

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, APRIL 21, 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

- April 7, 2016 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- April 14, 2016
- April 21, 2016

APPROVAL OF PAYROLL

- April 7, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action

2. 10:00 a.m. JAK Kincaid, Christian Vargo
- Information presentation for Reaching the Summit Community Service Initiative, the largest community service initiative of its kind in U.S. history and discussion of project development for a community service project that will coincide with the Boy Scouts of America National Jamboree in July 2017
- Discussion/Action

3. 10:15 a.m. Susan McFadden, Kabletown Community Education Outreach Service
- Proclamation - Designate May 15, 2106 through May 21, 2016 as West Virginia Community Education Outreach Service Week - Discussion/Action
4. 10:30 a.m. David Didden, MD - Jefferson County Board of Health
- Letter of Commitment on behalf of the Board of Health - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office
- Quarterly Review for Accounts and Walvers - Discussion/Action
7. 11:15 a.m. Monica A. Whyte, West Virginia Bureau for Public Health, Source Water Assessment and Protection Program
- SB373 Source Water Protection Plan (SWPP) requirements and Safe Water Forum for Jefferson County - Discussion/Action
8. 11:30 a.m. Chanti Davenport, Jefferson County Relay for Life
- Request for boot drive and Paint the Town Purple event June 11, 2016 - Discussion/Action
9. 11:45 a.m. John Reinsenweber, Jefferson County Development Authority
- Resolution of Participation and Cooperation (Local Economic Development Grant Program) - Discussion/Action
10. 12:00 p.m. Interviews and Appointments - Jefferson County Development Authority - Two city/municipality representative terms - 1 for Harpers Ferry Corporation and 1 for Bolivar Corporation - each for a three-year term ending April 5, 2019 - Discussion/Action
11. 12:15 p.m. **Break for Lunch**

NEW BUSINESS

12. Request for the late fees for fiscal year 2015-2016 be removed for Ann Christy - Discussion/Action
13. Discussion on the possibility of satellite early voting sites for the 2016 General Election - Discussion/Action (DM)

FINANCIAL DIRECTOR REPORTS

- Review of Budget to Actual as of March 31, 2016
- Approval of 2016 Internal Budget Revision #5 General Fund - Discussion/Action
- Approval of 2016 State Budget Revision #5 General

COUNTY ADMINISTRATOR REPORTS

- Contract with APUS for employee tuition reduction program - Discussion/Action
- Renewal of employee health insurance with Highmark Blue Cross Blue Shield - Discussion/Action
- Potential long term lease for the Jefferson County Animal Welfare Society - Discussion/Action
- Approval to advertise for vacant custodial position within the Maintenance Department - Discussion/Action

COUNTY COMMISSION REPORTS

******* AFTERNOON SESSION *******

14. 1:30 p.m. Public Hearing - Amendments to the E9-1-1 Addressing Ordinance
15. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Quarterly Report - Jefferson County Historic Landmarks Commission
- Quarterly Report - Jefferson County Homeland Security and Emergency Management.
- Quarterly Report - Jefferson County Engineering Department

CORRESPONDENCE/INFORMATION

Jefferson County Commission Notice of Work Session - Thursday, May 5, 2016.

Jefferson County Commission Notice of Public Hearing - Thursday, June 2, 2016.

Impact Fee Status Report for March 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 April 2, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending April 9, 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, April 7, 2016

A meeting of the Jefferson County Commission was held on Thursday, April 7, 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 Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Commissioner Bell was absent with prior notice. Also present were Sandy McDonald, Deputy County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, April 7, 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 March 31, 2016 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076169	ALLOC	AHA/ART&HUMANITIES ALLNC			\$ 842.48	\$ 842.48
076170	406	BERKELEY GLASS			\$ 1,334.00	\$ 1,334.00
076171	PAYROLL	BUREAU F/CHILD SUPPORT			\$ 49.85	\$ 49.85
076172	PAYROLL	BUREAU F/CHILD SPRT ENF			\$ 212.31	\$ 212.31
076173	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 461.54	\$ 461.54
076174	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 119.54	\$ 119.54
076175	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 530.77	\$ 530.77
076176	PAYROLL	LYNN COSTELLO			\$ 1,094.52	\$ 1,094.52
076177	712	CHRISTOPHER CROSS			\$ 155.50	\$ 155.50
076178	PAYROLL	NATHAN COCHRAN			\$ 471.87	\$ 471.87

076179	PAYROLL	TERESA HENDRICKS			\$ 2,250.00	\$ 2,250.00
076180	PAYROLL	JENNILEE HARTMAN			\$ 2,365.79	\$ 2,365.79
076181	401	RICOH USA, INC			\$ 29.06	\$ 29.06
076181	403	RICOH USA, INC			\$ 58.14	\$ 58.14
076181	404	RICOH USA, INC			\$ 29.07	\$ 29.07
076181	405	RICOH USA, INC			\$ 87.21	\$ 87.21
076181	406	RICOH USA, INC			\$ 29.07	\$ 29.07
076181	425	RICOH USA, INC			\$ 29.07	\$ 29.07
076181	433	RICOH USA, INC			\$ 29.07	\$ 29.07
076181	440	RICOH USA, INC			\$ 29.07	\$ 29.07
076181	700	RICOH USA, INC			\$ 58.14	\$ 58.14
076181	712	RICOH USA, INC			\$ 29.07	\$ 29.07
076182	ALLOC	JEFFERSON COUNTY HISTORI			\$ 1,247.51	\$ 1,247.51
076183	PAYROLL	JEFFERSON SECURITY BANK			\$ 5,510.00	\$ 5,510.00
076184	712	SARAH LANNING			\$ 155.50	\$ 155.50
076185	405	LYNDSEY W. MATSCHAT			\$ 51.84	\$ 51.84
076186	PAYROLL	HELEN M. MORRIS, TRUSTEE			\$ 150.00	\$ 150.00
076187	PAYROLL	MILLENIUUM INSURANCE			\$600.00	\$600.00
076188	PAYROLL	NATIONWIDE RETIREMENT			\$ 749.00	\$ 749.00
076189	428	OFFICEMAX			\$ 1,327.79	\$ 1,327.79
076190	ALLOC	JEFF CO PARKS &			\$ 18,972.09	\$ 18,972.09
076191	424	POTOMAC EDISON/OH			\$ 2,010.45	\$ 2,010.45
076191	425	POTOMAC EDISON/OH			\$ 21,340.58	\$ 21,340.58
076192	425	RCS SECURITY			\$ 382.50	\$ 382.50
076193	402	RECORD MANAGEMENT SOLUT			\$ 30.00	\$ 30.00
076194	PAYROLL	RETIREE HLTH BENEFIT TRS			\$ 6,841.00	\$ 6,841.00
076195	404	SHERIFF OF JEFFERSON CO			\$ 19.88	\$ 19.88
076196	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 92,600.04	\$ 92,600.04
076197	712	WILLIAM SCHWEITZER			\$ 155.50	\$ 155.50
076198	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 114.75	\$ 114.75
076199	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 2,985.00	\$ 2,985.00
076200	PAYROLL	MARY K. THOMPSON			\$ 853.94	\$ 853.94
076201	ALLOC	JEFFERSON CO CONVENTION			\$ 21,062.09	\$ 21,062.09
076202	425	WM OF WEST VIRGINIA			\$ 647.25	\$ 647.25
TOTAL					\$ 188,101.85	\$ 188,101.85

Motion by Ms. Tabb to approve the Accounts Payable for April 7, 2016 in the amount of \$188,101.85. Motion seconded and unanimously approved.

MANUAL CHECKS

ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
4/1/2016	581	WVAGP	\$ 90.00
BARDANE			
244			
Date	Check #	VENDOR	Amount
4/8/2016	590	POTOMAC EDISON	\$ 5,296.01
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
4/8/2016	1036	SHERIFF JEFFERSON CO -SCHOOL	\$ 96,928.38
4/8/2016	1037	SHERIFF JEFFERSON CO - LAW	\$ 1,451.31
4/8/2016	1038	SHERIFF JEFFERSON CO - PARKS	\$ 7,448.18
4/8/2016	1039	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 817.31
TOTAL			\$ 112,031.19

Motion by Ms. Tabb to approve the Manual Checks for April 8, 2016 in the amount of \$112,031.19. Motion seconded and unanimously approved.

PUBLIC COMMENT

Eleanor Finn, resident and member of the League of Women Voters – requested the Commission provide more information regarding the consolidation of the Planning and Zoning, Engineering, and GIS/Addressing offices. Ms. Finn also questioned why a budget summary was not yet available on the County website.

