approximately \$700,000 to more than \$12 million
- Personally awarded 47 Franchise Licenses (new) and 8 resales
- Mentored and trained 2 Regional Managers and 1 Master License that accounted for an additional 72 franchise licenses

Regional Vice President, Philadelphia Region (1994-2001) UNITED FRANCHISE GROUP

Re-engineered territory to expand franchise development by restoring franchisor relations, revitalize corporate image, implemented marketing and sales programs to drive center revenue, with improved validation franchise sales soared

Significant Accomplishments:

- Efforts in turnaround, resulted in the awarding of 55 (46 new and 9 resales) franchise licenses
- Dramatically reversed poor performance and increased royalty base % to #1 out of 14 regions
- Recipient Kischler Award "Outstanding employee who sets the standard of excellence to which the company aspires,"
- Recipient "Most Improved Region", 1998

Vendor Coordinator & Director of Support Services, West Palm Beach, FL (1992-1994) UNITED FRANCHISE GROUP

Significant Accomplishments:

- Launched a national vendor program; sourced over 400 vendors, negotiated pricing and other favorable term
- Successfully directed a team of 15 field, marketing, and technical representatives who exceed performance expectations
- Spearheaded the process for recommended vendors to purchase advertising in the in-house newsletter, (Profit Center)
- Partnered with MIS Director to develop a software program for franchisees to research vendors with ease
- Rewrote the operation and procedure manuals in collaboration with GM, MIS Director, and Director of Training

Manager, Retail Sales & Manufacturing, West Palm Beach, FL (1990-1992) UNITED FRANCHISE GROUP

- Increased sales by 350% in 2-years, allowing for the sale of the company owned location for 400% more than a new unit

EDUCATION & MILITARY

- Received West Virginia Real Estate License, Oct 2015
- Business Management: Johnson & Wales University, San Diego State University, and San Diego City College
- 12-week Dale Carnegie Professional Improvement, including: sales, marketing, and management training
- United States Navy: Leadership & Supervisory Techniques, Advanced Electrical & Electronics, and Computer Technology
- United States Navy, Honorable Discharge (1981-1985); Nominated Petty Officer of the Year, 1984, Good Conduct Award

March 14, 2016

Jefferson County Commission
124 East Washington Street
Charles Town, WV 2514

Re: Jefferson County Planning Commission Appointment

Dear County Commissioners:

I am formally expressing my interest for appointment to the Jefferson County Planning Commission.

I am a Jefferson County native and West Virginia University graduate with a degree in Agri-Business Management and Rural Development. My family's roots in Jefferson County date back more than a century. I am the 7th generation to farm in this county, and I would consider myself a steward of the land.

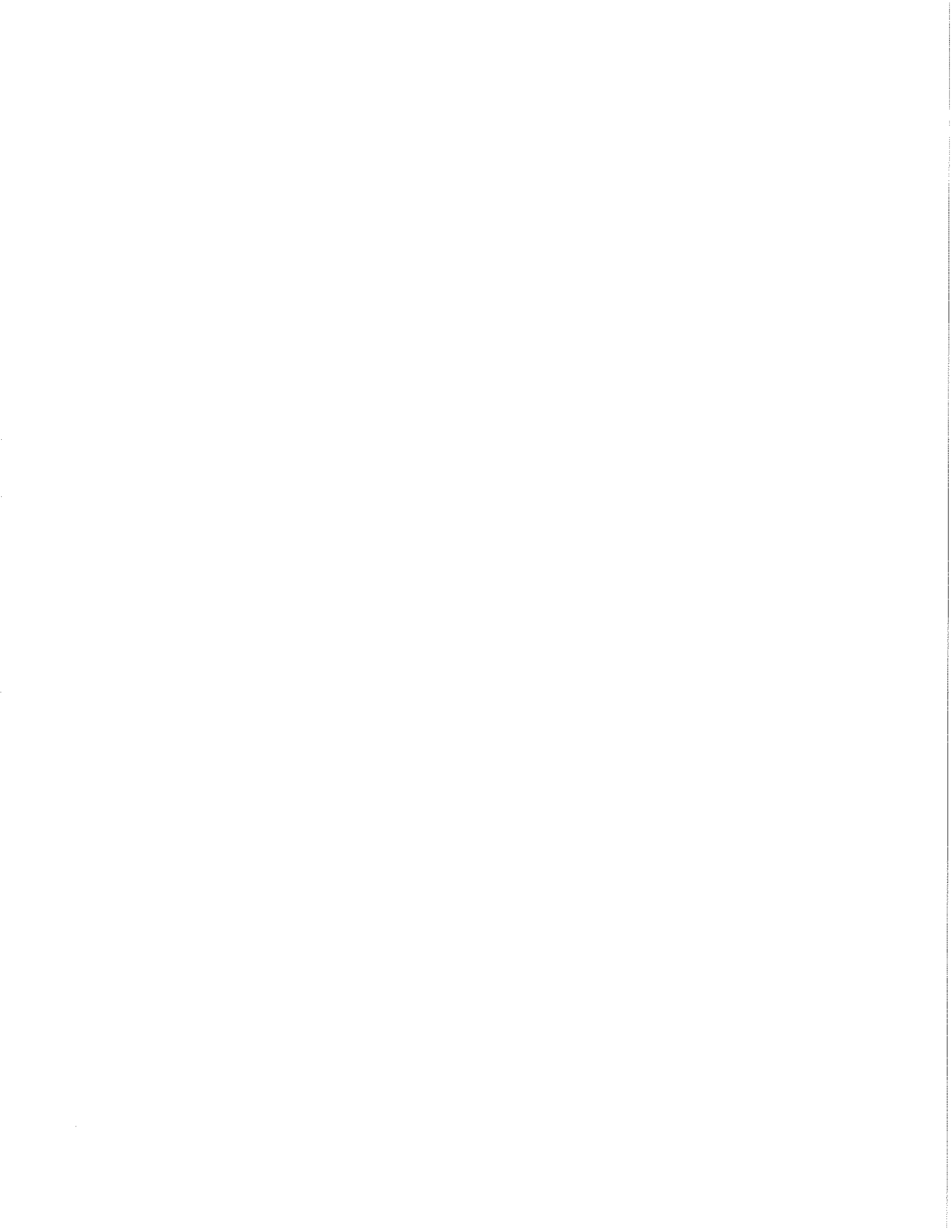
I care about Jefferson County, and its resources and future. My background and experience would be beneficial to the careful planning process that goes into striking a balance between preservation and growth.

I appreciate your consideration and look forward to the opportunity to contributing to our county's future.

Regards,

A handwritten signature in black ink, appearing to read 'J. Ware, III', written in a cursive style.

J. Ware, III
(304) 283-5331



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **Elections**

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

Date Requested – 1st Choice: **March 17, 2016**

*If a specific date is needed, please provide reason for specific date: **Poll workers must be approved by March 22, 2016 per WV Code***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Poll Worker Approval for the 2016 Primary**

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*):

To approve the Democratic and Republican poll worker and alternate lists for the 2016 Primary Election as presented.

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

Democrat Poll Workers
2016 Primary

Name	Phone #	Address	Notes	Party
Charles Town District				
<i>Precinct #2 Wright Denny Elementary</i>				
<u>Poll Commissioner</u>				
Violet Lowery	725-2604	566 Eagle Ave Charles Town		Dem
<u>Supply Clerk</u>				
Jean Roberts	725-7435	404 S Charles St Charles Town		Dem
<u>Poll Clerk</u>				
Ruth McDaniel	725-2128	546 Eagle Ave Charles Town		Dem
<i>Precinct #3 Charles Town Baptist Church</i>				
<u>Poll Commissioner</u>				
Devona Snyder	725-7874	110 Cooke St Ranson		Dem
<u>Poll Clerk</u>				
Orville Thompson	728-6734	540 Brooke St Charles Town		Dem
<i>Precinct #4A Fellowship Bible Church</i>				
<u>Poll Commissioner</u>				
Janet Jeffries	725-4094	432 S Lawrence St Charles Town		Dem
<u>Supply Clerk</u>				
Vivian Henry	725-4600	302 S George St Ranson		Dem
<u>Poll Clerk</u>				
Karla Eister	283-0368	PO Box 577 Charles Town		Dem
<i>Precinct #4B Fellowship Bible Church</i>				
<u>Poll Commissioner</u>				
Mary Ella Cogle	725-7184	857 Mt Hammond Ln Charles Town		Dem
<u>Poll Clerk</u>				
Dottie Ott	886-0431	1510 Flowing Springs Rd Charles Town		Dem

Democrat Poll Workers
2016 Primary

<i>Precinct #6 Senior Center</i>			
<u>Poll Commissioner</u>			
Dorothy Myers	725-5487	804 Morison St Charles Town	Dem
<u>Supply Clerk</u>			
Gary Henry	725-4600	302 S George St Ranson	Dem
<u>Poll Clerk</u>			
Peggy Turner	725-5792	709 Morison St Charles Town	Dem
<i>Precinct #7 Ranson Elementary School</i>			
<u>Poll Commissioner</u>			
Susie Nicodemus	725-0097	131 Grace St Kearneysville	Dem
<u>Poll Clerk</u>			
Shirley Henry	725-8631	PO Box 263 Charles Town	Dem
<i>Precinct #12 Jefferson High School</i>			
<u>Poll Commissioner</u>			
Janice Blackford	725-1293	155 Riparian Ln Ranson	Dem
<u>Supply Clerk</u>			
Dorothy Dyke	283-8031	PO Box 38 Ranson	Dem
<u>Poll Clerk</u>			
Joan Mercer	725-5587	PO Box 85 Shenandoah Jct	Dem

Democrat Poll Workers
2016 Primary

Harpers Ferry District			
<i>Precinct #13 CW Shipley Elementary</i>			
<u>Poll Commissioner</u>			
Peggy Freeman	535-6597	175 Cheney Ave Harpers Ferry	Dem
<u>Poll Clerk</u>			
Linda Housden	535-2478	57 Fort Hill Rd Harpers Ferry	Dem
<i>Precinct #14 Camp Hill Wesley Church</i>			
<u>Poll Commissioner</u>			
Susanne Koenig	725-2927	329 Greenwood Rd Harpers Ferry	Dem
<u>Supply Clerk</u>			
Jim Eddy	535-8282	263 Mara Rose Ln Harpers Ferry	Dem
<u>Poll Clerk</u>			
Pat Humphreys	885-0192	377 Pointfield Dr Harpers Ferry	Dem
<i>Precinct #15 Harpers Ferry Middle School</i>			
<u>Poll Commissioner</u>			
Judy Carroll	725-1963	214 Veronica Ct Charles Town	Dem
<u>Supply Clerk</u>			
Paul Wilt	283-3474	103 N Reymann St Ranson	Dem
<u>Poll Clerk</u>			
Catherine Smallwood	728-3958	PO Box 157 Ranson	Dem
<i>Precinct #16 Oakland Methodist Church</i>			
<u>Poll Commissioner</u>			
Inez Ridgeway	676-3811	60 Ridgeway Ln Harpers Ferry	Dem
<u>Poll Clerk</u>			
Debbie Gravatt	876-6212	505 Engle Moler Rd Harpers Ferry	Dem
<i>Precinct #17 Blue Ridge Mountain Fire Hall</i>			
<u>Poll Commissioner</u>			
Sunshine Drummond	304-839-3232	408 E 6th Ave Ranson	Dem
<u>Poll Clerk</u>			
Bobbi Blok	725-2488	341 Wren Ln Harpers Ferry	Dem

Democrat Poll Workers
2016 Primary

<i>Precinct #21A Blue Ridge Elementary School</i>			
<u>Poll Commissioner</u>			
Barbara Smith	725-6307	PO Box 165 Ranson	Dem
<u>Supply Clerk</u>			
Devon Engle	886-2588	79 Mountaineer Ct Charles Town	Dem
<u>Poll Clerk</u>			
Judy Ott	676-5617	89 Cottonntail Dr Ranson	Dem
<i>Precinct #21B Blue Ridge Elementary School</i>			
<u>Poll Commissioner</u>			
David Engle	304-270-0165	79 Mountaineer Ct Charles Town	Dem
<u>Poll Clerk</u>			
Patricia Blevins	725-2234	920 General Rogers Rd Charles Town	Dem

Democrat Poll Workers
2016 Primary

Kabletown District			
<i>Precinct #19 Charles Town Middle School</i>			
<u>Poll Commissioner</u>			
Wanda Hughes	725-3243	23 Georgia Ave Charles Town	Dem
<u>Poll Clerk</u>			
Loretta Jones	304-279-3736	333 Pembroke Way Charles Town	Dem
<i>Precinct #20 Kabletown Methodist Church</i>			
<u>Poll Commissioner</u>			
James Griffith	725-2536	PO Box 482 Charles Town	Dem
<u>Supply Clerk</u>			
Robert Graf	728-2829	2054 Kabletown Rd Charles Town	Dem
<u>Poll Clerk</u>			
Carolyn Wright	725-7999	276 Hawthornedale Rd Charles Town	Dem
<i>Precinct #22 Summit Point Baptist Church</i>			
<u>Poll Commissioner</u>			
Elizabeth Stagner	725-7777	1453 Shirley Rd Summit Point	Dem
<u>Poll Clerk</u>			
Gerald Dost	724-0066	156 Brookline Dr Charles Town	Dem
<i>Precinct #23A Country Day School</i>			
<u>Poll Commissioner</u>			
Vickie Drummond	283-8239	408 E 6th Ave Ranson	Dem
<u>Poll Clerk</u>			
Derba Durst	725-6794	6546 Middleway Pike Kearneysville	Dem
<i>Precinct #23B Country Day School</i>			
<u>Poll Commissioner</u>			
David White	279-3100	102 Lindsey Dr Charles Town	Dem
<u>Supply Clerk</u>			
Nora Drish	725-5256	3190 Summit Point Rd Summit Point	Dem
<u>Poll Clerk</u>			
Peter Fricke	728-6400	154 East St Kearneysville	Dem

Democrat Poll Workers
2016 Primary

Precinct #24 Washington High School			
<u>Poll Commissioner</u>			
Louis Brunswick	725-7892	66 Pigtail Ln Kearneysville	Dem
<u>Supply Clerk</u>			
Jennifer Cogle	433-1067	47 Jefferson Village Dr Ranson	Dem
<u>Poll Clerk</u>			
Roger Dailey	724-7901	863 Pheasnat Hill Rd Summit Point	Dem

Democrat Poll Workers
2016 Primary

Middleway District			
<i>Precinct #25A South Jefferson Elementary</i>			
<u>Poll Commissioner</u>			
Nancy Jo Upwright	725-9229	12260 Leetown Rd Kearneysville	Dem
<u>Supply Clerk</u>			
Mary (Rosie) Ring	725-8045	277 King St Kearneysville	Dem
<u>Poll Clerk</u>			
Gwendolyn Twyman	724-2044	2507 Lewisville Rd Summit Point	Dem
<i>Precinct #25B South Jefferson Elementary</i>			
<u>Poll Commissioner</u>			
Charles Henry	725-8631	PO Box 263 Charles Town	Dem
<u>Poll Clerk</u>			
Joyce Pifer	725-3678	7417 Queen St Kearneysville	Dem
<i>Precinct #26 Leetown Methodist Church</i>			
<u>Poll Commissioner</u>			
William Carroll Jr	725-1963	214 Veronica Ct Charles Town	Dem
<u>Poll Clerk</u>			
Deborah Longo	283-3411	146 Paddock Pl Charles Town	Dem
<i>Precinct #27 North Jefferson Elementary School</i>			
<u>Poll Commissioner</u>			
Barbara Branson	876-2903	PO Box 907 Shepherdstown	Dem
<u>Poll Clerk</u>			
Kathy Walls	304-279-3618	519 Van Clevesville Rd Kearneysville	Dem
<i>Precinct #28 First Baptist Church</i>			
<u>Poll Commissioner</u>			
Juliane Ford	725-6135	293 Westwoods Ln Charles Town	Dem
<u>Supply Clerk</u>			
Sharon Hall	725-9318	221 Northwinds Dr Charles Town	Dem
<u>Poll Clerk</u>			
Leslie Newman	304-261-3337	250 Barksdale Dr Charles Town	Dem