PRESENTATIONS

1. Pete Dougherty, Sheriff – requested approval of new hire for an Administrative Assistant to replace Evelyn Partlow, former Administrative Assistant, who retired on March 17, 2016.
 - **Motion by Mr. Manuel to approve the hire of Diane Brown as administrative assistant, effective April 26, 2016, with a starting salary of \$25,600 to increase to \$26,600 after successful completion of the probationary period. Motion seconded and unanimously approved.**
2. Interviews and Appointments to the Jefferson County Development Authority – five three-year terms for Citizen Representatives and two three-year terms for City/Municipality Representatives (Harpers Ferry and Bolivar).

Commissioner Tabb recused herself from voting on this item as her son was one of the applicants.

Commissioner Noland stated they'd postpone the city/municipality appointments until they received notification from Bolivar and Harpers Ferry regarding their choices for representatives.

- Dale Manuel offered his nomination for Samantha Brown.
- Walt Pellish offered his nomination for Charles Ellison, Tony Roberts, Neil McLaughlin, Lyle Tabb and Harry Wilkins.

After receiving the majority votes, Charles Ellison, Tony Roberts, Neil McLaughlin, Lyle Tabb and Harry Wilkins were each reappointed for a three year term ending April 5, 2019.

3. Roger Goodwin, Chief County Engineer
 - a. Impact Fees – Affordable Housing Discount Amendment
 - **Motion by Ms. Tabb to schedule a public hearing on the amendment to the Affordable Housing Discount provision of the Impact Fee Procedure Ordinance at 1:30 pm on June 2, 2016. Motion seconded and unanimously approved.**
 - b. Building Code of Appeals – Appointment of Board Members

- **Motion by Mr. Manuel to advertise for five positions on the Building Code of Appeals Board under the Department of Engineering. Motion seconded and unanimously approved.**
- c. Burch Manor Subdivision (JCPC File No. 02-12) – Closing of Bonding Bank Escrow Account
- **Motion by Ms. Tabb to authorize the invoicing of charges for staff’s time against the Burch Manor Subdivision project (JCPC File No. 02-12), and the acceptance of partial reimbursement and the closing of the bank escrow account, as presented. Motion seconded and unanimously approved.**
- d. Clear Field Estates (JCPC File No. 00-32) – Storm Drainage Easement – Engineer-of-Record Proposal
- **Motion by Ms. Tabb to accept the proposal presented and approve allowing staff to proceed with completing the storm drainage easement work and authorize the invoicing of charges for staff’s time against the Clear Field Subdivision (JCPC File No. 00-32) project and the acceptance of partial reimbursement and then close the bank escrow account. Motion seconded and unanimously approved.**
- e. Smith Mountain View Estates (JCPC File No. 02-06) – Lot Corners Certification – Surveyor’s Proposal
- **Motion by Ms. Noland to accept the proposal of Edward L. Johnson, Jr., as presented and approve allowing staff to proceed with completing the lot corner certification work. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:10 am.
The Commission reconvened at 10:20 am.

NEW BUSINESS

5. Discuss SB298 – the “Brunch Bill”- and its possible placement on the 2016 General Election Ballot
- **Motion by Mr. Pellish to place SB298 on the ballot for the 2016 General Election ballot in November. Motion seconded and unanimously approved.**
6. Discuss scheduling a work session for the amendments to the various sections of the Zoning and Land Development Ordinance (File #ZTA15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting campgrounds in certain Rural and Commercial zoning districts. Public hearing was held on January 21, 2016.

- It was the consensus of the Commission to hold a work session on the campground amendments at 1:30 pm on Thursday, May 5, 2016. Ms. Tabb requested staff provide the original recommendations submitted by the Campground Committee and prepare sections of the Comprehensive Plan that relate to campgrounds.

FINANCIAL DIRECTOR REPORTS

- **Motion by Ms. Tabb to approve the transfer of \$200,000 to the Capital Outlay checking account to cover the cost of the payments for the remainder of the CAD project and the new electronic poll books. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to approve the FY15 revised Audit Statement and release for publication. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

Ambulance Fee Update – Ms. McDonald stated for 2015, \$696,400 had been collected with delinquent fees still being collected for the two prior years. Ms. McDonald also stated Ms. Swiger would be sending out the 2016 bills in the middle of July.

COUNTY COMMISSION REPORTS

Patsy Noland

- Participated in a Courthouse Facilities Improvements conference call.
- Reminded the Commission about the WVACO Fall Board Meeting in June and stated she would be attending.
- Stated the Leadership West Virginia class would be in Berkeley and Jefferson counties from April 20-22.

Dale Manuel

- Attended a PSD meeting.
- Attended a Parks and Recreation meeting.
- Reminded the Commission about the Day Report Center dinner and auction on April 10.

Walt Pellish

- Participated in a few radio shows.
- Gave commendation to the Jefferson County Development Authority for their work on the Natural Gas Study.

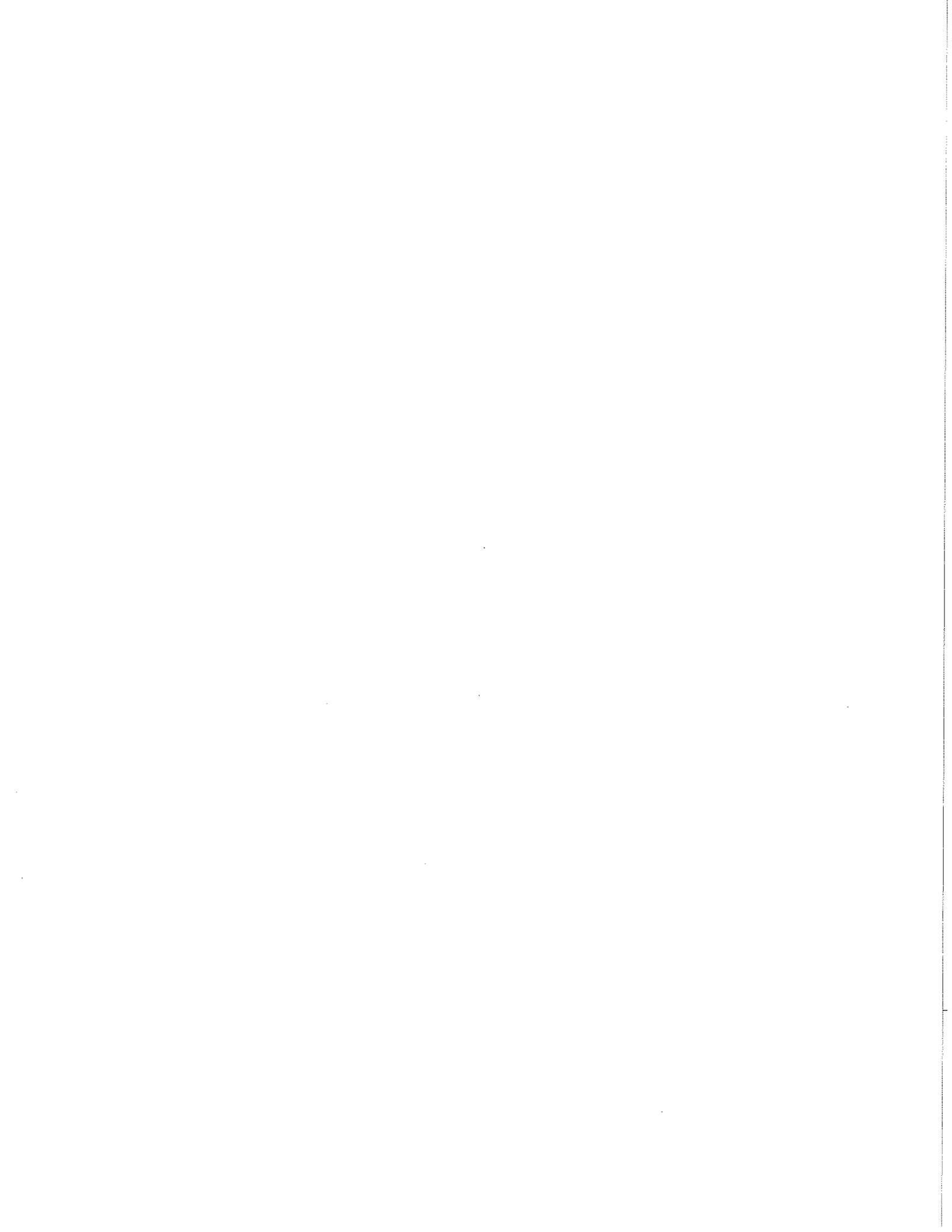
Jane Tabb

- Hosted an Audubon Society farm tour on composting.
- Attended the WV Thoroughbred Breeders Award Ceremony.

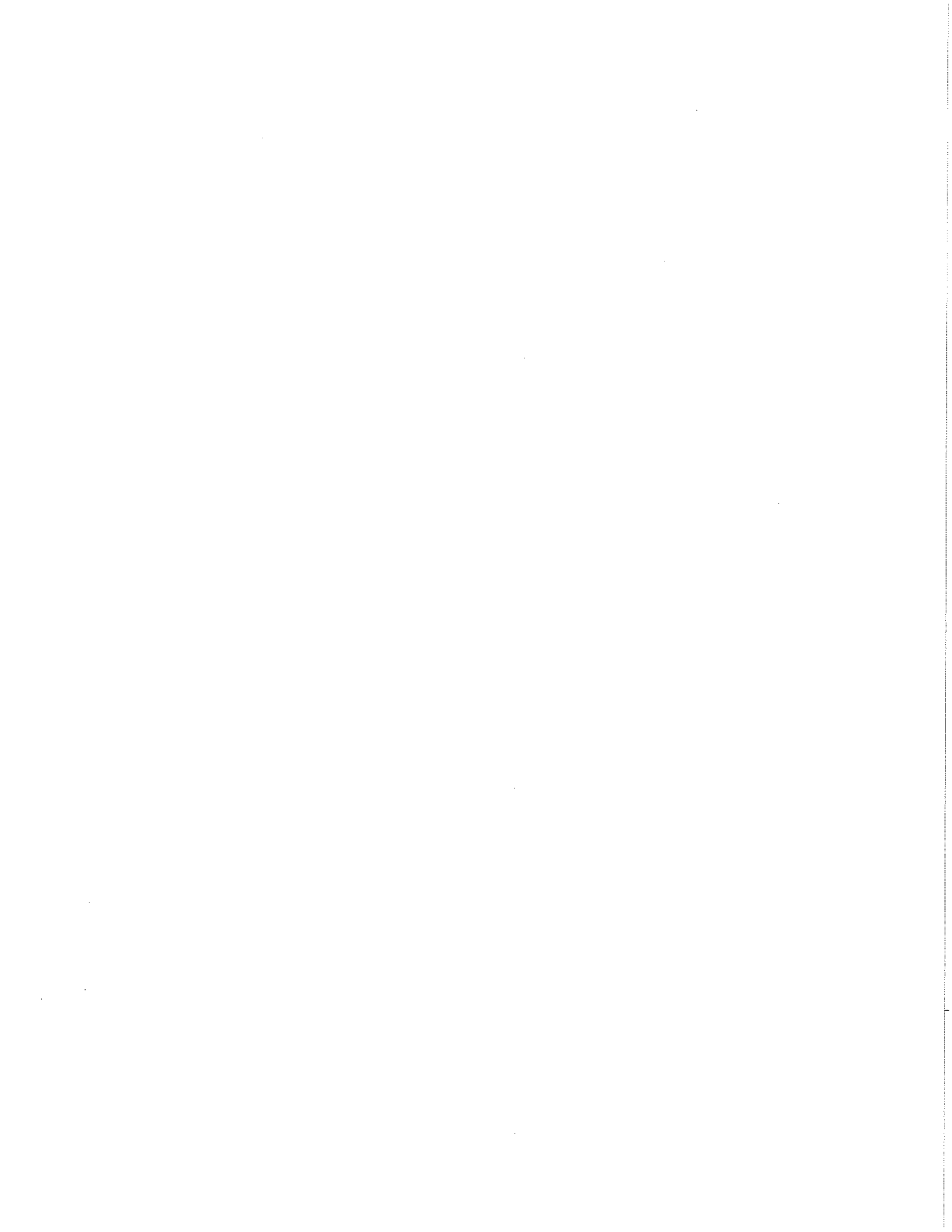
- Discussed the Agri-business Associates Degree at Blue Ridge CTC.
- 7. The meeting was adjourned at 11:05 am on a motion by Ms. Noland. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 355,189.42		\$ 355,189.42
6.2% Tax Payable OASDI	21,172.21		\$ 21,172.21
1.45% Tax Payable HI	4,951.59		\$ 4,951.59
Fed Withholding	40,352.44		\$ 40,352.44
WV State Withholding	15,143.81		\$ 15,143.81
PERS Retirement Deduct 4.5%	11,826.16		\$ 11,826.16
PERS Retirement Deduct 6%	882.26		\$ 882.26
Hosp. Pre-Tax	11,214.00		\$ 11,214.00
Cancer/ICU Pre-Taxed	987.25		\$ 987.25
Cancer/ICU Not Pre-Taxed	801.89		\$ 801.89
Optional Life Not Pre-Taxed	2,220.56		\$ 2,220.56
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%	5,277.15		\$ 5,277.15
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	48.43		\$ 48.43
COLONIAL(PLUS)	192.71		\$ 192.71
Total Deductions	\$ 127,801.31	\$ -	\$ 127,801.31
Net Wages Total	\$ 227,388.11	\$ -	\$ 227,388.11
Payroll Date	7-Apr-2016		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 21, 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*):

✚ Exonerations

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: JAK Kincaid, Christian Vargo

Department or Organization: **Citizens Conservation Corps**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: ~~March 31, 2016~~ **April 21, 2016**

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

Date Requested – 2nd Choice: the next commission meeting

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

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

Informative presentation for Reaching the Summit Community Service Initiative, the largest community service initiative of its kind in U.S. history and discussion of project development for a community service project that will coincide with the Boy Scouts of America National Jamboree in July 2017.

Is this a funding request? N

If so, how much? N/A

Provide exact financial impact/request:

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

Approval of a future meeting to discuss project development for a single day community service project for Jefferson County that will have lodging capacity (camping) for 40-80 Boy Scouts, restroom and shower facilities, and have 4 meals (breakfast x2, lunch, dinner) provided by various community volunteer groups. This meeting would also be utilized to identify key county volunteers and viable projects. The project will most likely occur on July 18, 2017 with Boy Scouts arriving on July 17, 2017 and departing on the morning of July 19, 2017.

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

If not attached, explain:

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

Contact information: JAK Kincaid, Citizens Conservation Corps

Email address: jkincaid@wvccc.com

Phone Number: 304-545-6639

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Reaching the Summit Community Service Initiative



FACT SHEET

- The 2013 Reaching the Summit Community Service Initiative (The Initiative) was a group of community leaders from a 9-county (**Group A**) region in southern West Virginia that identified community Service Projects in one or more of the following categories: **Green-Friendly, Wellness, Construction, Infrastructure, and Arts & Education.**
 - The **2017 Initiative** will again coincide with the Boy Scouts of America (BSA) National Scout Jamboree at the Summit Bechtel Reserve in Fayette County, WV. This time, **Citizens Conservation Corps (CCC) is working with community leaders to develop projects in all 55 Counties in West Virginia.**
- CCC serves as the Clearinghouse for this massive service component deploying up to **40,000 Scouts** and thousands of additional youth and volunteers who will be performing an estimated **500,000 hours of community service** over the following days: **July 18, 20-21, and 24-25, 2017.**
- The Initiative includes volunteers from the CCC, County Initiatives, New River Gorge National River National Park Service (NPS); Corporation for National & Community Service (CNCS) which includes AmeriCorps National Civilian Community Corps (NCCC), national AmeriCorps volunteers, Volunteer West Virginia, Volunteers in Service to America (VISTA) via National Coal Heritage Area Authority, Senior Corps, American Red Cross, West Virginia University, West Virginia Army National Guard, Service and Conservation Corps throughout the country; and many other local, state, and national volunteers.
- During the 2013 Initiative, volunteers completed more than 350 projects during the 5 Days of Service in the following WV counties: Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Raleigh, Summers, and Wyoming. The Initiative became the largest community service effort of its kind in U.S. history!
 - The 2013 Initiative had an estimated economic impact of over \$5 million.
 - CCC anticipates an even larger impact throughout the state in 2017 and is excited to introduce Scouts from across the country to all of the beautiful counties of West Virginia.
- The 2017 Initiative will develop **Pre-Jamboree Projects in Group B Counties** for Boy Scouts traveling to the National Jamboree.
 - Each Group B County will host single day, community service projects for up to 2 Scout Troops
 - 1 Troop = 40 Scouts (36 Youth, 4 Scout Leaders) per bus load.
 - Approximately 5,000 Boy Scouts will participate in Pre-Jamboree Projects.
 - Pre-Jamboree Projects will take place:
 - July 17th: Troops arrive in Group B Counties.
 - July 18th: Troops will perform community service projects in their respective counties.
 - July 19th: Troops will depart for The Summit from all Group B Counties after breakfast.
 - Outreach to Group B Counties will continue for identification of key volunteers and viable community service projects.
 - CCC will work with County Initiative Volunteer Groups on project logistics including meals, lodging, and entertainment.
 - County Focus Groups include: **Volunteer, Fundraising, PR/Media, Youth, Hospitality, and Culture & Education.**
- Please visit www.citizensconservationcorps.org or contact JAK Kincaid jkincaid@wvccc.com at 304-254-9196 for more information.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Susan McFadden

Department or Organization: KABLETOWN Community Education Outreach Service

Estimation of amount of time needed for appointment: 10 minutes or less

Date Requested – 1st Choice: APRIL 21, 2016
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: MAY 5, 2016

Subject (Wording to be placed on agenda):
KABLETOWN (CEDS) PROCLAMATION Request

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

Is this a funding request? Y/N NO
If so, how much? \$0
Provide exact financial impact/request: N/A

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):
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: SUSAN MCFADDEN
Email address: SSMCFAD@GMAIL.COM Phone Number: 269-719-6369

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Agenda Request Form

We the Kabletown Community Education Outreach Service Club
Move, to request the Jefferson County Commissions to designate
MAY 15, 2016 through May 21, 2016 as: West Virginia Community
Education Outreach Service Week.