Democrat Poll Workers
2016 Primary

Precinct #29 TA Lowery Elementary School			
<u>Poll Commissioner</u>			
Judi Brunswick	725-7892	66 Pigtail Ln Kearneysville	Dem
<u>Poll Clerk</u>			
Rebecca Stokes	725-4098	180 Dianne Ct Charles Town	Dem

Democrat Poll Workers
2016 Primary

Shepherdstown District			
<i>Precinct #31 Covenant Baptist Church</i>			
<u>Poll Commissioner</u>			
Antoinette Ringgold	304-218-4629	105 Limited Dr Ranson	Dem
<u>Supply Clerk</u>			
Anita Fleshman	876-1865	5388 Shepherdstown Pike Shen Jct	Dem
<u>Poll Clerk</u>			
Sandra Moffett	301-351-3359	46 Brighton Pl Charles Town	Dem
<i>Precinct #32 Bethel United Methodist Church</i>			
<u>Poll Commissioner</u>			
Velma Greene	304-270-6726	15 Wheat Field Terrace Harpers Ferry	Dem
<u>Poll Clerk</u>			
Kimberly Hamilton	304-671-2498	PO Box 35 Bakerton	Dem
<i>Precinct #33 Trinity Episcopal Church</i>			
<u>Poll Commissioner</u>			
John Thompson	728-8278	492 Thumper Dr Ranson	Dem
<u>Supply Clerk</u>			
Amy Silver	304-283-7807	PO Box 285 Charles Town	Dem
<u>Poll Clerk</u>			
Delores Allen	724-6072	PO Box 141 Kearneysville	Dem
<i>Precinct #34 Shepherdstown Elementary School</i>			
<u>Poll Commissioner</u>			
BG Turner	725-4346	7933 Summit Point Rd Charles Town	Dem
<u>Supply Clerk</u>			
Locke Wysong	671-2341	PO Box 772 Charles Town	Dem
<u>Poll Clerk</u>			
Lora Moffett	304-886-2776	46 Brighton Pl Charles Town	Dem

Democrat Poll Workers
2016 Primary

<i>Precinct #35A Shepherdstown Fire Hall</i>			
<u>Poll Commissioner</u>			
Harold Stewart	725-7164	9029 Charles Town Rd Charles Town	Dem
<u>Poll Clerk</u>			
Margaret Housden	876-0686	466 Ridge Rd Shenandoah Jct	Dem
<i>Precinct #35B Shepherdstown Fire Hall</i>			
<u>Poll Commissioner</u>			
Patrick Coyle	728-7365	1208 Wide Horizon Blvd Kearneysville	Dem
<u>Supply Clerk</u>			
Elizabeth Coyle	728-7365	1208 Wide Horizon Blvd Kearneysville	Dem
<u>Poll Clerk</u>			
Pedro Gonzalez	304-971-8169	63 Monumental Dr Charles Town	Dem

Democrat Alternates- 2016 Primary

Name	Phone	Address	Comments
Darla Treat Courtney	725-1645	503 W Washington St Charles Town	Has worked in several elections
Shirley Painter	728-4383	520 S George St Apt D9 Charles Town	Commissioner only: worked before
Carol Hunter	304-283-9690	PO Box 1329 Shepherdstown	Commissioner only: worked before
Catherine Dinges	728-7607	194 Euclid Ave Charles Town	Never Worked
Teddy Goff	304-725-3004	PO Box 116 Kearneysville	Commissioner only: worked before
Jennifer Schultz	304-268-0495	185 McGuire Circle Harpers Ferry	Supply Clerk Experience
Kenneth Fanelli	304-839-7114	1316 Destrier St Ranson	
Cathryn Jackson	728-8510	174 Hickory Nut Ln Harpers Ferry	Supply Clerk Experience
Mike Jenkins	725-4232	4290 Chestnut Hill Rd Harpers Ferry	Has worked in several elections
Nancy Schaffer	304-410-5907	PO Box 1130 Charles Town	
Kelli Tiong	304-995-6338	22 Colonial Dr Charles Town	Supply Clerk Experience
Teresa Forsyth	725-5326	28 Mopsy Ct Ranson	Supply Clerk Experience
Dorothy Sager	725-4439	38 Brookline Cir Charles Town	
Deborah Royalty	728-0191	199 Brannon Ln Charles Town	Supply Clerk Experience
Reed Flinn (Ind)	304-719-5828	PO Box 164 Charles Town	Worked in Berkeley County
Lorena Nathan (Ind)	760-443-9220	85 Campbell Dr Charles Town	
Renee Smith (Ind)	304-279-5549	143 Ranson Estates Cir, Ranson	Has worked in several elections
Rick Moffett (Ind)	304-283-6505	46 Brighton Pl Charles Town	Has worked in several elections

Republican Poll Workers
2016 Primary

Name	Telephone #'s	Address	Notes	Party
Charles Town District				
Precinct #2 Wright Denny Elementary				
Poll Commissioner #1				
Stella Robinson	725-6363	631 Eagle Avenue Charles Town		Rep
Poll Clerk #2				
Anna Marino	279-7906	146 Inaugural Way Charles Town		Rep
Precinct #3 Charles Town Baptist Church				
Poll Commissioner #1				
Sharon Sather	728-4831	66 Cypress Point Dr Charles Town		Rep
Supply Commissioner				
Bob Trainor	724-7033	774 Crosswinds Court Charles Town		Rep
Poll Clerk #2				
Steven Blevins	725-2234	920 General Rogers Rd Charles Town		Rep
Precinct #4A Fellowship Bible Church				
Poll Commissioner #1				
Frank Stanley	725-7505	181 Nansefield Dr Harpers Ferry		Rep
Poll Clerk #2				
William McMahon	725-2234	160 Zachary Taylor St Harpers Ferry		Rep
Precinct #4B Fellowship Bible Church				
Poll Commissioner #1				
Brian Higgs	304-579-5033	53 Beekman Place Charles Town		Rep
Supply Commissioner				
Curt Compton	725-6492	206 Pheasant Hill Rd Summit Point		Rep
Poll Clerk #2				
Kellee Moulton-Ball	304-268-5027	20 Cottontail Dr Ranson		Rep
Precinct #6 Senior Center				
Poll Commissioner #1				
Richard Raymond	724-7391	17 Brookline Drive Charles Town		Rep
Poll Clerk #2				
Angela Hoffman	725-2295	4 Bedford Dr Charles Town		Rep
Precinct #7 Ranson Elementary School				
Poll Commissioner #1				
Phyllis Fludine	301-514-6858	137 Barrel Horse Dr Charles Town		Rep
Supply Commissioner				

Republican Poll Workers
2016 Primary

Russell Patrick	703-861-8956	85 Buckskin Ct Charles Town		Rep
Poll Clerk #2				
Charlotte Davis	728-8507	48 Cornell Drive Kearneysville		Rep
Precinct #12 Jefferson High School				
Poll Commissioner #1				
Peggy Nicodemus	876-3555	109 Paint Horse Road Harpers Ferry		Rep
Poll Clerk #2				
Kathleen Mooney	304-553-3431	34 Cottontail Dr Ranson		Rep

Republican Poll Workers
2016 Primary

Harpers Ferry District			
<i>Precinct #13 CW Shipley Elementary</i>			
<u>Poll Commissioner #1</u>			
William Poe	304-261-8351	434 Gap View Blvd Harpers Ferry	Rep
<u>Supply Commissioner</u>			
Cheryl Huff	725-4989	743 Chickamauga Dr Charles Town	Rep
<u>Poll Clerk #2</u>			
Susan Keisler	717-688-2692	68 Surrey Dr Harpers Ferry	Rep
<i>Precinct #14 Camp Hill Wesley Church</i>			
<u>Poll Commissioner #1</u>			
Deb Spatola	728-4472	413 Red Bird Lane Harpers Ferry	Rep
<u>Poll Clerk #2</u>			
Michael Buscher	582-8725	PO Box 1081 Harpers Ferry	Rep
<i>Precinct #15 Harpers Ferry Middle School</i>			
<u>Poll Commissioner #1</u>			
Helen Campanella	535-1515	15 Spruce Street Harpers Ferry	Rep
<u>Poll Clerk #2</u>			
Betsy Dungan	304-616-2573	228 Prospect Avenue Harpers Ferry	Rep
<i>Precinct #16 Oakland Methodist Church</i>			
<u>Poll Commissioner #1</u>			
Randolph Ridgeway	304-820-9167	60 Ridgeway Ln Harpers Ferry	Rep
<u>Supply Commissioner</u>			
Teresa Pangle	728-2251	572 Wrens Ln Harpers Ferry	Rep
<u>Poll Clerk #2</u>			
Monte Ridgeway	728-7669	24 Ridgeway Ln Harpers Ferry	Rep
<i>Precinct #17 Blue Ridge Mountain Fire Hall</i>			
<u>Poll Commissioner #1</u>			
Charles Hoffman	304-725-2295	4 Bedford Dr Charles Town	Rep
<u>Supply Commissioner</u>			
Steve Crowe	304-582-7555	2582 Chestnut Hill Road Harpers Ferry	Rep
<u>Poll Clerk #2</u>			
Ramona Thompson	728-8039	272 Woodcutters Ln Harpers Ferry	Rep
<i>Precinct #21A Blue Ridge Elementary School</i>			
<u>Poll Commissioner #1</u>			
Alicia Rickard	703-220-8048	93 Clems Drive Ranson	Rep

Republican Poll Workers
2016 Primary

Poll Clerk #2				
Lisa Dasch	304-820-9512	491 Red Maple Ln Harpers Ferry		Rep
<i>Precinct #21B Blue Ridge Elementary School</i>				
Poll Commissioner #1				
Chris Kipp	304-886-4251	PO Box 45 Shenandoah Junction		Rep
Supply Commissioner				
Karen Olden	304-261-3665	267 Huckleberry Lane Harpers Ferry		Rep
Poll Clerk #2				
Karla Wells	725-4409	16221 Charles Town Rd Charles Town		Ind

Republican Poll Workers
2016 Primary

Kabletown District			
Precinct #19 Charles Town Middle School			
Poll Commissioner #1			
Jack Williams	725-7152	143 Potomac Crossing St Charles Town	Rep
Supply Commissioner			
Marty Freeman	725-0470	PO Box 945 Charles Town	Rep
Poll Clerk #2			
Melodie Williams	725-7152	143 Potomac Crossing St Charles Town	Rep
Precinct #20 Kabletown Methodist Church			
Poll Commissioner #1			
Ginny Hoffman	725-2295	4 Bedford Dr Charles Town	Rep
Poll Clerk #2			
Katie Hoffman	725-2295	4 Bedford Dr Charles Town	Rep
Precinct #22 Summit Point Baptist Church			
Poll Commissioner #1			
Doug Parsons	703-728-4091	PO Box 55 Rippon	Rep
Supply Commissioner			
Cricket Morgan	725-6670	PO Box 130 Rippon	Rep
Poll Clerk #2			
Jerry Sather	728-4831	66 Cypress Point Dr Charles Town	Rep
Precinct #23A Country Day School			
Poll Commissioner #1			
Skyler Catterton	703-431-1940	159 Eastland Dr Charles Town	Rep
Supply Commissioner			
Deirdre Catterton	703-431-1940	159 Eastland Dr Charles Town	Rep
Poll Clerk #2			
Jacob Perry	724-1710	61 Cloverdale Dr Charles Town	Rep
Precinct #23B Country Day School			
Poll Commissioner #1			
Kelly Poplar	728-0468	282 Independence Ln Summit Point	Rep
Poll Clerk #2			
Martin Durst	725-6794	6546 Middleway Pike Kearneysville	Rep
Precinct #24 Washington High School			
Poll Commissioner #1			

Republican Poll Workers
2016 Primary

Trixie Carter	676-1471	19459 Charles Town Road Harpers Ferry		Rep
Poll Clerk #2				
Mason Carter	676-1471	19459 Charles Town Road Harpers Ferry		Rep

Republican Poll Workers
2016 Primary

Middleway District			
Precinct #25A South Jefferson Elementary			
Poll Commissioner #1			
Joan L. Hough	725-5025	12771 Leetown Road Kearneysville	Rep
Poll Clerk #2			
Marsha Gardner	725-1586	259 King St Kearneysville	Rep
Precinct #25B South Jefferson Elementary			
Poll Commissioner #1			
Tracey Rissler	725-2476	616 Unita Farm Lane Charles Town	Rep
Supply Commissioner			
Amy Flint	724-6870	91 Oakmont Drive Charles Town	Rep
Poll Clerk #2			
Barbara Sullivan	876-6774	3658 Bakerton Road Harpers Ferry	Rep
Precinct #26 Leetown Methodist Church			
Poll Commissioner #1			
Steven Davis	728-8507	48 Cornell Drive Kearneysville	Rep
Supply Commissioner			
Pamela Carroll	304-433-7991	53 Beekman Place Charles Town	Rep
Poll Clerk #2			
Jean Garretson	876-7114	69 Ashley Dr Shepherdstown	Rep
Precinct #27 North Jefferson Elementary School			
Poll Commissioner #1			
Robin Carper	725-4522	185 Jefferson Terrace Rd Charles Town	Rep
Supply Commissioner			
Mindy Maye	304-279-8566	83 Tall Oak Dr Apt 1 Charles Town	Rep
Poll Clerk #2			
Robyn Painter	728-8210	PO Box 4 Kearneysville	Rep
Precinct #28 First Baptist Church			
Poll Commissioner #1			
Regina Smith	728-0553	1000 Harry Shirley Road Kearneysville	Rep
Poll Clerk #2			
Raymond Smith Jr	728-0553	1000 Harry Shirley Road Kearneysville	Rep
Precinct #29 TA Lowery Elementary School			
Poll Commissioner #1			
Beverly Raines	283-6290	125 East View Ct Charles Town	Rep

Republican Poll Workers
2016 Primary

Supply Commissioner				
William Lukenbill		16221 Charles Town Rd	Charles Town	Rep
Poll Clerk #2				
Giordana Baker	728-2091	94 Tiffany Court	Harpers Ferry	Rep

Republican Poll Workers
2016 Primary

Shepherdstown District			
Precinct #31 Covenant Baptist Church			
Poll Commissioner #1			
Richard Gibson	876-6926	246 Rabbits Rest Ln Shepherdstown	Rep
Poll Clerk #2			
Carol Gibson	876-6926	243 Rabbits Rest Ln Shepherdstown	Rep
Precinct #32 Bethel United Methodist Church			
Poll Commissioner #1			
Tyler Hamilton	304-671-8223	PO Box 35 Bakerton	Rep
Supply Commissioner			
John Shoedel	910-797-5700	303 Carriage Dr Harpers Ferry	Rep
Poll Clerk #2			
Tiffany Hamilton	304-671-8997	PO Box 35 Bakerton	Rep
Precinct #33 Trinity Episcopal Church			
Poll Commissioner #1			
Amanda Curtin	240-457-2632	5554 Shepherdstown Pike Shen Jct	Rep
Poll Clerk #2			
Maureen Paccione	728-4603	314 Black Bear Trail Harpers Ferry	Rep
Precinct #34 Shepherdstown Elementary School			
Poll Commissioner #1			
Mike Cenate	728-6120	138 Scottie Drive Charles Town	Rep
Poll Clerk #2			
Tracey Cenate	728-6120	138 Scottie Drive Charles Town	Rep
Precinct #35A Shepherdstown Fire Hall			
Poll Commissioner #1			
Trevor Craker	703-999-4073	1435 Engle Moler Road Harpers Ferry	Rep
Supply Commissioner			
Tara Morgan	671-1585	PO Box 1142 Shepherdstown	Rep
Poll Clerk #2			
George Moxley	725-6857	56 Starlight Lane Harpers Ferry	Rep
Precinct #35B Shepherdstown Fire Hall			
Poll Commissioner #1			
Tyler Gibson	876-6926	243 Rabbits Rest Ln Shepherdstown	Rep
Poll Clerk #2			
Barbara Yano	724-5338	468 Ira Way Kearneysville	Rep