We thank you for your consideration.

Enclosed is our 2015 Brochure with a history and description of our
services to Jefferson County.



Proclamation

Whereas,

*The West Virginia Community Educational Outreach Service (CEOS) and Jefferson County CEOS are volunteers with a Mission to broaden **SERVICE** in our **COMMUNITY**, continue our lifelong **EDUCATIONAL** learning to strengthen individuals and families and provide an **OUTREACH** for leadership.*

Whereas,

In partnership with West Virginia University Extension Service, we pledge that our Purpose of Education will assist us to be productive contributors to meet the needs of a changing and diverse society.

Whereas,

For their significant service and contributions to the well-being of family and community.

Be It Known, *that Jefferson County Commissioners hereby proclaims **May 15 - 21** as*

West Virginia Community Educational Outreach Service Week

IN WITNESS WHEREOF Given under our Hand and Seal.

President
Jefferson County Commissioners



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Didden, MD

Department or Organization: **Jefferson Count Board of Health**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **April 23, 2016. This specific date is needed because access to funding from the state Bureau for Public Health will no longer be available following this meeting of the county commission.**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Letter of Commitment on behalf of the board of health

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

The board of health has an opportunity for some additional state allotment through a 2% "emergency fund" the bureau of public health has set aside. We are proposing establish an outreach clinic in Charles Town, with space donated by community ministries, for a program called "functional medicine." Functional medicine differs significantly from traditional primary care or specialty medicine, because it starts with using education and motivational interviewing to facilitate the patients making healthy lifestyle choices to address chronic conditions. This is an unduplicated service, as there are no private or university based functional medicine clinics in our county. The proposal needs a letter of commitment from the county commission.

Is this a funding request? 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*):

Move that the commission approve the letter of commitment for the Jefferson County Board of Health as attached.

Attach supporting documents for request, or request may be denied. Sample letter attached.

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

Contact information:

Email address: David.didden@wv.gov

Phone Number: 304 995 8240

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



April 23, 2016

Rahul Gupta, MD, MPH, FACP
Commissioner and State Health Officer
350 Capitol Street, Room 702
Charleston, WV 25301

Dear Commissioner Gupta:

The Jefferson County Commission fully supports the Jefferson County Board of Health's application for emergency funding. The funding would be used to establish a functional medicine outreach clinic among our highest risk residents struggling with chronic pain, obesity, smoking, alcohol, and substance abuse. The County Commission recognizes that 80% or more of health care spending in the United States goes to treat conditions that are preventable with lifestyle changes, and we fully support the proposal to increase the availability of preventive health resources to Jefferson County residents.

Thank you for your careful consideration of the Jefferson County Board of Health proposal. This is a much needed, unduplicated service in our area and we urge you to fully fund the program.

Sincerely,

Patricia Noland
President
Jefferson County Commission

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

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

DATE REQUESTED: 1ST CHOICE April 21st, 2016

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

SUBJECT: Quarterly Review for Accounts and Waivers

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

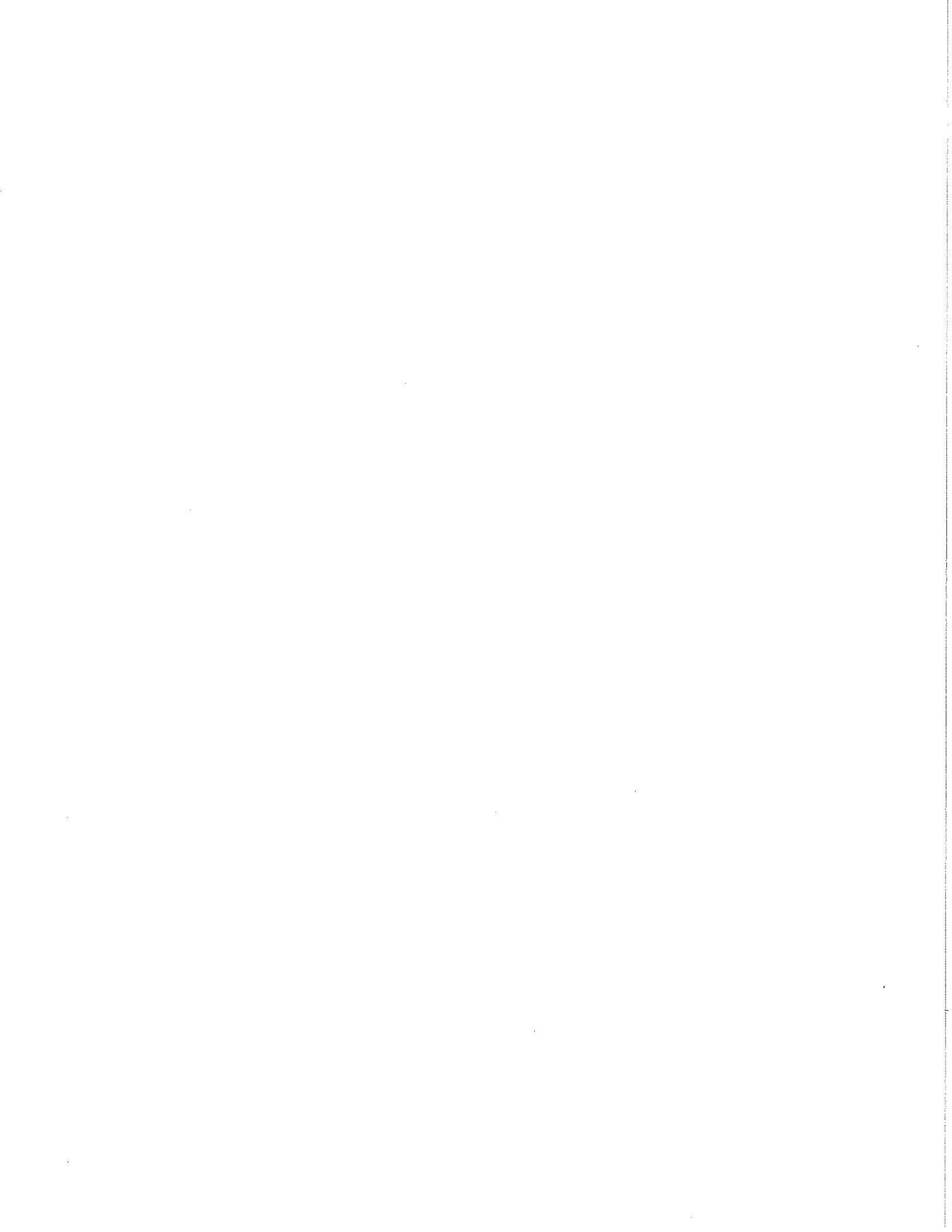
Quarterly Review for Accounts and Waivers

RECOMMENDED MOTION: Approve estates for closure that have met all requirements for probate, and approve the opening of new estates since last quarterly review.

ARE DOCUMENTS ATTACHED: To follow

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Monica A. Whyte

Department or Organization: **West Virginia Bureau for Public Health, Source Water Assessment and Protection Program**

Estimation of amount of time needed for appointment: 10 – 15 minutes

Date Requested – 1st Choice: **April 21, 2016**

If a specific date is needed, please provide reason for specific date: **Relating this information before May 12 is optimal**

Date Requested – 2nd Choice: May 5, 2016

Subject (*Wording to be placed on agenda*): SB373 Source Water Protection Plan (SWPP) requirements and Safe Water Forum for Jefferson Co.

Please provide the County Commission with a description of your request or presentation, including any background information: Jennifer Brockman, Director of Planning and Zoning suggested that the County Commission may want to be aware of the requirements and ongoing efforts for SWPP updates currently occurring in Jefferson County. The development of the plans involves engaging local stakeholders to address potential hazards to the water supply, management strategies and education/outreach. The WV Rivers Coalition is holding a Clean Water Forum on May 12, 2016, in Shepherdstown, and, along with other organizations including WVBPH, hope to educate and engage the public. Optimally, water utilities completing plans will be available to provide a short presentation of their efforts and take comments and/or provide information to their customers.

Is this a funding request? Y/N **NO**

If so, how much? \$ **N/A**

Provide exact financial impact/request: **N/A**

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

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**

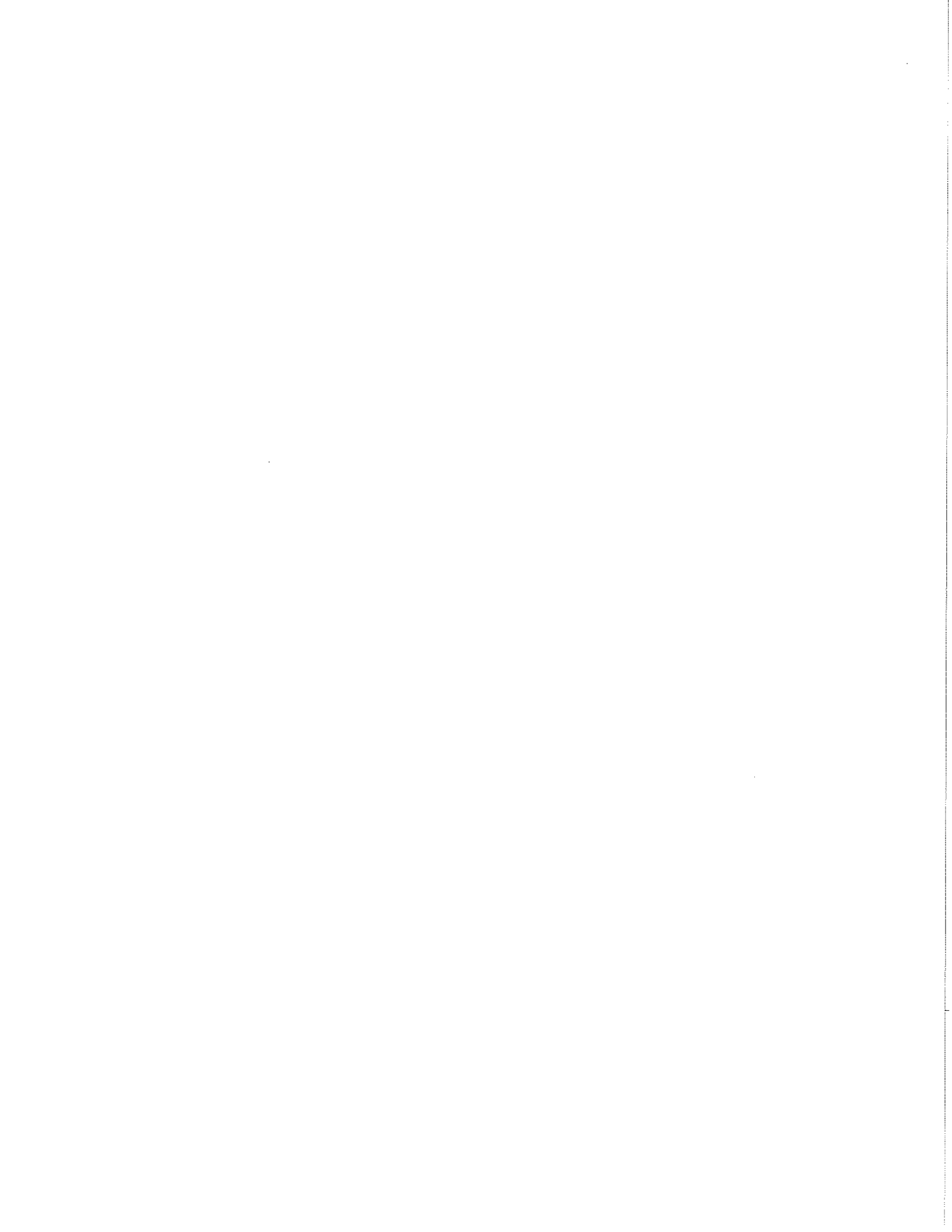
Contact information: Monica A. Whyte, Environmental Resources Specialist, WVBPH

Email address: Monica.a.whyte@wv.gov

Phone Number: [304-725-9453](tel:304-725-9453)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Received
APR 07 2016
Jefferson County Commission

Name: Chanti Davenport

Department or Organization: Jefferson County Relay for Life

Estimation of amount of time needed for appointment: 10-15 mintues

Date Requested – 1st Choice: April 12, 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 boot drive and Paint the Town Purple event..

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

Jefferson County Relay for Life would like to have a boot drive June 11th to raise money for cancer research and resources.

Is this a funding request? Y/N Yes

If so, how much? \$???

Provide exact financial impact/request: We are not asking for funds from the county, just to have access to hold a boot drive.

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

We are recommending approval for Jefferson County Relay for Life to hold a boot drive and Paint the Town Purple event on Saturday, June 11, 2016.

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

If not attached, explain:

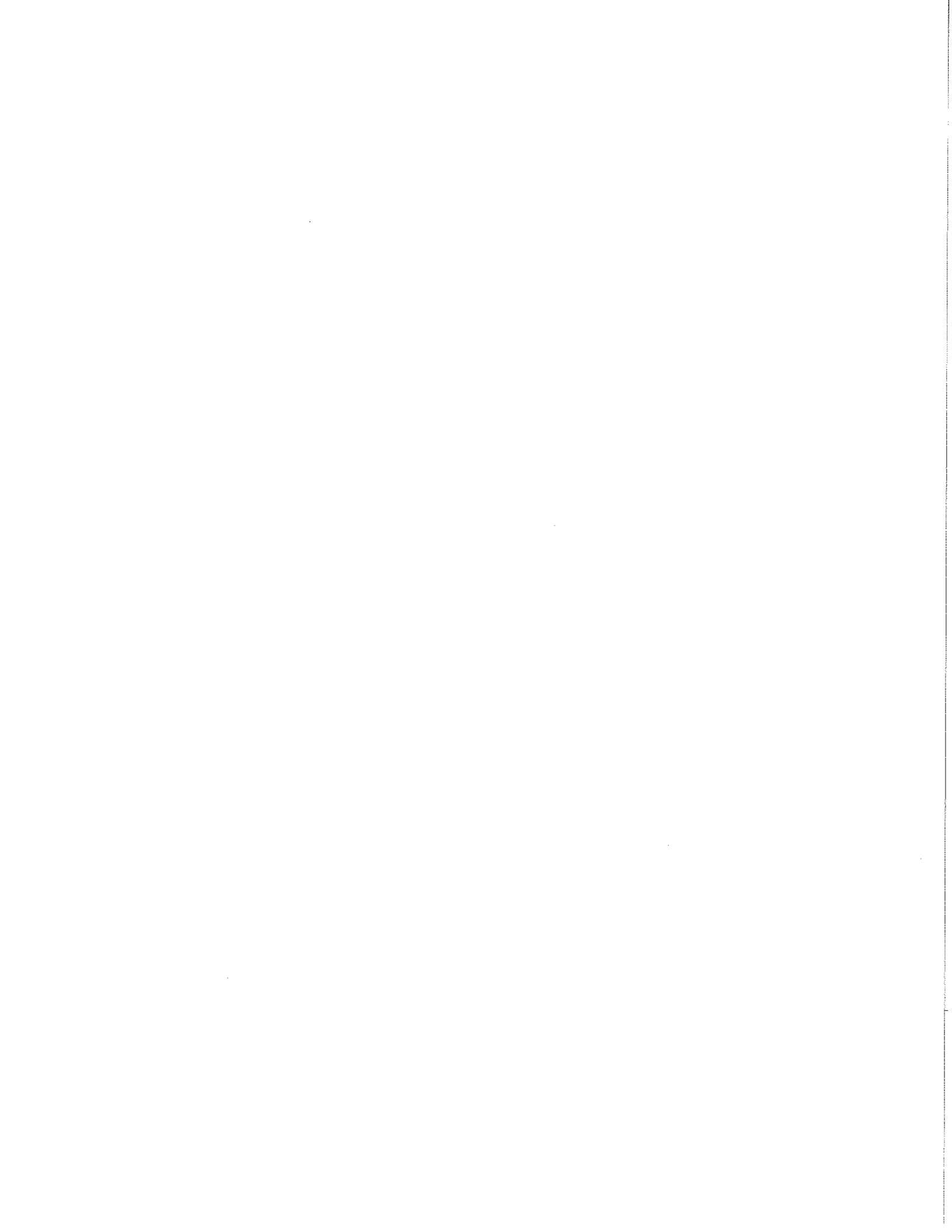
Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information: Chanti Davenport-Event Chair
Email address: chanti.davenport@outlook.com

Phone Number: 304-279-5706

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **John Reisenweber on behalf of the Jefferson County Development Authority (JCDA) Board of Directors**

Department or Organization: **Jefferson County Development Authority**

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

Date Requested – 1st Choice: **April 21, 2016**

If a specific date is needed, please provide reason for specific date: **To facilitate submission of LED Grant Request due April 30, 2016.**

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): **Resolution of Participation and Cooperation (Local Economic Development Grant Program) – for signature by President of the JCC and County Clerk.**

Please provide the County Commission with a description of your request or presentation, including any background information: **The JCDA is applying for the Local Economic Development (LED) grant of \$30,000 from the West Virginia Development Office. The JCDA is eligible for this grant annually.**

By way of the attached document, the JCC is assuring that matching funds are available from the County. This document needs to be on official JCC letterhead, presented to the JCC for a vote, and signed by the President of the JCC and the County Clerk.