Republican Alternates- 2016 Primary

Name	Phone	Address	Comments
Ben Baker	728-2091	94 Tiffany Court Harpers Ferry	
Jane Montgomery	728-7451	150 Pheasant Ln Harpers Ferry	
Charlene Gaither	728-6339	5274 Paynes Ford Rd Kearneysville	
Matthew R Sullivan	876-2103	3892 Bakerton Road Harpers Ferry	
Christopher Goodell	876-0211	164 Berridge Drive Shepherdstown	
Michael Young	725-5795	77 General Pender Court Harpers Ferry	
Karen Phillips	571-283-1063	76 Cirrus Way Kearneysville	
Esther Mohr	304-728-9065	108 Valley Branch Dr Harpers Ferry	
Ann Merchant	728-8293	131 Turtle Run Harpers Ferry	
Susan Kersey	728-1323	747 Cloverdale Road Charles Town	
Stephanie Poe	724-7445	434 Gap View Blvd Harpers Ferry	
Suzette Craun	728-4270	193 Pear Tree Rd Harpers Ferry	
Amy Lassen	540-686-2455	35 General Franklin Ct Harpers Ferry	
Catherine Day	304-460-8058	52 Uvilla Estates Dr Shenandoah Junction	
Melissa Godwin	725-2060	109 Grouse Knoll Lane Summit Point	
Tracy Ball	304-212-4909	20 Cottontail Dr Ranson	
John Fludine	216-645-3001	137 Barrel Horse Dr Charles Town	
Secondary Alternates			
Todd Baldau	725-2865	182 Coventry Ln Harpers Ferry	
Cathy Baldau	725-2865	182 Coventry Ln Harpers Ferry	
Bruce Kressin	724-2721	87 Appaloosa Way Charles Town	
Karen Kressin	724-2721	87 Appaloosa Way Charles Town	
Ashley Kressin	724-2721	87 Appaloosa Way Charles Town	

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Debra Young

Department or Organization: **The Jefferson County Victim Assistance Program**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **03/17/2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request for approval of VOCA Grant Application**

Please provide the County Commission with a description of your request or presentation, including any background information: Request is for the of approval (with signature of the President of County Commission) for the Victims of Crime Act Grant Application which partially funds the Jefferson County Victim Assistance Program located in the Prosecuting Attorney's Office. The Program has been funded by the Commission and VOCA for a total of 18 years. Total funds requested from VOCA are \$61,119.00. The Commission is obligated to meet a minimum match of \$15,280.00. The Commission has historically well over-met their required match. The salaries of the two full-time advocates are contained within the budget of the Prosecuting Attorney's Office.

Is this a funding request? Yes

If so, how much? \$15,280.00 (minimum match)

Provide exact financial impact/request: The total funds requested from VOCA is \$61,119.00. The Commission is obligated to meet a minimum match of \$15,280.00. The

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: Full Grant application will be submitted before 03/17/2016 for review.

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

Contact information: Debra Young

Email address: dyoung@jeffersoncountywv.org

Phone Number: 304-725-6550

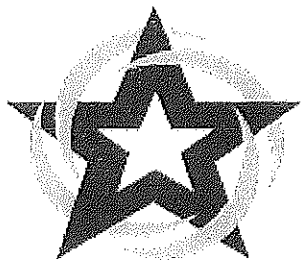
FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Appendix B

FY 2016 Victim of Crime Act (VOCA) Victim
Assistance Grant

State of West Virginia



Division of
Justice &
Community
Services

Application Form

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	General Administrative Information Page 1
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<i>Applicant Agency:</i>	Jefferson County Commission	<u>Type of Agency</u>
Address:	PO Box 250 Charles Town, WV 25414	<input type="checkbox"/> State
Phone:	304-728-3284	<input checked="" type="checkbox"/> County
Fax Number:	304-728-7916	<input type="checkbox"/> Municipal
		<input type="checkbox"/> Non-Profit

<u><i>Project Director:</i></u> Ralph A. Lorenzetti Address: PO Box 729 Charles Town, WV 25414 Phone: 304-728-3243 Fax: 304-728-3293 Email: rlorenzetti@jeffersoncountywv.org	<u><i>Fiscal Officer:</i></u> Michelle Gordan Address: PO Box 250 Charles Town, WV 25414 Phone: 304-728-3284 Fax: 304-725-7916 Email: mgordan@jeffersoncountywv.org
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Amount Requested: **\$67,104.00** Amount Awarded:
 Project Period: **October 1, 2016 – September 30, 2017**

Percent Breakdown by Crime Category:	Number of years previously funded: <u>18</u>	Geographic Area Served:
30 Domestic Violence		County(ies): Jefferson
30 Sexual Assault	Estimated number of victims to be served by grant: <u>500</u>	Population: 55,713
30 Child Abuse		Rural/Urban: Rural
10 Underserved Pop.		

Project Title: **Jefferson County Victim Assistance Program**

Project Description: The Program provides direct services to all victims of crime but places an emphasis on serving the needs of victims of violent crime and under-served populations. The Program will seek to prevent the re-victimization of crime victims by providing a host of services.

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

Authorized Official: Patsy Noland	Title: President, Jefferson County Commission
Address: Jefferson County Commission PO Box 250 Charles Town, WV 25414	Phone: 304-728-3284 Fax: 304-725-7916 E-Mail: commissionerpnoland@gmail.com
Signature:	Date:

Applicant: Jefferson County Commission	FEIN Number: 55-6000333 DUNS Number: 0774114548
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Category	VOCA Requested Funds	Matching Funds	Total Budget
Personnel / Contractual	59,379	16,776	76,155
Travel / Training	500		500
Space			
Other	7,225		7,225
Totals	67,104	16,776	83,880

Funding Strategy

Funding Source(s)	Amount	Status
VOCA Grant Funds	67,104	P
Match	16,776	C
Total	83,880	

- Funding Source - Separately list each source of funds that will be used in the program.
- Amount - Enter the amount received or anticipated for each
- Status - Indicate the status of each funding source as follows:
 - P – Projected grant, loan or donation
 - A – Application submitted and under review
 - C – Funds Committed
 - R – Funds received, appropriated or on hand

Detailed Project Cost by Budget Category	Requested VOCA Funds	Matching Funds	Recommendation
<u>Personnel / Contractual</u>			DJCS Use Only
Full-Time Victim Advocate			
Debra Young - Salary	\$25,680		
FICA@7.65%	\$1,965		
Retirement@12%	\$3,082		
Match		\$7,888	
Full-Time Victim Advocate			
Jennifer May-Sanner	\$23,946		
FICA@7.65%	\$1,832		
Retirement@12%	\$2,874		
Match		\$7,888	
Volunteer Hours \$10.00/hour		\$1,000	
<u>Travel / Training</u>			
DJCS Pre-Approved Travel/Training	\$500		
<u>Space:</u>			
<u>Other:</u>			
Microsoft Access Upgrade (for victim database)	\$4,250		
Additional Program for VOCA Monthly Performance Measures Report	\$2,975		
Total Requested VOCA Funds	\$67,104		
Total Matching Funds		\$16,776	
Total of Recommendation (DJCS Only)			

Provide here a justification and explanation of the budget items shown on pages 3 and 3a of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved (e.g., Personnel/Contractual, Travel/Training, Equipment, and Other). Please differentiate between project grant and matching funds (if applicable). For all Personnel/Contractual positions (salary, hourly, overtime) that are requesting Fringes please list the percentages (%) for each. **For all full-time hourly positions and part-time hourly positions (not salaried) please include an hourly rate x hours per month.** Please note that effective July 1, 2012 all salaried positions (whether it be 100%, 80%, etc.) may be reimbursed on a 12 month cycle. Example: If you are a salaried employee requesting 100% of your salary of \$35,000, the most you will be reimbursed for a month period is \$2,916.66. If you are a salaried employee requesting 80% of your total salary of \$35,000, the most you will be reimbursed per month will be \$2,333.33 over 12 months, not to exceed the \$28,000, or 80% of the \$35,000 salary. **Requested Increase in Grant Funds: If requesting an increase or change in grant funds from previous grant awarded amounts, applicants are to include a detailed description and justification for the increase/change in funds.**

Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.

Additionally, provide an identified breakdown of matching funds. **Be sure to label the matching funds breakdown as such.** Attach additional pages if necessary.

Personnel/Contractual: Funds requested from VOCA are to be used as Personnel/Contractual Salaries and Benefits for two Full-time Victim Advocates. The requested VOCA Funds are crucial to provide direct services to Crime Victims in Jefferson County. Please see the attached sheet for specific breakdown of Personnel/Contractual funds. (See Attachment)

Travel/Training: Funds requested from VOCA are to be used for registration, mileage, lodging or meals for the two Full-time Victim Advocates in order to fulfill VOCA's required 8 hour Trainings for Advocates. The Program's Advocates have attempted and will continue to attempt to find Trainings that are either free or cost-effective. The Prosecuting Attorney/Project Director has and will continue to include Victim Advocate Trainings within his office budget. The Program is requesting VOCA grant funds of five hundred dollars (\$500) to help defray Travel/Training costs.

Other: The Jefferson County Victim Assistance Program is seeking VOCA funds to upgrade the current victim database and attach an additional program to the database that has the capacity to gather data for the newly required Monthly Measures Performance Report which has replaced the Monthly Statistics Report.

Since the year 2000 our Program has relied on a database which is currently using the operating system Microsoft Access 2010. The database was designed specifically for The Program to meet the reporting requirements for VOCA Monthly Reports and to store victim information (address, phone number, demographics), Case information

(Case number, Case info, investigating officer, charges, Grant Category, etc.), and finally, specific chronological activities of victim advocates working on behalf of or with victims. The Database generates two date-specified reports; the first report displays Grant Categories with victims' names and case numbers, and the second generates a report displaying the types of contacts during a specified time period (information that corresponded to the previously required VOCA Monthly Statistical Report). The VOCA Database is on a secure server located in the Prosecuting Attorney's Office and is password protected assuring the confidentiality of victims' information. The Database is strictly for the use of the Victim Assistance Program staff. The Database was designed to be user friendly and meet all the needs of the Program by allowing the Program's staff to access victims' case information quickly in order to respond to victims' needs. Since 2000, The Program's staff has entered information on approximately 9,000 victims' cases into the database – a wealth of data that is constantly used by the Program to benefit victims. As The Program's four computers age there will be an unescapable need to upgrade the Database Microsoft Access 2010. Newer computers with updated Microsoft Access will not be compatible with the current database and years of victim information will be lost.

Starting October 2015 revisions were made to VOCA Monthly Statistical Reports. An Excel Spreadsheet was issued by the Office of Victims of Crime to Sub-grantees to gather info for the Monthly Measures Performance Report which replaced the Statistical Report. The Spreadsheet is long and cumbersome to use and requires additional data entry some of which duplicates data that is also entered into the current database. The Spreadsheet has essentially doubled the time required for documentation – time that could be spent providing direct services to victims. In an attempt to remedy this burden we have consulted with Accurate Systems, Inc. a contracted IT company used by the County. Accurate Systems has determined that they could merge a program with our current database that would meet the needs of the new Monthly Measures Performance Report and eliminate the need for the Excel Spreadsheet. They have also strongly recommended that the current Access database needs to be upgraded so as to not lose any information or to compromise the stability of the program. The cost would be approximately \$7,225.00 (\$2,975.00 for the new Program to merge with our current database and \$4,250.00 to Upgrade Microsoft Access).

The current database is vital to our Program and it has served The Program well, which in turn has served our victims well. The quicker Advocates can access information on a victim's case the quicker Advocates can respond to the victim's needs. In addition, the quicker and more efficiently we can document victim information and contacts the more time we have to provide services. Upgrading the database and adding a program for the new Monthly Report will decrease the amount of time to prepare monthly reports providing more valuable time to address victim needs. (See Attachment)

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any DJCS grant program, should be mailed to the following address:

West Virginia Division of Justice & Community Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

1. LAWS OF WEST VIRGINIA:

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by DJCS, regardless of the original funding source. This grant is on a "REIMBURSEMENT ONLY" mechanism.

2. LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. RELATIONSHIP:

The relationship of the grantee to DJCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind DJCS for any obligation or expense without the express prior written approval from DJCS.

4. COMMENCEMENT WITHIN 60 DAYS:

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to DJCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to DJCS explaining the delay in implementation. Upon receipt of the 90-day letter, DJCS may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

6. WRITTEN APPROVAL OF CHANGES:

The grantee must obtain prior written approval from DJCS for all project changes (programmatic, fiscal or otherwise).

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

7. CIVIL RIGHTS COMPLIANCE:

Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § § 12131-34); the Education Amendments of 1972 (20 U.S.C. § § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § § 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations-OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations-Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations); and 28 C.F.R. pt.38 (U.S. Department of Justice Regulations-Equal Treatment for Faith-Based Organizations).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the West Virginia Division of Justice and Community Services.

8. PRESS RELEASE:

Pursuant to the Stevens Amendment, any release of information pertaining to this grant must include the following information:

1. grant amount;
2. State involvement (name of state entity responsible for administering the grant); and,
3. Federal involvement if applicable (name of federal entity responsible for administering the grant).

9. LOBBYING:

Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in OMB circular A-122, and/or relevant State laws.

10. ACCESS TO RECORDS:

DJCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.

11. CONFLICT OF INTEREST:

No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family.

12. POLITICAL ACTIVITY:

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

13. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to DJCS. These records and other documents submitted to DJCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code.

DJCS recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement, personnel or juvenile sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by DJCS, and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult DJCS regarding concerns or questions about the release of potentially sensitive information under state and local laws.

14. NATIONAL AND STATE EVALUATION EFFORTS:

The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

15. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from DJCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.

16. USE OF FUNDS:

Funds awarded through DJCS may be expended **ONLY** for the purposes and activities specifically covered by the grantee's approved project description and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards.

18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:

The applicant agrees to discharge if necessary - at the request of DJCS - knowledgeable, competent personnel (preferably a Project Director) to participate in a contemplated "peer review" process/advisory council. The purpose of this process would be to assist DJCS in making grant funding recommendations and furthered policy development regarding individual grant programs throughout the State. This would be no more than 2-3 days per annum.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

19. NON-SUPPLANTING:

Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.

20. MATCHING CONTRIBUTION:

The grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by the West Virginia Division of Justice & Community Services. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines established by the West Virginia Division of Justice & Community Services for this program. All grantees must maintain records that clearly show the source, the amount and the timing of all matching contributions. Please be reminded that if match is not "required" by the grant program for which you are making application, but committed and indicated on the budget pages of this application, then this special condition shall be affected.

21. PROJECT INCOME:

All income earned by the grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by DJCS as are established for granted funds. All grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

22. CONSULTANT FEES:

Approval of this grant does not indicate an approval of consultant rates in excess of \$450 per day. Specific and detailed justification must be submitted to, and approved by DJCS prior to obligation or expenditure of such funds.

23. SUSPENSION OF FUNDING:

DJCS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other cause shown.

24. SANCTIONS FOR NONCOMPLIANCE:

In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, DJCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received.

**WEST VIRGINIA
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STANDARD CONDITIONS AND ASSURANCES

25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES

The grantee shall submit one copy of all reports and proposed publications resulting from this agreement to DJCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the West Virginia Division of Justice & Community Services (or simply "DJCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia or the Division of Justice & Community Services."

"This project supported by Grant No. _____ awarded by the West Virginia Division of Justice & Community Services and the U.S. Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also included the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position of policies of the United State Department of Justice."

26. PROPERTY ACCOUNTABILITY:

The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by DJCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from DJCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to DJCS. Property must be used for the intended grant purposes, if not being used in accordance with terms of the grant property will revert back to DJCS.

27. CRIMINAL PENALTIES:

Whoever embezzles or endeavors to embezzle, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to the Act shall be subject to prosecution under the provisions of Section 1011 of Title 18, United States Code. Any law enforcement and criminal justice program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to the Act, whether received directly or indirectly from the administration, shall be subject to the provisions of Section 871 of Title 18, United States Code.