Is this a funding request? Y/N **No**
If so, how much? \$[Click here to enter text.](#)

Recommended motion: **Motion to approve the attached resolution of support for the JCDA's application for the Local Economic Development (LED) grant of \$30,000 from the WV Development Office.**

Attach supporting documents for request, or request may be denied.
If not attached, explain: **JCDA Resolution of Support**

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

**WEST VIRGINIA
CERTIFIED DEVELOPMENT COMMUNITY (CDC)
PROGRAM
RESOLUTION OF PARTICIPATION AND COOPERATION**

Whereas, the governing body of Jefferson County is interested in the economic well-being of its citizenry and the community at-large; and,

Whereas, the governing body is prepared to support appropriate efforts within the community to promote economic development; and;

Whereas, the West Virginia Chamber of Commerce and the West Virginia Development Office sponsor a program that is specifically designed to help West Virginia communities become better prepared for economic development; and

Whereas, The County Commission has consistently funded the Jefferson County Development Authority since 1980, and this year's budgeted amount well exceeds the required \$30,000.00 match; and

Whereas, it is a requirement of the Local Economic Development Grant Program to provide evidence of local match;

THEREFORE, BE IT RESOLVED that the County Commission of Jefferson County wishes to continue its participation in the Certified Development Community Program, and that the leadership of the community fully realizes this program requires dedicated effort; and,

BE IT FUTHER RESOLVED that the program requires the existence of a Local Economic Development Organization, and this governing body designates the Jefferson County Development Authority as representing our community for the purpose of participating in this program.

BE IT FURTHER RESOLVED, that evidence is hereby provided to the West Virginia Development Office that more than sufficient matching funds have been provided to the Jefferson County Development Authority by the Jefferson County Commission.

This resolution is in full effect upon its adoption this 21st day of April, 2016.

Signed: Patsy Noland, President

Attested: Jennifer S. Maghan, County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **April 21, 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 Development Authority – two city/municipality representative terms – one for Harpers Ferry Corporation, one for Bolivar Corporation – each for a three-year term ending April 5, 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



Town of Bolivar Est. 1825

April 8, 2016

Jefferson County Commission

124 East Washington Street

PO Box 250

Charles Town, WV 25414

Dear Members of the Jefferson County Commission,

I would like to take this opportunity to request that Laura Whittington, Town Administrator be re-appointed to the Jefferson County Development Authority as representative for the Town of Bolivar.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Helen Dettmer".

Helen Dettmer

Mayor of Bolivar

Post Office Box 37. Harpers Ferry, WV 25425. (304)535-2476. Fax (304) 535-1474

March 24, 2016

Jefferson County Commission
124 East Washington Street
PO Box 250
Charles Town, WV 25414

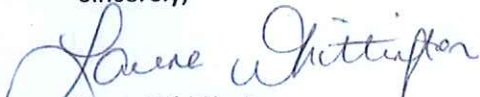
Dear Members of the Jefferson County Commission,

I am writing to express my interest in being reappointed as a representative of the Jefferson County Development Authority. I was appointed to this position in August 2015 as a representative for the Town of Bolivar and my term expires in April 2016.

I currently serve as the Town Administrator for the Town of Bolivar and have thoroughly enjoyed serving as a member of the Development Authority. This opportunity has helped me to better understand the challenges that face our local government and also our community.

I respectfully request your consideration and support in being reappointed to the Jefferson County Development Authority.

Sincerely,



Laura Whittington



Corporation of Harpers Ferry

1000 WASHINGTON STREET • P.O. BOX 217

Harpers Ferry, West Virginia 25425

304-535-2206 • FAX 304-535-6520

Gregory F. Vaughn

MAYOR

RECORDER
KEVIN CARDEN

TREASURER
KATHRYN PAYNE

TOWN CLERK
LESLIE STOUT

COUNCIL MEMBERS

BETSY BAINBRIDGE
HELEN "HAP" BECKER
JERRY HUTTON
HARDWICK S. JOHNSON, JR.
CHARLOTTE THOMPSON

April 15, 2016

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

Dear Ms. Carroll:

This is to inform you that Harpers Ferry is forwarding the name of Ms. Karan Townsend to serve on the Jefferson County Development Authority Board of Directors. I realize that you would prefer the submission of three potential applicants to serve but our limited volunteer base in Harpers Ferry prohibits such a luxury. I am confident that Ms. Townsend will faithfully fulfill all of the Board's requirements as she represents the interests of Harpers Ferry. The JCDA is such an important asset to us and we stand ready to support your needs and requirements to the best of our resource capabilities. Thank you and I hope the Board concurs with our nominee.

Sincerely,

Gregory F. Vaughn
Mayor

The Town's Inn
An inn for all seasons
At the confluence of the Rivers, on the Trail,
A few steps from the train station, shopping, dining
PO Box 1412, 175 / 179 High Street, Harpers Ferry, West Virginia 25425
Lodging: 304.932.0677 ~ Dining: 304.535.1860 ~ Mobile: 702.1872
www.TheTownInn.com

TO: The County Commission of Jefferson County

FROM: Karan Townsend

DATE: 1 April 2016

RE: Re-Appointment to the Board of the Jefferson County Development Authority

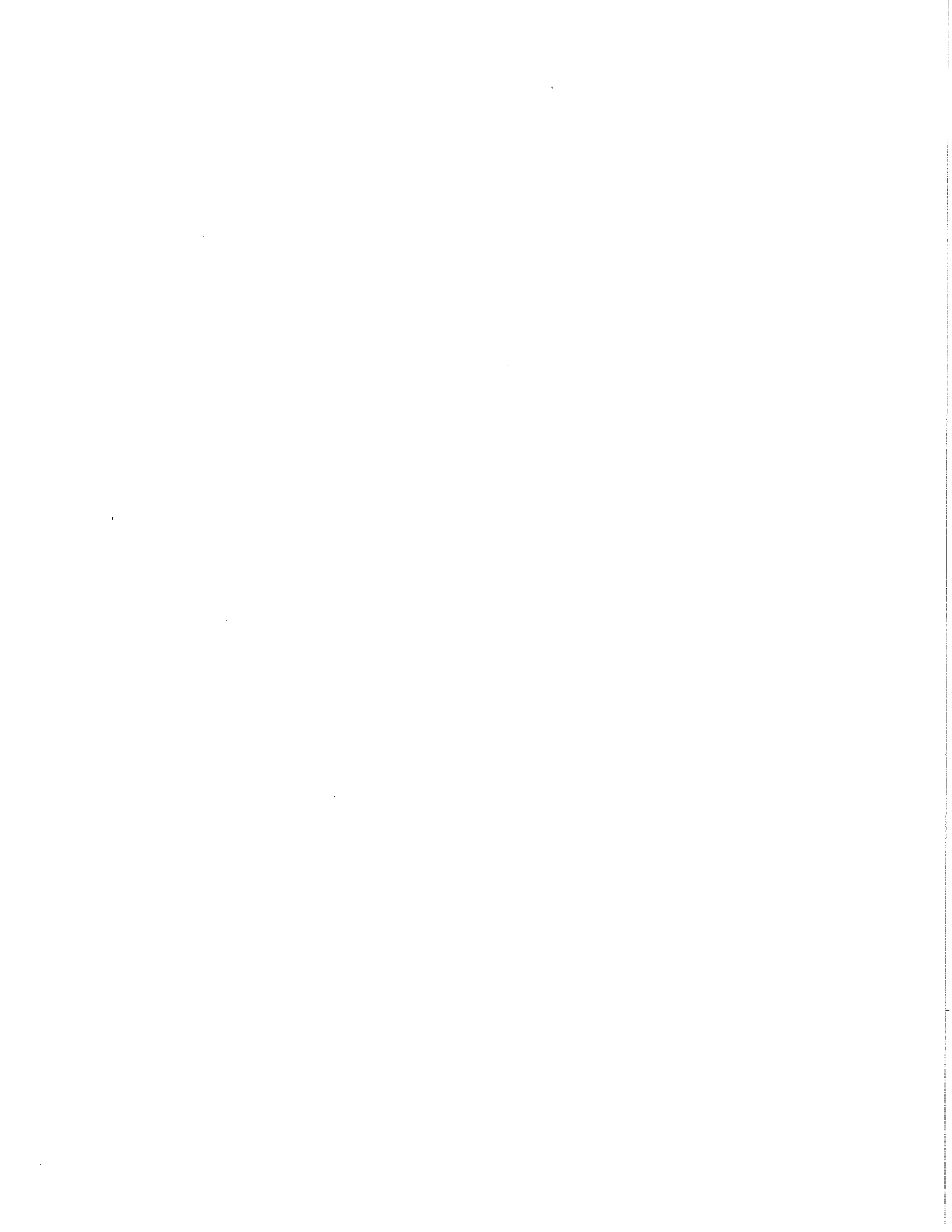
Your re-appointing me to serve as a member of the Board of the Jefferson County Development Authority (JCDA) representing the Town of Harpers Ferry would be very much appreciated.