28. REPORTS:

Each grantee shall submit such reports as DJCS shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

29. PURCHASING:

When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or other agency.

**WEST VIRGINIA
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SERVICES**

STANDARD CONDITIONS AND ASSURANCES

30. COLLABORATION W/OTHER FED. AND STATE GRANTS:

Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by DJCS.

31. INFORMATION SYSTEMS:

With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

- a. That all computer programs (software produced under this grant) will be made available to DJCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to DJCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
- d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

32. INCIDENT BASED REPORTING COMPLIANCY:

Grant applicants (cities & county commissions) will not be considered for funding if the applicant is not current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police (if applicable). Grantees must remain current with submitting IBR information to the West Virginia State Police or grant funding will be withheld until such time as that grantee becomes IBR compliant.

33. TIME EXTENSIONS:

In general, time extensions for this program will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated.

34. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

35. LIMITED ENGLISH PROFICIENCY:

Grantee must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information on the civil rights responsibilities that grantees have in providing language services to limited English proficiency individuals, please see the website www.lep.gov.

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36. COMPUTER EQUIPMENT:

Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. The following are **minimum** hardware requirements, as well as software requirements, established by DJCS for this grant program, which must be recognized when purchasing computer equipment, in whole or in part, utilizing grant funds:

Minimum Hardware Requirements:

- Intel Pentium III 733 MHz Processor; 133MHz front side bus
- 512K L2 Cache
- 128 MB SDRAM 100 MHz expandable to at least 384 MB
- 10 Gig. EIDE Ultra ATA 7200RPM Hard Drive
- USB
- 48X Max Internal CD-ROM drive or 8X DVD-ROM drive
- 3 PCI, 1 16-bit ISA slot, 1 PCI/ISA (shared), 1 AGP slot
- ATI 8 MB AGP 2X Rage Pro Video Card
- 1 Parallel, 2 Serial, 2 USB
- 101/104-Key Keyboard (PS/2)
- PS/2 Port Compatible Mouse

Recommended Hardware Components:

- Mid-tower case
- 16-Bit 3D Sound Blaster Compatible w/ 64 voice wavetable and speakers (**may** be integrated)
- 3Com 10/100 PCI Ethernet Network Card
- APC UPS Backup power protection (adequate size to handle power load)
- Iomega Internal Zip Disk Drive

Software Requirements:

Whenever possible, software should operate within open industry standards. For example, Windows 2010 Operating System, Microsoft Office 2010 Professional, etc.

Warranty Requirements:

3 Year on-site warranty

37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.

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38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

- I.) Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending **Federal** awards. If applicable, this grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

The requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$750,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

- II.) OMB Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-110.

The requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

- III.) If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to DJCS as well as to the Federal clearinghouse.

The Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

- I.) Sub grantee assures that it has read, understands, and is in full compliance with all requirements as set forth in §12-4-14., Code of West Virginia, or as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with §12-4-14. Sub grantee further understands that if it is currently debarred or is not in compliance with §12-4-14., it is ineligible to receive funding from the West Virginia Division of Justice Community Services.

40. CONFIDENTIALITY OF RESEARCH INFORMATION:

Pursuant to Section 229 of the Act, research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

41. LEASE AGREEMENTS:

Grantee agrees to provide DJCS with a description of proposals to use grant funds to enter into lease arrangements with private entities for the purpose of fulfilling the goals and objectives of this project.

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42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and the West Virginia Division of Justice and Community Services, if it has received a single award of \$500,000 or more. If the grantee receives \$25,000 or more and has 50 or more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For public grantee agencies receiving less than \$25,000, or public grantee agencies with fewer than 50 employees, regardless of the amount of the award, the grantee will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. EEOP Certification Forms are available at: <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

43. VETERANS PREFERENCE:

This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. DJCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

44. IMMIGRATION AND NATURALIZATION VERIFICATION:

The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of DJCS that to the greatest extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.

46. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, DJCS reserves the right to require training as a condition of the grant before or at any time during the project period.

47. ACCOUNTING REQUIREMENTS:

Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, must be retained and be available for audit purposes.

48. OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE:

Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the OJP Financial Guide.

49. TRANSFER OF FUNDS PROHIBITION:

The grantee is expressly prohibited from transferring funds between any DJCS programs.

50. MARKING OF EQUIPMENT:

Grantee will ensure that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the West Virginia Division of Justice & Community Services."

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51. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Grantee acknowledges that DJCS reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Grantee agrees to consult with DJCS re the allocation of any patent rights that arise from, or are purchased with, this funding.

52. SYSTEM FOR AWARD MANAGEMENT

Grantee agrees to register with the System for Award Management (SAM), <https://www.sam.gov> and submit documentation verifying a valid registration date to DJCS with the grant application. Grantee agrees to maintain a valid registration date throughout the grant cycle and will submit to DJCS within 30-days of registration expiration documentation verifying that the registration date has been renewed.

53. DATA UNIVERSAL NUMBERING SYSTEM:

Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, www.dnb.com and provide documentation to DJCS within 30 days of award notification that they have done so.

54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:

Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

This includes, but is not limited to, completing the annual the WV Certification of Non-Secure Facilities and submitting to DJCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

55. BIDDING PROCEDURES:

Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to \$100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.

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56. COMPLIANCE WITH FEDERAL PROCEDURES:

The applicant assures that it will comply with the provisions of 28 Code of Federal Regulation (CFR) applicable to grants and cooperative agreements, including:

- a. Part 11, Applicability of Office of Management and Budget Circulars.
- b. Part 18, Administrative Review Procedures.
- c. Part 20, Criminal Justice Information Systems.
- d. Part 22, Confidentiality of Identifiable Research and Statistical Information.
- e. Part 23, Criminal Intelligence Systems Operating Policies.
- f. Part 30, Intergovernmental Review of Department of Justice Programs and Activities
- g. Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures

57. ADDITIONAL REGULATIONS AND PROCEDURES:

In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs - M 7100.1D manual, OMB Circulars No. A-21, A-110, A-122, A-128, A-87, E.O. 12372, Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines.

- a. National Environmental Policy Act of 1969 (NEPA).
- b. National Historic Preservation Act of 1966.
- c. Flood Disaster Protection Act of 1973.
- d. Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
- e. Control Act Amendments of 1972.
- f. Safe Drinking Water Act.
- g. Endangered Species Act of 1973.
- h. Wild and Scenic Rivers Act.
- i. Fish and Wildlife Coordination Act.
- j. Historical and Archaeological Data Preservation.
- k. Coastal Zone Management Act of 1979.
- l. Animal Welfare Act of 1970.
- m. Impoundment Control Act of 1974.
- n. Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.
- o. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended
- p. Death in Custody Act of 2000.

58. RELIGIOUS ACTIVITIES

Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.

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59. ADMINISTRATIVE CHANGES:

The applicant must advise DJCS immediately in writing if there are any changes in the: (1) Project Director, (2) Fiscal Officer, (3) Authorized Official, or (4) VOCA Grant-funded staff position(s). Please also submit to DJCS a new membership list if there are any changes in the members of a governing board, such as County Commission or City Council, or changes in members of the Advisory Board/Committee.

60. LATE REPORTING:

Applicant understands that projects which become 60 days delinquent in the submission of reporting requirements will forfeit one month of reimbursable expenses for the entire project. Each additional 30 days past the initial 60-day delinquency period shall result in an additional forfeiture of a month's reimbursable expenses.

61. CLIENT FILES:

Applicant must maintain client files for all victims served to document type of crime and services provided throughout the grant period. Sub-grantee also agrees to collect and maintain Civil Rights information, where such information is voluntarily furnished by those receiving service, on race, sex, national origin, age and disability. These records are to be available at any time for review by DJCS.

62. CLIENT SURVEYS/EVALUATIONS:

The applicant is required to implement client surveys for evaluation purposes. DJCS may require a copy of these surveys/evaluations or request proof survey is being implemented. All surveys/evaluations must ensure client confidentiality. All surveys/evaluations will include the two following outcome measures: (1) **Victim safety**, (2) **Public awareness**, results will be required on the VOCA Annual Performance Report.

63. CLIENT CONFIDENTIALITY:

Applicant must maintain a written confidentiality policy that prohibits the disclosure of victim's name, address, phone number, any contact information, or any other personally identifying information without prior voluntary written consent of the victim (or legal guardian). Client information should only be accessible to authorized direct service staff of the funded program. All programs who also receive funds under the STOP Violence Against Women Act (VAWA) must adhere to all confidentiality requirements under the Violence Against Women Reorganization Act of 2005.

64. NOTIFICATION OF VICTIM COMPENSATION PROGRAM:

Applicant is required to assist crime victims in seeking available and eligible crime victim compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of the victim compensation fund, assisting with the application forms and procedures, obtaining necessary documents, and/or checking on claim status.

65. GRANT FILE:

Applicant must maintain a grant file containing all grant-related documents, such as the grant agreement, monthly financial reports, monthly progress reports, and any grant-related correspondence. In some situations, the project site maybe at a different location than the official sub-grantee. Therefore, an official grant file should be maintained by both the official sub-grantee and the project site. These records are to be available at any time for review by DJCS.

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66. ADMINISTRATIVE MANUAL:

All pertinent information in regard to the Victim of Crime Act and amendments and all applicable federal and state laws, orders, circulars and regulations are updated and maintained in the appropriate administrative manual by sub-grantees

67. TRAVEL/TRAINING:

Any applicant receiving VOCA Grant funding for training must submit in writing to DJCS a training plan, and must also request in writing any adjustments to a training plan. Also, any VOCA grant-funded staff position who attends any training workshop or conference must submit a written narrative identifying the training, its purpose, what specific workshops were attended, and the useful information obtained that will assist in implementing the VOCA grant project. **All training must be approved in advance by DJCS** by submitting a written request (from project director) identifying the staff person who will be attending, the name of the conference and purpose, and attaching a brochure outlining the costs and the agenda.

Please note – sub-grantee representatives (project director and VOCA-funded staff positions/volunteers) may be required to attend training workshops deemed critical by DJCS.

68. VOCA FUNDED TRAINING EVENTS:

All agenda topics and trainers must be pre-approved by DJCS for any training events (conferences, workshops, symposiums, etc.) paid for with VOCA funds. A written request must be submitted to DJCS 90 days prior to entering into any agreements, for agenda topics, speakers, and/or trainers. The request must include workshop descriptions and speaker biographies. All state agencies are required to work with the WV Coalition Against Domestic Violence and/or the WV Foundation for Rape Information and Services in acquiring appropriate speakers prior to the conference.

Please note – all VOCA funded training events must include an evaluation component and the results of the evaluations must be submitted to DJCS with the corresponding monthly report. If a program charges registration fees, they must provide certificates and/or certification that participants actually attended training in order to be reimbursed for registration fees. They must include a sign-in sheet of participants to DJCS.

69. INTERAGENCY AGREEMENTS:

Where applicable, sub-grantee must develop a formal referral and inter agency agreements in a Memorandum of Understanding (MOU); copies of interagency agreements and referral Memorandum of Understanding are to be submitted with the application.

70. HIRING PROCEDURES:

Hiring procedures outlined in the grant application should be followed in hiring VOCA grant-funded staff positions. Staff hired must meet the qualifications outlined in the job description for the position. DJCS is to be advised in writing if there are any difficulties in filling VOCA grant-funded staff positions.

71. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS:

Such organizations receiving VOCA funds must ensure that services are offered to all victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the VOCA funded project. Further, participation in such activities by individuals receiving services must be voluntary.

72. ENSURING VICTIMS RIGHTS:

All funded programs/agencies will practice a "Victim Centered Approach". They are required to inform victims of their rights and ensure victims are afforded their rights.

73. ACTIVITIES THAT MAY COMPROMISE VICTIM SAFETY:

Applicants are strongly discouraged from proposing projects or supporting programs that include any activities that may compromise victim safety as outlined in the Victim of Crime Act.

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74. AUDITS:

All programs will submit a copy of an audit to DJCS each fiscal year. Additionally, programs who are not required to submit an audit under §12-4-14 are still required to submit a copy of an audit or an annual internal financial review to the Program Administrator at DJCS, showing the total budget expenditures and revenues from all sources for the prior year, along with a systematic method for timely and appropriate resolution of findings and/or recommendations.

75. BOARD OF DIRECTORS:

Non-profit agencies are required to maintain a Board of Directors that will meet at least quarterly to review the status of grant objectives, to develop strategies for resolving any problems or barriers, and to perform periodic evaluations. Board Meeting minutes must be submitted with corresponding monthly reports. All state and local government agencies must submit any county commission minutes (which discuss the sub-grant or VOCA staff) or advisory board meeting minutes with the corresponding monthly reports.

76. Printed Materials:

Any brochures or materials printed with VOCA funds must be submitted to DJCS 30 days for pre-approval prior to printing.

77. DEBARMENT:

Any funded agency that is debarred with the State of West Virginia or Federally must inform DJCS in writing within 30 days of becoming debarred and have a plan of action stating the steps to address this issue. Funds will be frozen and the sub-grantee has 30 days to address this issue and then funds may be deobligated.

78. TEXT MESSAGING:

Applicant and all funded agencies will develop and implement a written policy which bans employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

79. VOLUNTEERS:

The applicant must utilize at least one volunteer during the grant period for VOCA allowable activities, as well as VOCA-funded staff to implement the grant project. All sub-grantees will be required to submit a volunteer log quarterly. If a log is not submitted, DJCS will hold funds until it is submitted.

80. MINIMUM TRAINING REQUIREMENT:

All funded VOCA staff will be required to complete eight (8) hours per year of pre-approved victim assistance training. They must submit a certificate showing they completed this training. If this is not completed by June 30th the sub-grantee must submit in writing why they have not attended a training; when they will attend and what type of training they plan to attend to DJCS. This will be reviewed for compliance at grant reviews.

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81. Network Policy & Protections

All subgrantee's must have a policy that prohibits the viewing, downloading, and/or exchanging of pornographic material. Subgrantee's understand and agrees that – (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

82. VOCA GUIDELINES:

The Recipient assures that it will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404 (a)(2) and 1404 (b) (1) and (2), 42 U.S.C. 10603(a)(2) and (b) (1) and (2) and the applicable program guidelines and regulations; as required.

Specifically, the recipient certifies that funds under this sub-award will a) eligible victim assistance organizations 42 U.S.C. 1063 (a)(2); b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance; and c) be allocated in accordance with program guidelines or regulations implementing 42 U.S.C. 1063(a)(2)(A) and 42 U.S.C. 1063 (a)(2)(B) to, at a minimum assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes identified by the State.

83. Project Director & Fiscal Officer Monitoring Requirement:

The recipient acknowledges that the Project Director and Fiscal Officer of the grant are REQUIRED to be in attendance for the DJCS on-site monitoring visit.

84. FORENSICS INTERVIEWS

Applicant understands that at this time, Forensic Interviews are NOT allowable under VOCA funded time. Each VOCA funded advocate is required to certify that they understand that they cannot conduct forensic interviews or investigations during VOCA funded time.

85. Salary Increases

Subgrantee's that are awarded an increase in Personnel/Contractual must apply the approved raises in salary within the first quarter of the grant cycle or the increased funds may be deobligated.

86. Other Funds

Subgrantee's that are awarded "Other" funding for general office supplies must purchase supplies quarterly or the funds may be deobligated.

87. Computers and/or Office Equipment

Subgrantee's that are awarded "Other" funding for computers and/or office equipment must purchase the approved items within the first quarter of the grant cycle or funds may be deobligated.

88.	Applicability of Part 200 Uniform Requirements
<p>The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements") apply to this 2015 award from the Office of Justice Programs (OJP). For this 2015 award, the Part 200 Uniform Requirements, which were first adopted by DOJ on December 26, 2014, supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.</p> <p>If this 2015 award supplements funds previously awarded by OJP under the same award number, the Part 200 Uniform Requirements apply with respect to all award funds (whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2015 award.</p> <p>Potential availability of grace period for procurement standards: Under the Part 200 Uniform Requirements, a time-limited grace period may be available under certain circumstances to allow for transition from policies and procedures that complied with previous standards for procurements under federal awards to policies and procedures that comply with the new standards (that is, to those at 2 C.F.R. 200.317 through 200.326).</p> <p>For more information on the Part 200 Uniform Requirements, including information regarding the potentially-available grace period described above, see the Office of Justice Programs (OJP) website at http://ojp.gov/funding/Part200UniformRequirements.htm.</p> <p>In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the subgrantee is to contact DJCS and OJP promptly for clarification.</p>	
89.	Compliance with DOJ Grants Financial Guide
<p>Subgrantee agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide").</p>	
90.	Outstanding Audit Issues
<p>The subgrantee understands and agrees that DJCS and/or OJP may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.</p>	
91.	De Minimis
<p>A subgrantee that is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).</p>	
92.	Fraud
<p>All subgrantee's must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, subgrantee, contractor, subcontractor, or other person has -- (1) submitted a claim for award funds that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by - mail: Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530 e-mail: oig.hotline@usdoj.gov hotline: (contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881 Additional information is available from the DOJ OIG website at www.usdoj.gov/oig</p>	

93.	Restrictions and certifications regarding non-disclosure agreements and related matters
<p>No subgrantee under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.</p> <p>1. In accepting this award, the subgrantee --</p> <ul style="list-style-type: none"> a) represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and b) certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency. <p>2. If the subgrantee does or is authorized to make subawards or contracts under this award --</p> <ul style="list-style-type: none"> a) it represents that -- <ul style="list-style-type: none"> 1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and 2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and b) it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency. 	
94.	Performance Measures
<p>The subgrantee must collect, maintain, and provide to DJCS & OJP, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.</p>	
95.	Performance Measures II
<p>The subgrantee agrees to submit performance reports on the performance metrics identified by DJCS and OVC, and in the time and manner required by DJCS & OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction. Beginning October 1, 2015, the subgrantee agrees to submit such information monthly.</p>	
96.	Non-Profit Financial Statements
<p>All non-profit subgrantees of VOCA Assistance funding under this award are required to make their financial statements available online (either on the subgrantees, or another publicly available website). OVC will consider sub-recipient organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.</p>	
97.	Non-Profit Status Certification
<p>All non-profit subgrantees of VOCA Assistance funding under this award are required to certify their non-profit status. Subgrantees may certify their non-profit status by submitting a statement to DJCS (to be placed in the grant file) affirmatively asserting that the subgrantee a non-profit organization, and indicating that it has on file, and available upon audit, either -- 1) a copy of the recipient's 501(c)(3) designation letter; 2) a letter from the recipient's state/territory taxing body or state/territory attorney general stating that the recipient is a non-profit organization operating within the state/territory; or 3) a copy of the recipient's state/territory certificate of incorporation that substantiates its non-profit status. Subgrantees that are local non-profit affiliates of state/territory or national non-profits should have available proof of (1), (2) or (3), and a statement by the state/territory or national parent organization that the recipient is a local non-profit affiliate.</p>	

98. Program Accountability – Federal Audit Requirements

I.) Federal Office of Management and Budget (OMB) sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. If applicable, this grant shall adhere to the audit requirements set forth at the time of award.

§200.501(a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) Single audit. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub-recipient, approves in advance a program-specific audit.

(d) Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

I certify that I have read the entire Standard and Special Conditions and Assurances of this grant program and agree to comply with these requirements.

Printed/Typed Authorized Official Name

SIGNATURE (Original) of Authorized Official

DATE

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP – Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 5 Minutes

Date Requested – 1st Choice: 3/17/2016

Date Requested – 2nd Choice: _____

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

Subject: Request Approval of Appointments – Public Safety Dispatchers

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

The ECC currently has 3 vacancies in the authorized staffing level. The testing, oral board interviews, management interviews and other pre-employment testing has been completed for those candidates desiring full-time employment. Only 2 candidates in this testing cycle completed the process and are eligible for appointment. Both candidates are current or recent dispatchers with over 5 years of experience each.

Candidates:

**Richard “RJ” Hahn
Denise L. Cook**

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

Motion to approve the employment of Richard Hahn and Denise Cook as public safety dispatchers in the Emergency Communications Center

Attachments:

“Request Appointment – Public Safety Dispatchers”



Jefferson County Emergency Communications DEPARTMENTAL MEMORANDUM

TO: The County Commission of Jefferson County

FROM: Jeffrey Polczynski, ENP - Director

DATE: March 8, 2016

SUBJECT: Request Appointment - Public Safety Dispatchers

The purpose of this memorandum is to request the approval to two (2) Public Safety Dispatchers – Mr. Richard “RJ” Hahn, and Ms. Denise Cook

The position that these individuals will fill are two of the three positions already funded but vacant due to resignations and the recent promotion of a Supervising Public Safety Dispatcher.

Mr. Hahn is currently a trained and certified Public Safety Dispatcher with Clarke County Communications with a five year tenure. Since Clarke County Communications utilizes a different EMD program, it requires Mr. Hahn to attend classes for the EMD program utilized at Jefferson County ECC. Mr. Hahn’s family is heavily involved within the public safety community.

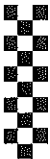
Ms. Cook is currently a trained and a fully certified Public Safety Dispatcher working in the records division of the Frederick City Police Department. Formerly a dispatcher at Washington County, she desires to move back into the dispatch functions after a brief hiatus. Her spouse is a police officer at an agency dispatched by Jefferson County.

Neither candidate is familiar with the CAD systems of Jefferson County and will require full training in-house. Both candidates will be placed into the Dispatch Academy for full training in all systems used by Jefferson County Emergency Communications.

Please do not hesitate to contact me for further questions.

Respectfully Submitted,

Jeffrey Polczynski, ENP
Director of Communications



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jesse Jones on behalf of Peter Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information:
I am seeking permission to hire Gregory Amlin and Dennis Jenkins as Bailiffs/Trip Guards. These additions will be used within the approved budget.

Is this a funding request?
If so, how much?

Y N

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): **I move to approve the hire of Gregory Amlin and Dennis Jenkins as Bailiffs/Trip Guards.**

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

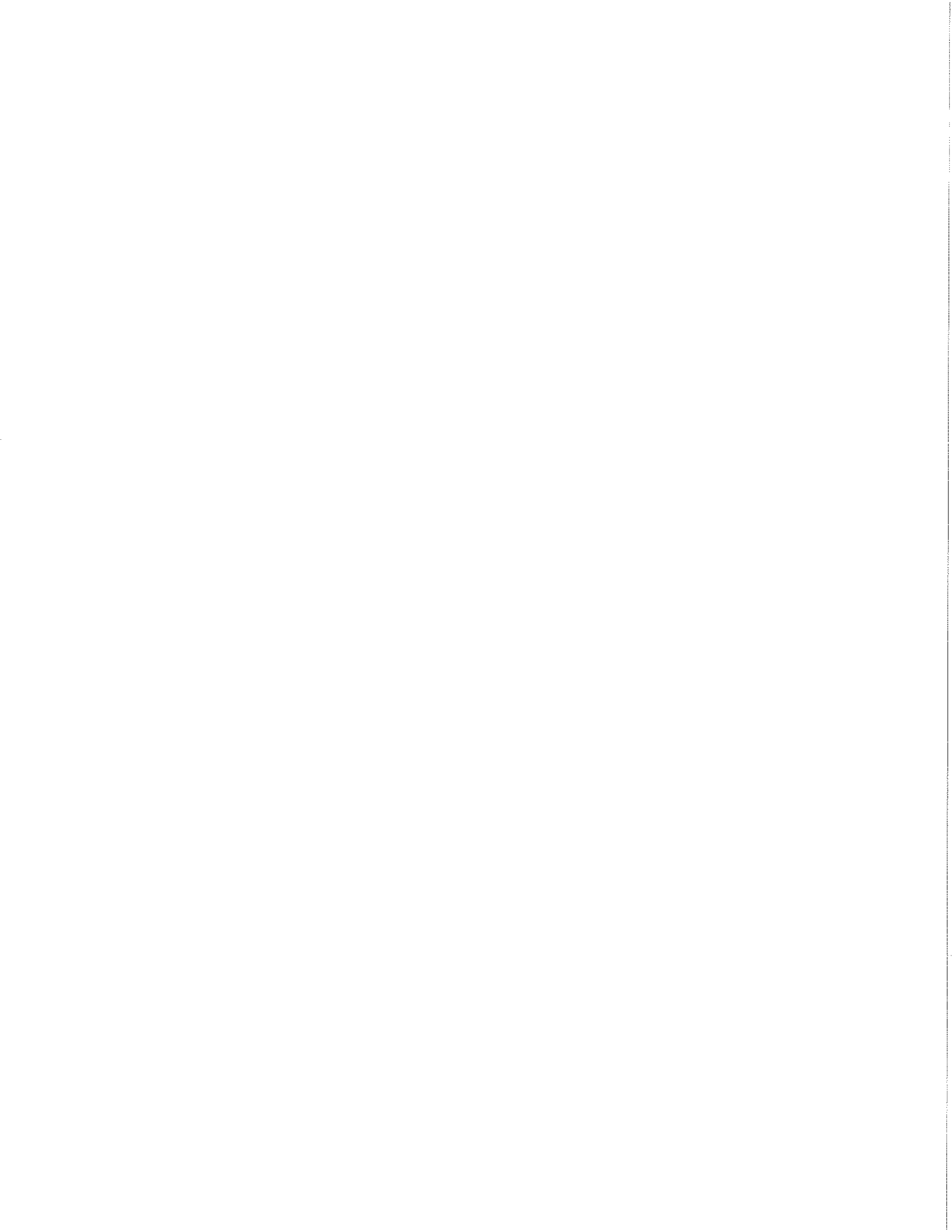
Y N

Contact Information:

Email address: jjones@jcsdww.com Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bill Polk, Maintenance Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **March 17, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Hiring an Architect for renovations to the Judicial Annex**

Please provide the County Commission with a description of your request or presentation, including any background information: **An additional circuit judge position will be added to 23rd Judicial Circuit beginning in January 2017. The County Commission will be required to provide office and court room space for this additional position. While there are currently many vacant offices in the Judicial Annex, an architect will be needed to design renovations to make this space conform to the relevant regulations.**

Is this a funding request? Y/N **Not at this time, I am simply requesting permission to bid the project.**

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*): **Motion to direct the County Administrator and Director of Maintenance to commence the bidding process for an architect to design renovations needed to accommodate a second circuit judge in the county.**

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

If not attached, explain:

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

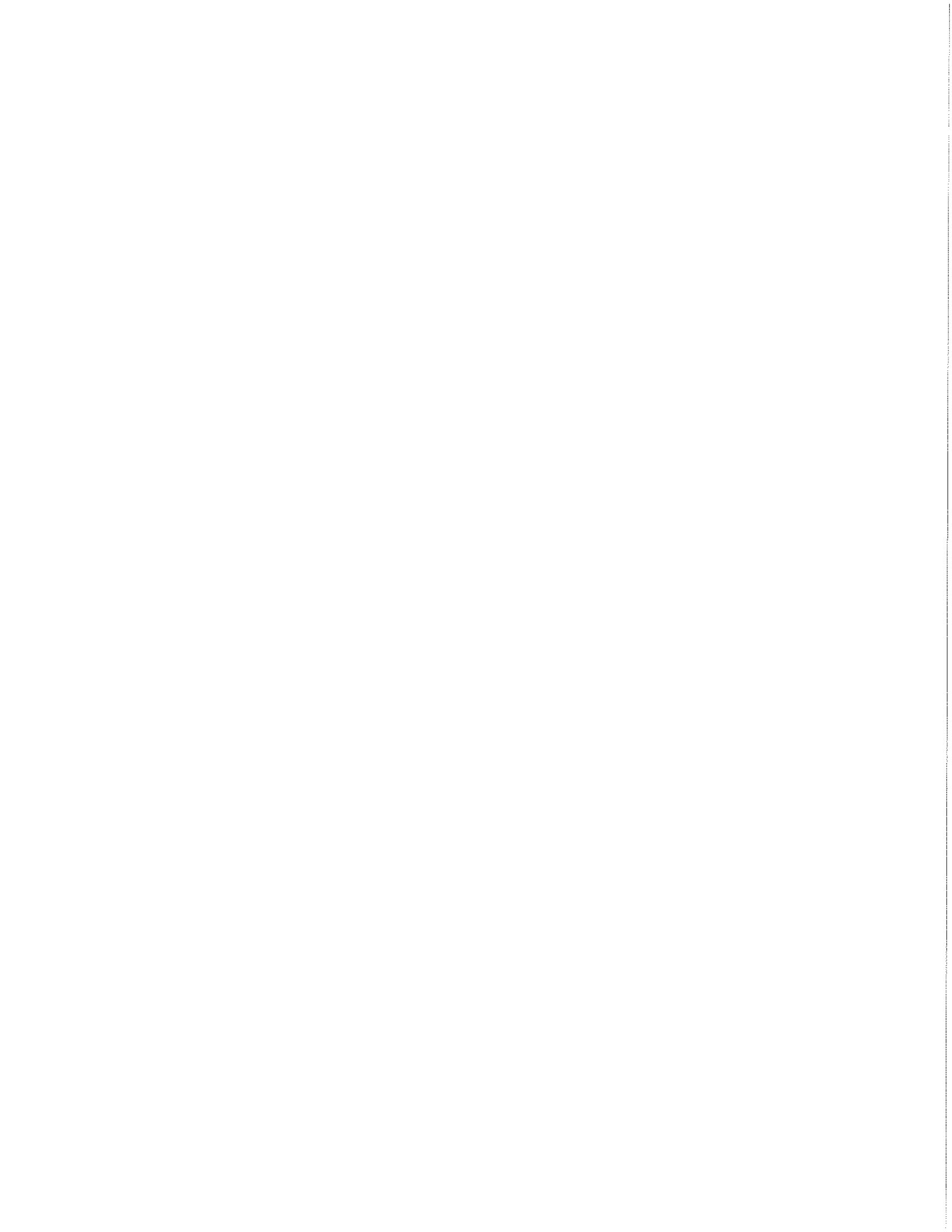
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 17, 2016**

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*): Decision on the proposed amendments to Article 12 of the Zoning and Land Development Ordinance pertaining to Zoning Map and Text Amendments – Public hearing was held on February 18, 2016

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.

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
Thursday, February 18, 2016 at 1:30 PM**

The Jefferson County Commission has scheduled a Public Hearing to receive input on the proposed amendments to Article 12 of the Zoning and Land Development Ordinance pertaining to Zoning Map and Text Amendments.

Oral or written comments can be provided at the hearing, **1:30 PM, Thursday, February 18, 2016** during the regularly scheduled County Commission meeting **in the Charles Town Library meeting room at 200 E. Washington St., at the side entrance on Samuel Street.** In addition, you may provide written comments to info@jeffersoncountywv.org or mail to PO Box 250, Charles Town, WV 25414, or fax to 304-725-2916.

Questions related to the proposed amendment may be directed to the office of the Departments of Planning and Zoning at 304-728-3228 or zoning@jeffersoncountywv.org

By Order of the County Commission of Jefferson County
Patricia A. Noland, President

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman, Director

Department or Organization: Planning and Zoning

Estimation of amount of time needed for appointment: 15 – 30 minutes

Date Requested – 1st Choice: February 4, 2016

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Recommendation from the Planning Commission to the County Commission to amend Article 12 of the Zoning and Land Development Ordinance pertaining to Zoning Map and Text Amendments. The purpose of this request is to schedule a public hearing to be held by the County Commission.

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

Planning and Zoning staff met with Legal staff to determine the edits that are required to Section 12.3 of the Jefferson County Zoning and Land Development Ordinance "Procedure for Map Amendment by Petition" to ensure conformity to the requirements of WV Code 8A. In particular edits need to clarify that petitions may be submitted to either the Planning Commission or the County Commission and that the required Public Hearing can be held by either body.

On January 12, 2016 the Planning Commission held a Public Hearing. There were no public comments. The Planning Commission voted unanimously to recommend the proposed text amendment to the County Commission for consideration and final action.

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 to receive input on the proposed redlined edits to the Jefferson County Subdivision Regulations (File #ZTA15-03) on _____, 2015 at _____ a.m./p.m..

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

Attachments:

- o ZTA15-03, proposed redlined edits to the Zoning Ordinance as recommended by the Planning Commission on 01-12-16.

If not attached, explain:

Section 12.3 Procedure for Map Amendment by Petition²⁵

A. Map Amendments by Landowners

The procedure for processing a map amendment petition initiated by the owners of fifty percent or more of the real property to which the petition relates shall be as dictated in §8A-7-9 et seq of the West Virginia State Code, as amended.

The procedure for processing a map amendment petition to change the zoning map designation of a property to the Planned Neighborhood Development district shall also include the applicable requirements of Article 5.²⁷

Petitions for a map amendment initiated by landowners shall be submitted to the Planning Commission or the County Commission and shall contain the following information:

1. Substantiation for the request
2. Tax District, Map and Parcel number
3. Deed Book reference
4. Plat or sketch pursuant to Section 7.4B
5. Tract size
6. Discussion on:
 - a. Comprehensive Plan compatibility of the proposed change.
 - b. Any change of transportation characteristics and neighborhood from when the original ordinance was adopted.^{17, 21, 27}
7. A petition for a map amendment to change the zoning designation for a property to the Planned Neighborhood Development (PND) district shall include a Preliminary PND Plan for the subject property. The submittal review process for a Preliminary PND Plan is described in Article 5 of this Ordinance.²⁷

In accordance with §8A-7-9 et seq of the West Virginia State Code, the Planning Commission or the County 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 or to the County Commission at a Planning Commission or County Commission meeting, as relevant. If a public hearing is held by the Planning Commission, it shall be at the discretion of the County Commission whether an additional public hearing is required to be held by the County Commission.

If the petition is to be presented to the Planning Commission, a complete petition, and related fees, shall be submitted to the office of the Departments of Planning and Zoning for placement on a Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented for the purpose of setting the public hearing date within 60 days of the date the petition is presented. Upon request, the Departments of Planning and Zoning staff can

present the petition to the Planning Commission on behalf of the applicant for the purpose of setting the public hearing date.

If the petition is to be presented to the County Commission, a complete petition and complete agenda request form shall be submitted to the office of the County Commission for placement on the County Commission agenda no later than noon on the Thursday prior to the requested meeting date. One copy of the petition along with relevant fees shall be submitted to the office of the Departments of Planning and Zoning prior to appearing at the County Commission to present the petition. Before amending the Zoning Ordinance map, 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 West Virginia State Code, as amended. To this end, the County Commission shall refer the petition to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the adopted Comprehensive Plan. Such recommendation will be required to be sent to the County Commission prior to the County Commission's Public Hearing which shall be held within 60 days of the date the petition is presented.

One copy of the petition along with the County Commission Notice of the Planning Commission's or County Commission's Public Hearing shall be in accordance with Section 12.2 of this Ordinance. If heard by the Planning Commission, 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 whether 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 West Virginia State Code, as amended approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four weeks of the final Planning Commission action. The County Commission shall take action to schedule their own public hearing, if desired, or take action to approve or disapprove the requested Zoning Map amendment within the next two regularly scheduled County Commission meetings. If heard by the County Commission, at the conclusion of the County Commission's Public Hearing, or at the next regular County Commission meeting, the County Commission shall, with the advice of the Planning Commission, determine if 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 West Virginia State Code, as amended. Upon making these findings, the County Commission shall approve or disapprove the petition.



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 17, 2016

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Distribution of Fire Department funding for 2016-2017 budget.

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

Senate Bill No. 224 outlined the rights and responsibilities of the ESA Board: "2(b) The agency shall possess all of the rights and responsibilities conferred upon emergency ambulance service authorities, county fire associations and county fire boards that are not otherwise inconsistent with state law and local ordinance." It is proper at this time to transfer the distribution of Fire Dept. County funds to the ESA Board acting as a Fire Board.

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

Move the County Commission delegate funding distribution for Fire Departments from the County Commission budget to the ESA Board.

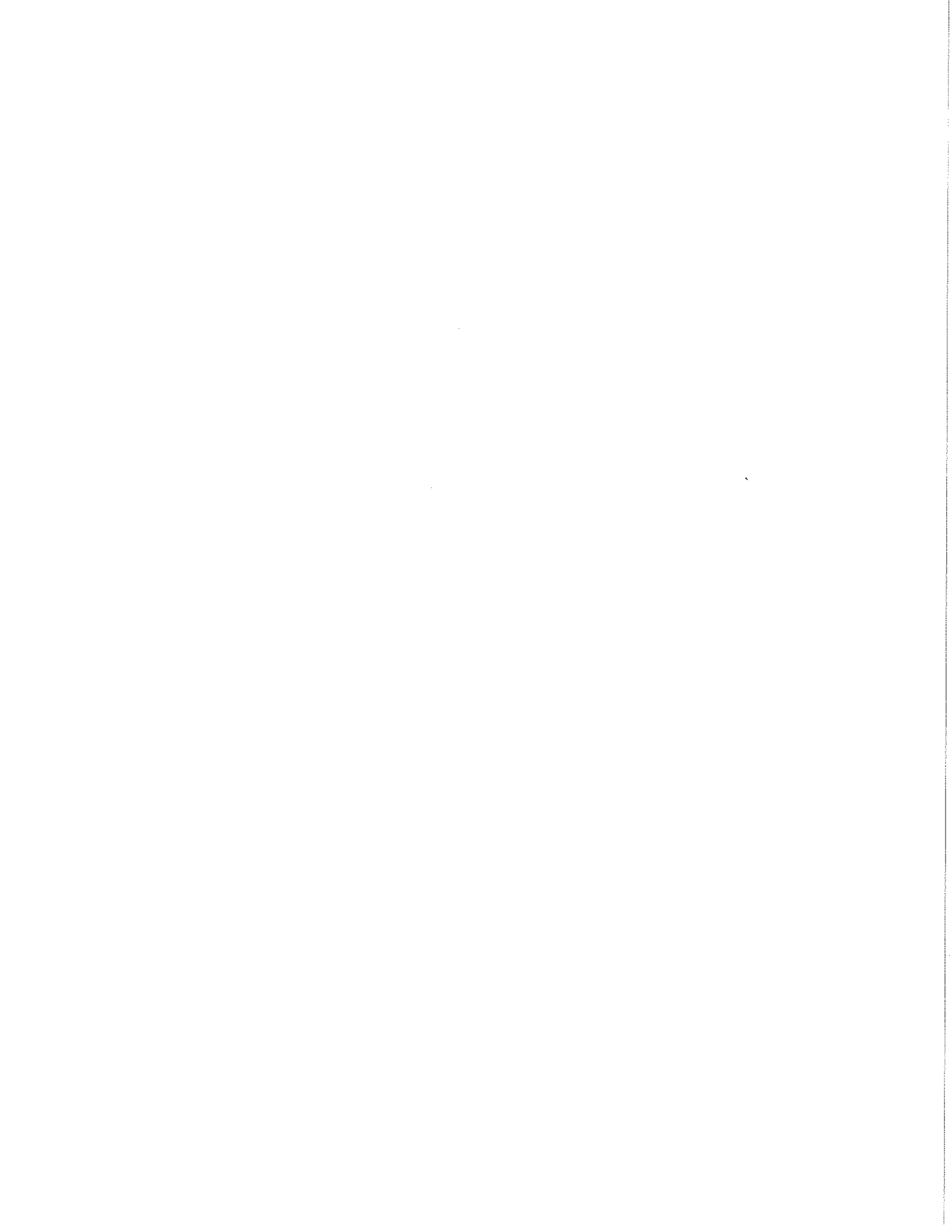
If not, explain:

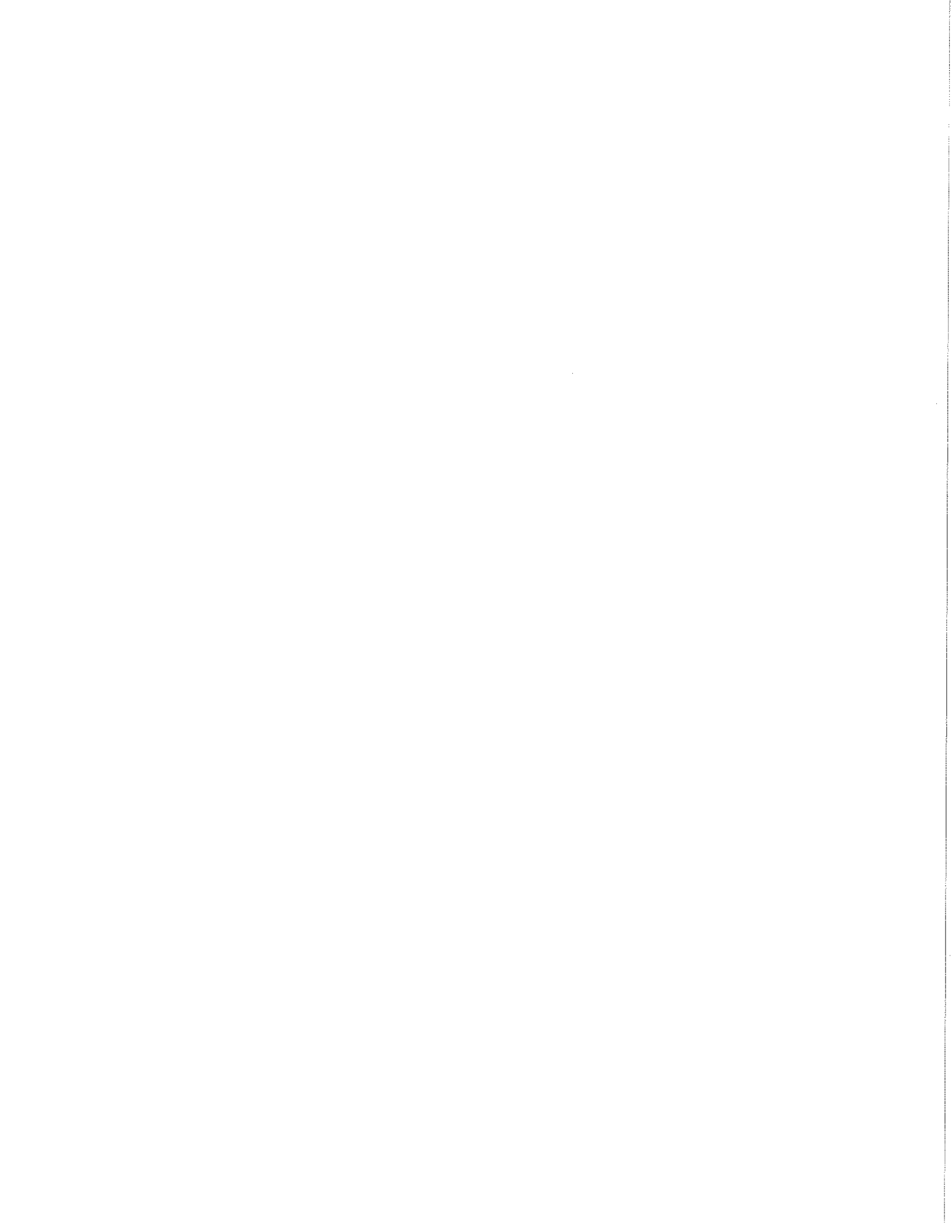
Is a projector needed? Yes NoX

Contact information:

Email address: _Vinemont@frontiernet.net

Phone number: _304.725.4325





AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **Jefferson County Commission**

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

Date Requested – 1st Choice: Click here to enter text.

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:
Click here to enter text.

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*): 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.

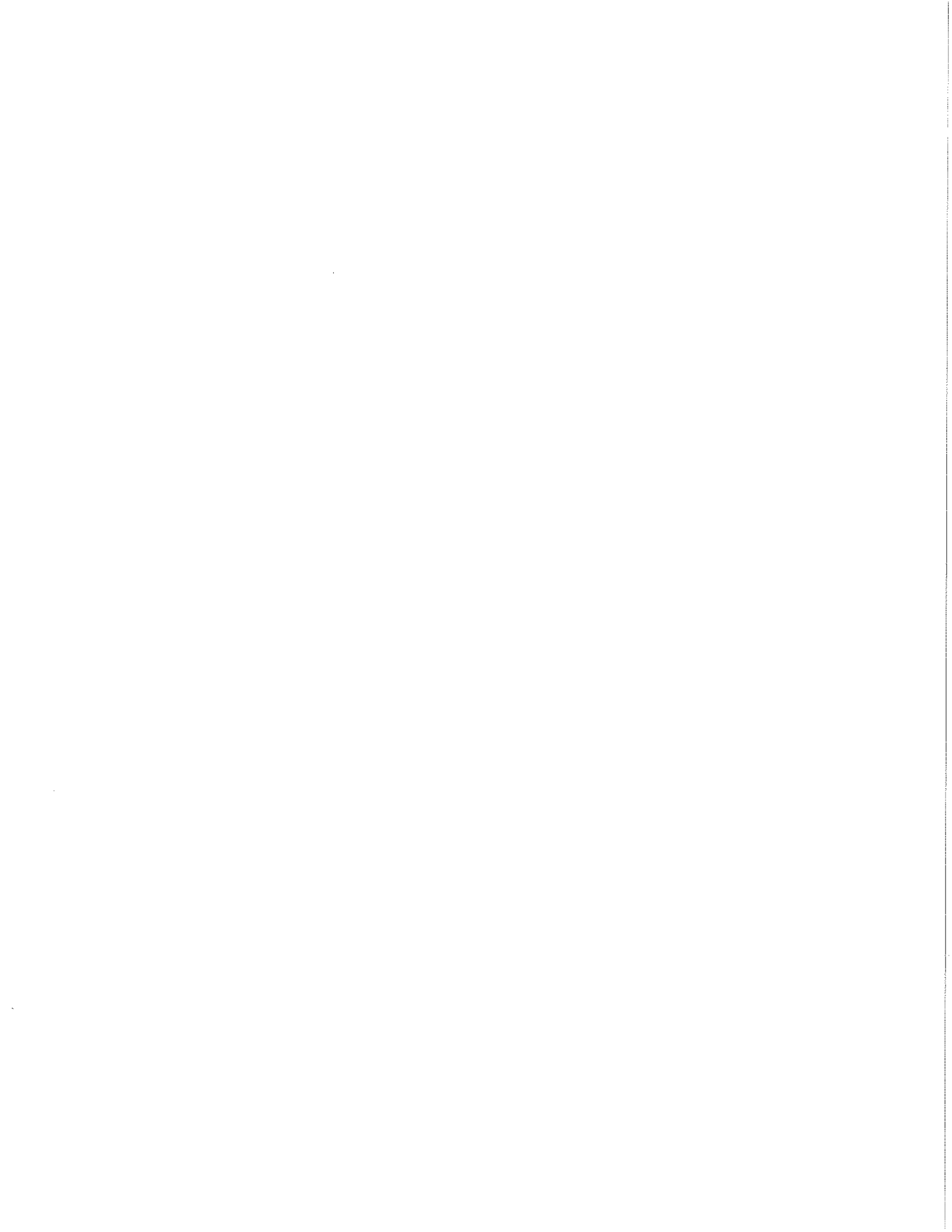
Telephone for conference call Y/N Click here to enter text.

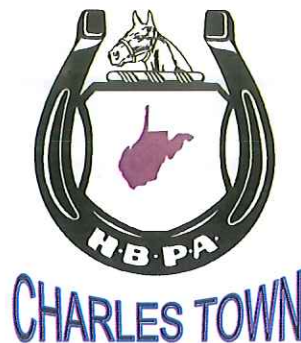
Contact information:

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.





HORSEMEN'S BENEVOLENT AND PROTECTIVE ASSOCIATION, INC.
PO BOX 581
CHARLES TOWN, WV 25414
PHONE (304) 725-1535 FAX (304) 728-2113
E-MAIL cthbpa@yahoo.com

March 4, 2016

President Patsy Noland
Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

Dear President Noland:

On behalf of the membership of the Charles Town HBPA, I want to thank you and the Commissioners for drafting a resolution in support of thoroughbred racing and breeding industries in Jefferson County. Our membership values your assistance in spreading the message of the importance of our industries in Jefferson County and the economic impact these industries provide throughout West Virginia.

Our horse racing and breeding industries need community leaders like you, and we are grateful for your dedication and support.

Thank you once again.

Best regards,

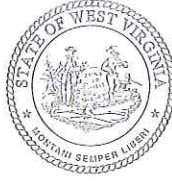
Randy Funkhouser/mac

Raymond J. (Randy) Funkhouser, II
President

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

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



March 7, 2016

Received

MAR 10 2016

Jefferson County Commission

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

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$195,303.95 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office.** This amount is your County's share of the fees remitted to the Public Service Commission for the months of December 2015 and January and February 2016. The next disbursement will be in three months.

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

Sincerely,

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

Sandra Mitchell
Budget & Finance Manager

SM:kp

Impact Fee Status Report

February 2016

Office of Impact Fees

Summary

Date Range: Monday 1 through Monday 29 February 2016

Report Date: 1 March 2016

Process Number Range: 1600018-1600025

Total Applications: 8

Total Non-Exempt: 6

Of which:

Commercial: 1

Residential: 5

Of which:

County: 5

Municipal: 1

Total Exempt: 2

Of which:

Commercial: 0

Residential: 2

Of which:

County: 2

Municipal: 0

Tables 1 through 7 summarize impact fee processing for February 2016. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 29 February 2016	2	0	6	8
Fees collected		\$0.00	\$43,946.00	\$43,946.00
<i>Of which</i>				
School Impact Fee			\$39,900.00	\$39,900.00
Law Enforcement Fee		\$0.00	\$644.00	\$644.00
Parks & Recreation Fee			\$3,066.00	\$3,066.00
EMS Fee		\$0.00	\$336.00	\$336.00

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

Description	Amount
Opening Statement Balance (1 February 2016)	\$81,895.61
February Deposits (1 – 29 February 2016)	\$43,946.00
School January Transactions (withdraws via transfer on 08 Feb. 2016)	(\$74,122.15)
Law January Transactions (withdraws via transfer on 08 Feb. 2016)	(\$1,451.49)
Parks & Rec Jan. Transactions (withdraws via transfer on 08 Feb. 2016)	(\$5,695.72)
EMS January Transactions (withdraws via transfer on 08 Feb. 2016)	(\$626.25)
Interest Earned (29 February 2016)	\$20.72
Ending Statement Balance (29 February 2016)	\$43,966.72
<i>Outstanding Credits (deposits through 1 March 2016)</i>	<i>\$3.00</i>

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

Description	Amount
Opening Balance (1 February 2016)	\$1,885,997.19
January Transactions (deposits via transfer on 08 February 2016)	\$74,122.15
Interest Earned (29 February 2016)	\$771.57
Ending Balance (29 February 2016)	\$1,960,890.91

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

Description	Amount
Opening Balance (1 February 2016)	\$62,857.21
January Transactions (deposits via transfer on 08 February 2016)	\$1,451.49
Interest Earned (29 February 2016)	\$25.41
Ending Balance (29 February 2016)	\$64,334.11

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

Description	Amount
Opening Balance (1 February 2016)	\$28,103.82
January Transactions (deposits via transfer on 08 February 2016)	\$5,695.72
Interest Earned (29 February 2016)	\$12.88
Ending Balance (29 February 2016)	\$33,812.42

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

Description	Amount
Opening Balance (1 February 2016)	\$87,336.98
January Transactions (deposits via transfer on 08 February 2016)	\$626.25
Interest Earned (29 February 2016)	\$34.88
Ending Balance (29 February 2016)	\$87,998.11

Table 7. Total Impact Fees as of 1 February 2016/1

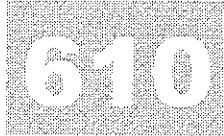
Description	Amount
Office of Impact Fees General Account	\$43,966.72
School Impact Fee Account	\$1,960,890.91
Law Enforcement Fee Account	\$64,334.11
Parks & Recreation Impact Fee Account	\$33,812.42
EMS Impact Fee Account	\$87,998.11
Total Impact Fees	\$2,191,002.27

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

Table 8. Pending March 2016 Fee Transfers /1

Account	29 Feb. 2016 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$1,960,890.91	\$39,918.65	\$2,000,809.56
Law Enforcement Fee Account	\$64,334.11	\$644.41	\$64,978.52
Parks & Recreation Impact Fee Account	\$33,812.42	\$3,067.45	\$36,879.87
EMS Impact Fee Account	\$87,998.11	\$336.21	\$88,334.32
Total Impact Fees	\$2,147,035.55	\$43,966.72	\$2,191,002.27

/1 This table represents each of the impact fee category account totals as of 29 February 2016 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in February 2016 are listed in table 1 of the General Account (3111776); these transactions will be processed in March 2016. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



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

Impact Fee Applications Processed between dates Monday 1 through Monday 29 February 2016

Process Number	Date	App Name	App Name	Dist	Dist	Imp	Imp	Imp	Imp	Imp	Date	Reason
Exempt Applications												
1600019	02/02/2016	Lutman	David	07	Middleway	1166	696	23	2.2	\$0.00	02/02/2016	Form 200
1600021	02/09/2016	Ruffner	Amanda &	04	Harpers Ferry	1166	334	5	8.13	\$0.00	02/09/2016	Form 200

Category Count: 2

Category Total \$0.00

Non-Exempt Applications												
1600018	02/02/2016	Vos	James and Patty	09	Sheperdstown	1164	254	12A	34	\$6,347.00	02/02/2016	N/A
1600020	02/08/2016	Charles	Ryan Homes	08	Ranson Corp	982	137	8D	16F	\$6,186.00	02/08/2016	N/A
1600022	02/10/2016	Runkles	Randy	04	Harpers Ferry	1146	648	3	28.4	\$6,347.00	02/10/2016	N/A
1600023	02/12/2016	Dan Ryan		04	Harpers Ferry	1129	541	9	22	\$6,347.00	02/12/2016	N/A
1600024	02/12/2016	Dan Ryan		04	Harpers Ferry	1129	541	9	168	\$6,347.00	02/12/2016	N/A
1600025	02/29/2016	McGinn	Daniel	02	Charles Town	1165	600	1	111	\$3.00	02/29/2016	N/A

Category Count: 6

Category Total \$31,577.00

TOTAL APPLICATIONS: 8

Grand Total \$31,577.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 March 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of February 2016.

This transfer consists of two components:

- Impact Fee Process Numbers 1600016 through 1600024, inclusive. Within this range there were 7 non-exempt impact fee payments. This amounts to **\$39,900.00**.
- Interest earned by the Office of Impact Fees General Account in February 2016 amounts to **\$20.72**, of which **\$18.65** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$39,918.65.

Check # 1032

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16009

Date: 3/2/2016

Bill To:

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

Pay To:

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

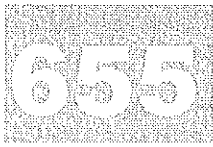
P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of February 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).	\$39,900.00
Interest earned by the Office of Impact Fees General Account February 2016.	\$18.65
Impact Fee Process Numbers 1600016 through 1600024, inclusive. Within this range, there were 7 non-exempt impact fee payments.	
	Total: \$39,918.65

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

Check Number: 1032



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1032

Trace 20160302:33100.82

Date 3/2/2016 Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$39,900.00

Signature 1 Patsy Noland

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in February 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
2/1/2016	1600016	2003-3	11/24/2005	\$5,700.00
2/1/2016	1600017	2003-3	11/24/2005	\$5,700.00
2/4/2016	1600018	2003-3	11/24/2005	\$5,700.00
2/9/2016	1600020	2003-3	11/24/2005	\$5,700.00
2/11/2016	1600022	2003-3	11/24/2005	\$5,700.00
2/17/2016	1600023	2003-3	11/24/2005	\$5,700.00
2/17/2016	1600024	2003-3	11/24/2005	\$5,700.00
Total amount for this withdraw				\$39,900.00
Total amount for this account				\$39,900.00
Total amount all accounts				\$39,900.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 March 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of February 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600016** through **1600024**, inclusive. Within this range there were 4 non-exempt impact fee payments. This amounts to **\$644.00**.
- Interest earned by the Office of Impact Fees General Account in February 2016 amounts to **\$20.72**, of which **\$0.41** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$644.41.

Check # 1033

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16010

Date: 3/2/2016

Bill To:

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

Pay To:

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

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of February 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120). \$644.00

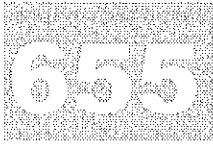
Interest earned by the Office of Impact Fees General Account February 2016. \$0.41

Impact Fee Process Numbers 1600016 through 1600024, inclusive. Within this range, there were 4 non-exempt impact fee payments.

Total: \$644.41

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

Check Number: 1033



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 1033

Trace 20160302:33181.34

Date 3/2/2016 Series 2

Recipient Sheriff of Jefferson County

Amount \$644.00

Account 3120120

Signature 1 Patsy Noland

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in February 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
2/1/2016	1600016	2005-1	3/22/2005	\$0.00
2/1/2016	1600017	2005-1	3/22/2005	\$0.00
2/4/2016	1600018	2005-1	3/22/2005	\$161.00
2/9/2016	1600020	2005-1	3/22/2005	\$0.00
2/11/2016	1600022	2005-1	3/22/2005	\$161.00
2/17/2016	1600023	2005-1	3/22/2005	\$161.00
2/17/2016	1600024	2005-1	3/22/2005	\$161.00
Total amount for this withdraw				\$644.00
Total amount for this account				\$644.00
Total amount all accounts				\$644.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 March 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of February 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600016** through **1600024**, inclusive. Within this range there were 7 non-exempt impact fee payments. This amounts to **\$3,066.00**.
- Interest earned by the Office of Impact Fees General Account in February 2016 amounts to **\$20.72**, of which **\$1.45** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$3,067.45.

Check # 1034

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16011
Date: 3/2/2016

Bill To:

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

Pay To:

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

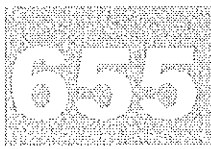
P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of February 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).	\$3,066.00
Interest earned by the Office of Impact Fees General Account February 2016.	\$1.45
Impact Fee Process Numbers 1600016 through 1600024, inclusive. Within this range, there were 7 non-exempt impact fee payments.	
Total:	\$3,067.45

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

Check Number: 1034



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1034

Trace 20160302:33216.35

Date 3/2/2016 Series 3

Recipient Sheriff of Jefferson County

Account 3122808

Amount \$3,066.00

Signature 1 Patsy Noland

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in February 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
2/1/2016	1600016	2005-2	5/12/2005	\$438.00
2/1/2016	1600017	2005-2	5/12/2005	\$438.00
2/4/2016	1600018	2005-2	5/12/2005	\$438.00
2/9/2016	1600020	2005-2	5/12/2005	\$438.00
2/11/2016	1600022	2005-2	5/12/2005	\$438.00
2/17/2016	1600023	2005-2	5/12/2005	\$438.00
2/17/2016	1600024	2005-2	5/12/2005	\$438.00
Total amount for this withdraw				\$3,066.00
Total amount for this account				\$3,066.00
Total amount all accounts				\$3,066.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 March 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of February 2016.

This transfer consists of two components:

- Impact Fee Process Numbers 1600016 through 1600024, inclusive. Within this range there were 7 non-exempt impact fee payments. This amounts to \$336.00.
- Interest earned by the Office of Impact Fees General Account in February 2016 amounts to \$20.72, of which \$0.21 is attributed to fees collected for EMS.

As per the attached invoice, the total amount of this transfer is \$336.21.

Check # 1035

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16012

Date: 3/2/2016

Bill To:

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

Pay To:

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

P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of February 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816).	\$336.00
Interest earned by the Office of Impact Fees General Account February 2016.	\$0.21
Impact Fee Process Numbers 1600016 through 1600024, inclusive. Within this range, there were 7 non-exempt impact fee payments.	
Total:	\$336.21

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

Check Number: 1035



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 1035

Trace 20160302:33250.22

Date 3/2/2016 Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$336.00

Signature 1 Patsy Noland

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for EMS Impact Fees Collected in February 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
2/1/2016	1600016	2005-3	5/12/2005	\$48.00
2/1/2016	1600017	2005-3	5/12/2005	\$48.00
2/4/2016	1600018	2005-3	5/12/2005	\$48.00
2/9/2016	1600020	2005-3	5/12/2005	\$48.00
2/11/2016	1600022	2005-3	5/12/2005	\$48.00
2/17/2016	1600023	2005-3	5/12/2005	\$48.00
2/17/2016	1600024	2005-3	5/12/2005	\$48.00
Total amount for this withdraw				\$336.00
Total amount for this account				\$336.00
Total amount all accounts				\$336.00

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

Week Ending Date	February 27, 2016
To be Deposited on:	March 4, 2016
Amount Played	61,824,595.25
Amount Won	55,444,918.21
Amount Promo	309,447.00
MWAP Contribution	<u>2,307.07</u>
Adjusted Gross Terminal Revenue	<u>6,067,922.97</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>242,716.93</u>
Net Terminal Revenue	<u>5,825,206.04</u>
Surcharge @ 10%	582,520.61
State Share Excess @ 58% & 10% of 42%	362,327.82
Track Share of Capital Reinvestment @ 90% of 42%	<u>220,192.79</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>211,385.08</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>8,807.71</i>
Adjusted Net Terminal Revenue	<u>5,242,685.43</u>
Racetrack @ 46.50% / 42%	2,201,927.88
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,149,501.00
Excess Lottery Fund @ 12.85% / 9.55%	500,676.46
Race Track Purses @ 90% of 7% / 4%	188,736.68
Employee Pension Fund @ 1% / .5%	26,213.43
Greyhound Development @ 90% of .75%	35,388.13
Thoroughbred Development @ 90% of .75%	35,388.13
County/Municipality @ 2%	<u>104,853.72</u>
	<u>5,242,685.43</u>

WEST VIRGINIA LOTTERY

First Benchmark
Charles Town
County / City Split
Fiscal Year 2016

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%
4 days ending: 07/04/15	\$ 89,446.56	\$ 89,446.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/11/15	\$ 119,132.68	\$ 119,132.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/15	\$ 112,706.24	\$ 112,706.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/15	\$ 109,356.88	\$ 109,356.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/15	\$ 119,089.60	\$ 119,089.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/15	\$ 115,689.52	\$ 115,689.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/15/15	\$ 108,726.48	\$ 108,726.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/22/15	\$ 108,922.12	\$ 108,922.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/29/15	\$ 117,576.80	\$ 73,285.10	\$ 44,291.70	\$ 3,512.33	\$ 17,672.39	\$ 961.13	\$ 14,917.44	\$ 7,228.41
09/05/15	\$ 111,781.52	\$ 55,890.76	\$ 55,890.76	\$ 4,432.14	\$ 22,300.41	\$ 1,212.83	\$ 18,824.01	\$ 9,121.37
09/12/15	\$ 126,546.60	\$ 63,273.30	\$ 63,273.30	\$ 5,017.57	\$ 25,246.05	\$ 1,373.03	\$ 21,310.45	\$ 10,326.20
09/19/15	\$ 108,466.12	\$ 54,233.06	\$ 54,233.06	\$ 4,300.68	\$ 21,638.99	\$ 1,176.86	\$ 18,265.69	\$ 8,850.84
09/26/15	\$ 104,879.20	\$ 52,439.60	\$ 52,439.60	\$ 4,158.46	\$ 20,923.40	\$ 1,137.94	\$ 17,661.66	\$ 8,558.14
10/03/15	\$ 106,209.88	\$ 53,104.94	\$ 53,104.94	\$ 4,211.22	\$ 21,188.87	\$ 1,152.38	\$ 17,885.74	\$ 8,666.73
10/10/15	\$ 100,582.52	\$ 50,291.26	\$ 50,291.26	\$ 3,988.10	\$ 20,066.21	\$ 1,091.32	\$ 16,938.10	\$ 8,207.53
10/17/15	\$ 106,097.60	\$ 53,048.80	\$ 53,048.80	\$ 4,206.77	\$ 21,166.47	\$ 1,151.16	\$ 17,866.84	\$ 8,657.56
10/24/15	\$ 110,837.44	\$ 55,418.72	\$ 55,418.72	\$ 4,394.70	\$ 22,112.07	\$ 1,202.59	\$ 18,665.02	\$ 9,044.34
10/31/15	\$ 114,047.28	\$ 57,023.64	\$ 57,023.64	\$ 4,521.98	\$ 22,752.43	\$ 1,237.41	\$ 19,205.56	\$ 9,306.26
11/07/15	\$ 111,664.16	\$ 55,832.08	\$ 55,832.08	\$ 4,427.48	\$ 22,277.00	\$ 1,211.56	\$ 18,804.24	\$ 9,111.80
11/14/15	\$ 112,025.72	\$ 56,012.86	\$ 56,012.86	\$ 4,441.82	\$ 22,349.13	\$ 1,215.48	\$ 18,865.13	\$ 9,141.30
11/21/15	\$ 100,387.52	\$ 50,193.76	\$ 50,193.76	\$ 3,980.37	\$ 20,027.31	\$ 1,089.20	\$ 16,905.26	\$ 8,191.62
11/28/15	\$ 120,021.96	\$ 60,010.98	\$ 60,010.98	\$ 4,758.87	\$ 23,944.38	\$ 1,302.24	\$ 20,211.70	\$ 9,793.79
12/05/15	\$ 95,535.72	\$ 47,767.86	\$ 47,767.86	\$ 3,787.99	\$ 19,059.38	\$ 1,036.56	\$ 16,088.22	\$ 7,795.71
12/12/15	\$ 85,877.12	\$ 42,938.56	\$ 42,938.56	\$ 3,405.03	\$ 17,132.48	\$ 931.77	\$ 14,461.71	\$ 7,007.57
12/19/15	\$ 86,174.32	\$ 43,087.16	\$ 43,087.16	\$ 3,416.81	\$ 17,191.78	\$ 934.99	\$ 14,511.76	\$ 7,031.82
12/26/15	\$ 105,670.96	\$ 52,835.48	\$ 52,835.48	\$ 4,189.85	\$ 21,081.36	\$ 1,146.53	\$ 17,794.99	\$ 8,622.75
01/02/16	\$ 149,926.28	\$ 74,963.14	\$ 74,963.14	\$ 5,944.58	\$ 29,910.29	\$ 1,625.70	\$ 25,247.59	\$ 12,233.98
01/09/16	\$ 82,948.48	\$ 41,474.24	\$ 41,474.24	\$ 3,288.91	\$ 16,548.22	\$ 899.99	\$ 13,968.52	\$ 6,768.60
01/16/16	\$ 86,911.16	\$ 43,455.58	\$ 43,455.58	\$ 3,446.03	\$ 17,338.78	\$ 942.98	\$ 14,635.84	\$ 7,091.95
01/23/16	\$ 50,050.80	\$ 25,025.40	\$ 25,025.40	\$ 1,984.51	\$ 9,985.13	\$ 543.05	\$ 8,428.56	\$ 4,084.15
01/30/16	\$ 73,610.52	\$ 36,805.26	\$ 36,805.26	\$ 2,918.66	\$ 14,685.30	\$ 798.67	\$ 12,396.01	\$ 6,006.62
02/06/16	\$ 103,391.48	\$ 51,695.74	\$ 51,695.74	\$ 4,099.47	\$ 20,626.60	\$ 1,121.80	\$ 17,411.13	\$ 8,436.74
02/13/16	\$ 89,883.56	\$ 44,941.78	\$ 44,941.78	\$ 3,563.88	\$ 17,931.77	\$ 975.24	\$ 15,136.39	\$ 7,334.50
02/20/16	\$ 101,010.80	\$ 50,505.40	\$ 50,505.40	\$ 4,005.08	\$ 20,151.65	\$ 1,095.97	\$ 17,010.22	\$ 8,242.48
02/27/16	\$ 104,853.72	\$ 52,426.86	\$ 52,426.86	\$ 4,157.45	\$ 20,918.32	\$ 1,137.68	\$ 17,657.37	\$ 8,556.06
Subtotal	\$ 3,650,039.32	\$ 2,281,051.40	\$ 1,368,987.92	\$ 108,560.74	\$ 546,226.17	\$ 29,707.04	\$ 461,075.15	\$ 223,418.82

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2012		FY 2013		FY 2014		FY 2015		FY 2016	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
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	7/4/2015	89,446.56
7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68
7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24
7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88
7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60
8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52
8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48
8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12
8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10
9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76
9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30
9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06
9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60
10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94
10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26
10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80
10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72
10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64
11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08
11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86
11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76
11/26/2011	74,140.54	12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98
12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86
12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56
12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16
12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48
12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14
1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24
1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58
1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40
1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26
2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74
2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78
2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40
2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86
3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42		
3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66		
3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08		
3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88		
3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78		
4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54		
4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10		
4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62		

4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66
5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82
5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08
5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92
5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10
6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82
6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84
6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22
6/23/2012	55,921.30	6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14
6/30/2012	58,207.40	6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68

4,124,906.80

3,580,645.18

3,261,565.02

3,148,372.80

2,281,051.40

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	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79
August, 2014	84,726.51	August, 2015	70,064.73
September, 2014	71,967.51	September, 2015	64,845.44
October, 2014	66,257.02	October, 2015	68,440.97
November, 2014	71,046.66	November, 2015	67,488.54
December, 2014	76,797.24	December, 2015	73,055.05
January, 2015	73,346.66	January, 2016	67,545.11
February, 2015	66,262.78		
March, 2015	73,747.70		
April, 2015	76,343.68		
May, 2015	78,424.23		
June, 2015	81,569.83		
Total 2014-2015	899,128.89	Total 2015-2016	487,114.63

Table Game Revenue Distribution - Jefferson County School Board

Date	Amount	Date	Amount	Date	Amount	Date	Amount
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	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

Date	Amount
July, 2015	227,024.37
August, 2015	210,194.19
September, 2015	194,536.32
October, 2015	205,322.91
November, 2015	202,465.62
December, 2015	219,165.15
January, 2016	202,635.33

Total 2015-2016 1,461,343.89

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

Week Ending Date	March 5, 2016
To be Deposited on:	March 11, 2016
Amount Played	61,998,420.04
Amount Won	55,469,849.08
Amount Promo	336,948.00
MWAP Contribution	<u>2,426.55</u>
Adjusted Gross Terminal Revenue	<u>6,189,196.41</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>247,567.85</u>
Net Terminal Revenue	<u>5,941,628.56</u>
Surcharge @ 10%	594,162.86
State Share Excess @ 58% & 10% of 42%	369,569.30
Track Share of Capital Reinvestment @ 90% of 42%	<u>224,593.56</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>215,609.82</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>8,983.74</i>
Adjusted Net Terminal Revenue	<u>5,347,465.70</u>
Racetrack @ 46.50% / 42%	2,245,935.59
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,192,460.92
Excess Lottery Fund @ 12.85% / 9.55%	510,682.99
Race Track Purses @ 90% of 7% / 4%	192,508.77
Employee Pension Fund @ 1% / .5%	26,737.33
Greyhound Development @ 90% of .75%	36,095.39
Thoroughbred Development @ 90% of .75%	36,095.39
County/Municipality @ 2%	<u>106,949.32</u>
	<u>5,347,465.70</u>

WEST VIRGINIA LOTTERY
First Benchmark
Charles Town
County / City Split
Fiscal Year 2016

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%
4 days ending: 07/04/15	\$ 89,446.56	\$ 89,446.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/11/15	\$ 119,132.68	\$ 119,132.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/15	\$ 112,706.24	\$ 112,706.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/15	\$ 109,356.88	\$ 109,356.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/15	\$ 119,089.60	\$ 119,089.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/15	\$ 115,689.52	\$ 115,689.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/15/15	\$ 108,726.48	\$ 108,726.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/22/15	\$ 108,922.12	\$ 108,922.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/29/15	\$ 117,576.80	\$ 73,285.10	\$ 44,291.70	\$ 3,512.33	\$ 17,672.39	\$ 961.13	\$ 14,917.44	\$ 7,228.41
09/05/15	\$ 111,781.52	\$ 55,890.76	\$ 55,890.76	\$ 4,432.14	\$ 22,300.41	\$ 1,212.83	\$ 18,824.01	\$ 9,121.37
09/12/15	\$ 126,546.60	\$ 63,273.30	\$ 63,273.30	\$ 5,017.57	\$ 25,246.05	\$ 1,373.03	\$ 21,310.45	\$ 10,326.20
09/19/15	\$ 108,466.12	\$ 54,233.06	\$ 54,233.06	\$ 4,300.68	\$ 21,638.99	\$ 1,176.86	\$ 18,265.69	\$ 8,850.84
09/26/15	\$ 104,879.20	\$ 52,439.60	\$ 52,439.60	\$ 4,158.46	\$ 20,923.40	\$ 1,137.94	\$ 17,661.66	\$ 8,558.14
10/03/15	\$ 106,209.88	\$ 53,104.94	\$ 53,104.94	\$ 4,211.22	\$ 21,188.87	\$ 1,152.38	\$ 17,885.74	\$ 8,666.73
10/10/15	\$ 100,582.52	\$ 50,291.26	\$ 50,291.26	\$ 3,988.10	\$ 20,066.21	\$ 1,091.32	\$ 16,938.10	\$ 8,207.53
10/17/15	\$ 106,097.60	\$ 53,048.80	\$ 53,048.80	\$ 4,206.77	\$ 21,166.47	\$ 1,151.16	\$ 17,866.84	\$ 8,657.56
10/24/15	\$ 110,837.44	\$ 55,418.72	\$ 55,418.72	\$ 4,394.70	\$ 22,112.07	\$ 1,202.59	\$ 18,665.02	\$ 9,044.34
10/31/15	\$ 114,047.28	\$ 57,023.64	\$ 57,023.64	\$ 4,521.98	\$ 22,752.43	\$ 1,237.41	\$ 19,205.56	\$ 9,306.26
11/07/15	\$ 111,664.16	\$ 55,832.08	\$ 55,832.08	\$ 4,427.48	\$ 22,277.00	\$ 1,211.56	\$ 18,804.24	\$ 9,111.80
11/14/15	\$ 112,025.72	\$ 56,012.86	\$ 56,012.86	\$ 4,441.82	\$ 22,349.13	\$ 1,215.48	\$ 18,865.13	\$ 9,141.30
11/21/15	\$ 100,387.52	\$ 50,193.76	\$ 50,193.76	\$ 3,980.37	\$ 20,027.31	\$ 1,089.20	\$ 16,905.26	\$ 8,191.62
11/28/15	\$ 120,021.96	\$ 60,010.98	\$ 60,010.98	\$ 4,758.87	\$ 23,944.38	\$ 1,302.24	\$ 20,211.70	\$ 9,793.79
12/05/15	\$ 95,535.72	\$ 47,767.86	\$ 47,767.86	\$ 3,787.99	\$ 19,059.38	\$ 1,036.56	\$ 16,088.22	\$ 7,795.71
12/12/15	\$ 85,877.12	\$ 42,938.56	\$ 42,938.56	\$ 3,405.03	\$ 17,132.48	\$ 931.77	\$ 14,461.71	\$ 7,007.57
12/19/15	\$ 86,174.32	\$ 43,087.16	\$ 43,087.16	\$ 3,416.81	\$ 17,191.78	\$ 934.99	\$ 14,511.76	\$ 7,031.82
12/26/15	\$ 105,670.96	\$ 52,835.48	\$ 52,835.48	\$ 4,189.85	\$ 21,081.36	\$ 1,146.53	\$ 17,794.99	\$ 8,622.75
01/02/16	\$ 149,926.28	\$ 74,963.14	\$ 74,963.14	\$ 5,944.58	\$ 29,910.29	\$ 1,626.70	\$ 25,247.59	\$ 12,233.98
01/09/16	\$ 82,948.48	\$ 41,474.24	\$ 41,474.24	\$ 3,288.91	\$ 16,548.22	\$ 899.99	\$ 13,968.52	\$ 6,768.60
01/16/16	\$ 86,911.16	\$ 43,455.58	\$ 43,455.58	\$ 3,446.03	\$ 17,338.78	\$ 942.98	\$ 14,635.84	\$ 7,091.95
01/23/16	\$ 50,050.80	\$ 25,025.40	\$ 25,025.40	\$ 1,984.51	\$ 9,985.13	\$ 543.05	\$ 8,428.56	\$ 4,084.15
01/30/16	\$ 73,610.52	\$ 36,805.26	\$ 36,805.26	\$ 2,918.66	\$ 14,685.30	\$ 798.67	\$ 12,396.01	\$ 6,006.62
02/06/16	\$ 103,391.48	\$ 51,695.74	\$ 51,695.74	\$ 4,099.47	\$ 20,628.60	\$ 1,121.80	\$ 17,411.13	\$ 8,436.74
02/13/16	\$ 89,883.56	\$ 44,941.78	\$ 44,941.78	\$ 3,563.88	\$ 17,931.77	\$ 975.24	\$ 15,136.39	\$ 7,334.50
02/20/16	\$ 101,010.80	\$ 50,505.40	\$ 50,505.40	\$ 4,005.08	\$ 20,151.65	\$ 1,095.97	\$ 17,010.22	\$ 8,242.48
02/27/16	\$ 104,853.72	\$ 52,426.86	\$ 52,426.86	\$ 4,157.45	\$ 20,918.32	\$ 1,137.66	\$ 17,657.37	\$ 8,556.06
03/05/16	\$ 106,949.32	\$ 53,474.66	\$ 53,474.66	\$ 4,240.54	\$ 21,336.39	\$ 1,160.40	\$ 18,010.27	\$ 8,727.06
Subtotal	\$ 3,756,988.64	\$ 2,334,526.06	\$ 1,422,462.58	\$ 112,801.28	\$ 567,562.56	\$ 30,867.44	\$ 479,085.42	\$ 232,145.88

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2012		FY 2013		FY 2014		FY 2015		FY 2016	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
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	7/4/2015	89,446.56
7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68
7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24
7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88
7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60
8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52
8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48
8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12
8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10
9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76
9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30
9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06
9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60
10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94
10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26
10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80
10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72
10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64
11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08
11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86
11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76
11/26/2011	74,140.54	12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98
12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86
12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56
12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16
12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48
12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14
1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24
1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58
1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40
1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26
2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74
2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78
2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40
2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86
3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66
3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66		
3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08		
3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88		
3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78		
4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54		
4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10		
4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62		

4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66
5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82
5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08
5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92
5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10
6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82
6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84
6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22
6/23/2012	55,921.30	6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14
6/30/2012	58,207.40	6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68

4,124,906.80

3,580,645.18

3,261,565.02

3,148,372.80

2,334,526.06

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	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79
August, 2014	84,726.51	August, 2015	70,064.73
September, 2014	71,967.51	September, 2015	64,845.44
October, 2014	66,257.02	October, 2015	68,440.97
November, 2014	71,046.66	November, 2015	67,488.54
December, 2014	76,797.24	December, 2015	73,055.05
January, 2015	73,346.66	January, 2016	67,545.11
February, 2015	66,262.78		
March, 2015	73,747.70		
April, 2015	76,343.68		
May, 2015	78,424.23		
June, 2015	81,569.83		
Total 2014-2015	899,128.89	Total 2015-2016	487,114.63

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	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37
August, 2015	210,194.19
September, 2015	194,536.32
October, 2015	205,322.91
November, 2015	202,465.62
December, 2015	219,165.15
January, 2016	202,635.33

Total 2015-2016 1,461,343.89