As a 10-year resident and business owner in Harpers Ferry who is an active volunteer in numerous civic projects and organizations, I am extensively and directly involved in many aspects of community life and aware of economic development matters. My goal since moving to Harpers Ferry in February 2007 has been to preserve, protect, and promote this geographically and historically unique village and the county in which it is located. My experience as the owner of the Town's Inn has kept me in constant contact with both visitors and other residents in Harpers Ferry and has equipped me to achieve this goal in many ways, including service on the JCDA Board.

As a small business owner, I am aware of the concerns and challenges faced by small businesses and realize the importance of the JCDA in supporting all businesses within the County. I am qualified to represent the Town of Harpers Ferry in general and small business owners in particular in regard to economic development matters. The Inn consists of two historic buildings (circa 1840) located in the middle of the historic market district of Harpers Ferry. The staff of the Inn includes over twenty employees during the busy season, and these employees provide dining, lodging, shopping, recreation, education, and other services and to a wide variety of residents and visitors. The Townsend Family continues to invest substantial amounts of time and money in maintaining and improving the Inn, which was closed several months for a major renovation and expansion under the leadership of a top-tier chef who was hired in January. The Inn now offers casual fine dining in Bistro 1840 in addition to "grab-and-go" shopping and dining in the Mountain House Cafe, both of which feature local, farm-to-table cuisine. Establishing, maintaining, and expanding the Inn has been an economic challenge, and I understand the value and significance of the JCDA and appreciate the support of the JCDA and other county organizations.

Serving as a member of the Board of the Jefferson County Development has been a privilege and a pleasure. I respectfully request re-appointment to the Board.

Thank you.





Name: Carol Swiger

Department or Organization: Jefferson County Commission-Ambulance Fee

Estimation of amount of time needed for appointment:

Date Requested—1st Choice: 4/21/16

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

Date Requested—2nd Choice: 5/5/16

Subject (Wording to be placed on agenda.

Request for the late fees for fiscal year 2015-2016 be removed for Ann Christy

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:

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

I move to approve/deny the removal of Ann Christy's late fees for the fiscal year 2015-2016.

Attach supporting documents for request or request may be denied.

Is equipment needed? Y/N

Projector Y/N

Internet/WiFi

Y/N

Telephone for conference call

Y/N

Contact information:

Email address: cswiger@jeffersoncountywv.org

Phone Number: 304-728-5606

FOR COMMISSION STAFF USE ONLY—FINANCIAL IMPACT/RECOMMENDATION

FOR COMMISSION STAFF USE ONLY—FINANCIAL IMPACT/RECOMMENDATION

Ann Christy called to say she did not remember receiving the original bill.

I verified her address and explained to her our policy is that if we have mailed her bill to the correct address, with no errors, then we cannot remove the late fees. It is a yearly fee due by September 30th to avoid being charged late fees.

She sent a check for \$40 with an Exoneration Request form asking for her late fees to be waived. *CK # 7378*

She had paid her 2014 bill on time.

Jefferson County Emergency Ambulance Service Fee
Exoneration/Modification Request
Jefferson County, West Virginia

Date: Apr. 4, 2016

I hereby request a review by the Jefferson County Commission. I believe there to be an error in the amount I was billed for the Emergency Ambulance Service Fee.

Amount billed: \$70

I believe I qualify for the fee assessment circled:

Residence - \$40

Business - \$85

Farm Exemption - \$40

Homestead Exemption

(no commercial retail open to the public)

50% off approved parcel

Proof of exemption must be included with this form

RETURN THIS FORM BY SEPTEMBER 30TH

Describe the reason for this request: Check enclosed for \$40; I would appreciate your waiving the late fee. I was shocked to receive the delinquent notice on Fri. It is the first communication I've received since I paid in 2014. I have no way to prove this, of course, but hope you will accept my word that I would have paid had I known. I will make a note on my calendar to expect the bill in Sept. in the future. Thank you for your consideration.

Printed Name



Ms. Ann K. Christy
5909 Wiltshire Dr
Bethesda, MD 20816

Signature

Ann K. Christy
301-320-4485

Address

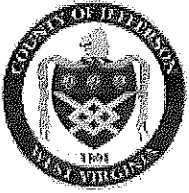
Phone number

Do not write below this line---For Official Use Only

Approved / Denied

Date: _____

Reason: _____



JEFFERSON COUNTY COMMISSION • AMBULANCE SERVICE FEE

124 East Washington Street • Charles Town, WV 25414 • Phone: (304) 728-5606

****DELINQUENT** **FINAL NOTICE****

CHRISTY ANN K-TR
5909 WILTSHIRE DR
BETHESDA, MD 20816

Customer #: 2935

Our records indicate your Jefferson County Ambulance Service Fee account is currently past due for the Fiscal Year 2015-2016. We request you make immediate payment to satisfy this past due account. If payment is not received by June 1, 2016, your account may be subject to collection activities and additional charges may be added to your account. The total amount due includes late fees.

TICKET	DISTRICT/MAP/PARCEL/CARD	LEGAL DESCRIPTION / LOCATION	AMOUNT
3318	10 2 0130 0000 0000 1	PT LTS #175,176 WASH ST	\$70.00
Total Amount Due: \$70.00			

If you have already paid this fee, please mail proof of payment with this statement to the address above. Required proof of payment shall be a copy of the cancelled check (front and back) or a paid receipt.

METHODS OF PAYMENT: ONLINE AT www.jeffersoncountywv.org, MAIL, IN PERSON M-F 9-5, AFTER HOURS DROP BOX (include bottom of bill with payment).

**WE ACCEPT: CHECK, MONEY ORDER, CASH, AND CREDIT/DEBIT CARDS
(no payments by phone accepted)**

**** ALL CREDIT/DEBIT CARD PAYMENTS RECEIVE A \$2.00 CONVENIENCE CHARGE ****

RETURN THIS PORTION WITH YOUR PAYMENT

MAIL PAYMENTS TO:

JEFFERSON COUNTY COMMISSION
PO BOX 250
CHARLES TOWN, WV 25414

Customer #: 2935

**MAKE CHECKS PAYABLE TO
JEFFERSON COUNTY COMMISSION**

CHRISTY ANN K-TR
5909 WILTSHIRE DR
BETHESDA, MD 20816

PAYMENT AMOUNT ENCLOSED \$ _____

CHECK # _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Dale Manuel

Department or Organization: JCC

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **April 21, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Discussion on the possibility of satellite early voting sites for the 2016 General Election

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

4/18/16

Sandy and Stephanie,

Please place the following on the next available agenda:

Discussion on the possibility of satellite early voting sites for the General Election. Please alert the clerk's office so she can have input and participate in the discussion.

Thanks,
Dale Manuel

Dale Manuel

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **April 21, 2016**

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

Date Requested – 2nd Choice:

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

Review of Budget to Actual as of March 31, 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*):

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

If not attached, explain:

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

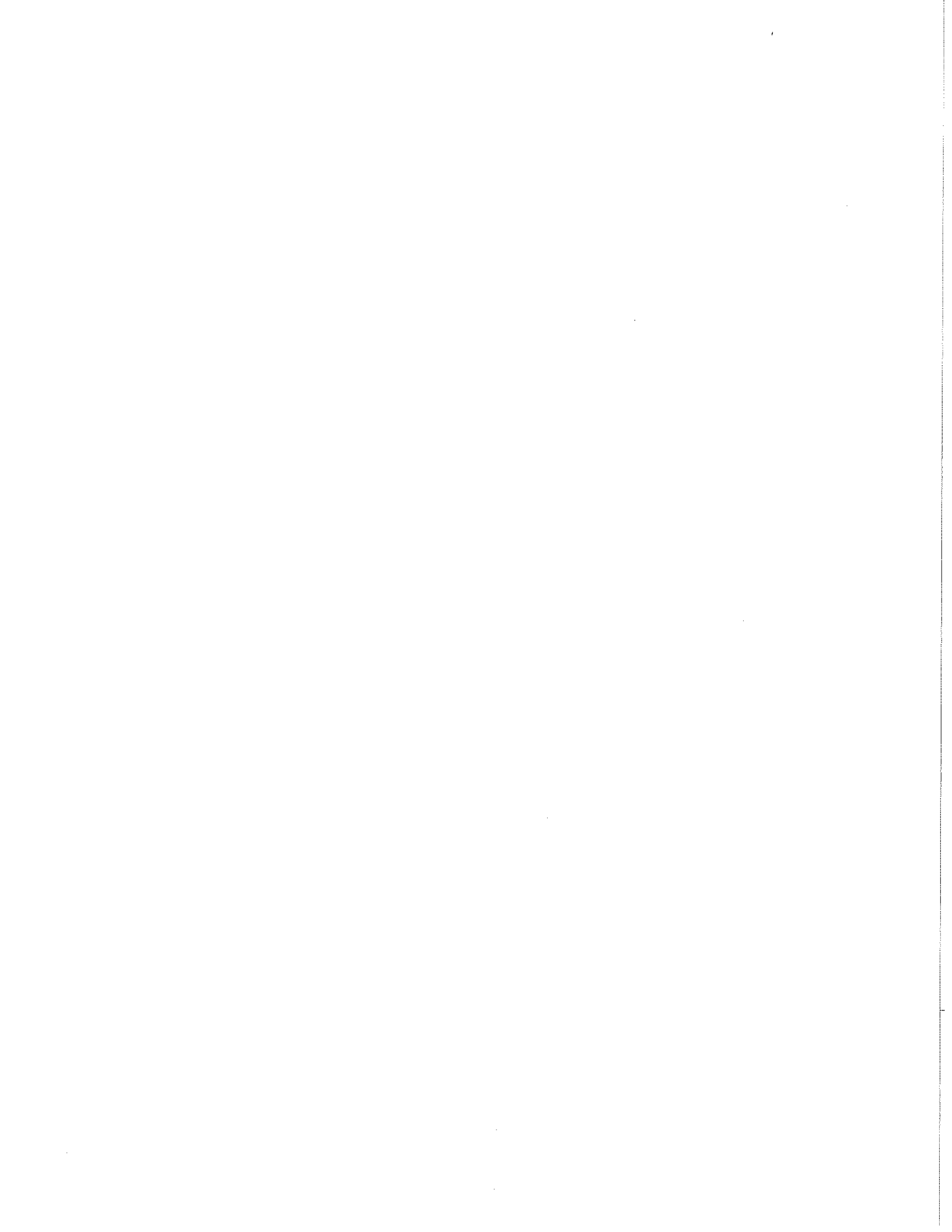
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **April 21, 2016**

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

Date Requested – 2nd Choice:

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

Approval of 2016 Internal Budget Revision #5 General Fund

Approval of 2016 State Budget Revision #5 General Fund

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? \$ NA

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 NO. Internet/Wi Fi NO Telephone for conference call NO

Contact information:

Email address:

Phone Number:

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

Patsy Noland

VICE PRESIDENT

Walt Pellish

COMMISSIONER

Eric Bell

COMMISSIONER

Dale Manuel

COMMISSIONER

Jane Tabb

To: Jefferson County Commission
From: Michelle Gordon, Finance Director
Date: April 14, 2016
Subject: FY16 Budget Revisions

Internal Budget Revision #5 (General Fund)

Zoning- Funding was needed to cover unexpected costs associated with a court case (\$807) and customer refunds (\$10) totaling \$817. Funding was found within the department from Dues and Subscriptions (\$655), and Ads/Legal Publications (\$162).

Prosecuting Attorney- Funding is needed to cover the cost of travel for staff to attend CLE education. Funding was transferred from Education to Travel for \$111

Courthouse- Funding was needed to cover unexpected costs associated with hiring PT cleaning staff instead of contracting out for those services. Those costs included advertising and uniforms. Funding was found within the department materials & supplies line item for 1,525.

State Budget Revision #5 (General Fund)

Elections-The Elections department was able to bill the Board of Education for a special election that held in FY2016. This special election was not originally budgeted for and a department revision is needed.

Courthouse- In November 2015, the Commission approved the Maintenance Departments plan to terminate the cleaning service contract and hire part-time cleaning staff. A transfer of \$80,000 is needed from Other Buildings –Contracted Services to the Courthouse – Wages and Benefits.

Law Enforcement-The Sheriff's department was able to bill other organizations for a security services provided by Sheriff's Dept employees. The related revenue and added expenditures were not originally budgeted for in FY2016 and an entry totaling \$85,000 is needed for estimated billings from July 1, 2015 through June 30, 2016.

GIS-On November 19, 2015, GIS notified the Commission that it was able to obtain contributions from other departments and agencies for the Spring 2016 Aerial Photography. This was not budgeted for in FY2016 and an entry totaling \$14,800 is needed to record the Contributions and Contracted Services.

If you have questions, please call me at extension 1008.

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

Jefferson County, West Virginia
 Department of Financial Management
 Budget Revision for Fiscal Year Ending June 30, 2016
 Internal Budget Revision
 IBR # 5

Narrative:

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001-451-02-222-000-GG-000	Zoning Dues & Subscriptions	750		655	95
001-451-02-220-000-GG-000	Zoning Ads/Legal Pubs	2,000		162	1,838
001-451-02-228-000-GG-000	Zoning Court Cost/Damag	0	807		807
001-451-02-240-000-GG-000	Zoning Refunds/Reimb	0	10		10
To cover unexpected court costs and refunds to customers					
001-405-02-221-000-GG-000	Pros Atty Train/Education	6,242		111	6,131
001-405-02-214-000-GG-000	Pros Atty Travel	12,642	111		12,753
To cover cost of Hotel associated with CLE for staff.					
001-424-02-220-000-GG-000	Cthse Ads/Legal Pubs	1,000	1,000		2,000
001-424-03-341-000-GG-000	Cthse Materials/Supply	20,000		1,525	18,475
001-424-03-345-000-GG-000	CTHSE Uniforms	1,000	500		1,500
To cover unexpected overages that resulted from hiring PT custodial staff instead of contracting out for those services					
Totals		43,634	2,428	2,453	43,609

Requested by: Finance Director

Approved by: (department head/elected): _____

Date: _____

Reviewed by: *Michelle Gordon*

Michelle Gordon / Finance Director

Date: 6-14-16

Date Submitted to County Commission: _____

Date Approved: _____

Authorizing Signature: _____

IBR#5

Michelle Gordon

From: Jennifer Brockman <jbrockman@jeffersoncountywv.org>
Sent: Tuesday, March 22, 2016 4:18 PM
To: 'Michelle Gordon'; 'Michelle Pombo'
Cc: 'Alex Beaulieu'; 'Christine Chalmers'; lcrowther@jeffersoncountywv.org
Subject: RE: Whistling Winds B&B Case

Michelle

We do not have anything budgeted for this type of expense so I can give you line items that currently have funds in them but if we need those funds before the end of the calendar year, another budget amendment will be needed from a source outside my budget.

One of the difficulties in making out budgets so tight is that we have no funds for this type of unexpected expenses.

Line item 001-451-02-222-000-GG-000, Zoning dues and subscriptions: \$655 will not be used due to the Zoning Administrator position not being filled at this time.

Line items 001-451-02-220-000-GG-000, Zoning Ads/Legal Pubs: The remaining \$152 could be transferred from this account line at this time

Please note that we also had a reimbursement that was not budgeted (all our fees go to the County Commission but reimbursements come out of our accounts) of \$10 (001-451-02-240-000-GG-000) that also requires a budget revision and could also be covered by 001-451-02-220-000-GG-000.

Please advise if you need any other information from me.

Thanks

Jennie Brockman
Director, Planning and Zoning

From: Michelle Gordon [mailto:mgordon@jeffersoncountywv.org]
Sent: Friday, March 18, 2016 9:13 AM
To: 'Jennifer Brockman'; 'Michelle Pombo'
Cc: 'Alex Beaulieu'; 'Christine Chalmers'; lcrowther@jeffersoncountywv.org
Subject: RE: Whistling Winds B&B Case

I just need an email indicating which line item(s) you would like to reduce so that I can prepare the budget revision.

Michelle Gordon
Finance Director
Jefferson County Commission
O: 304.724.8425

From: Jennifer Brockman [mailto:jbrockman@jeffersoncountywv.org]
Sent: Friday, March 18, 2016 8:56 AM
To: Michelle Pombo <mpombo@jeffersoncountywv.org>

Cc: 'Alex Beaulieu' <abeaulieu@jeffersoncountywv.org>; Christine Chalmers <cchalmers@jeffersoncountywv.org>;
lcrowther@jeffersoncountywv.org
Subject: FW: Whistling Winds B&B Case

Michelle

I am following up on Lauren's e-mail below.

I am not sure what line item "229" is as it is not funded in either of my budgets; however I do think the amendment should be to department 451, not department 439, as this is an appeal from a BZA action, not a PC action.

If it helps, I have noticed that there is currently some excess in the zoning ads/legal pubs line item "220"; however if numerous applications come in within the balance of this fiscal year, we may need that funding.

Please advise what action I need to take to initiate this budget amendment.

Jennie

Jennie Brockman
Director, Planning and Zoning

From: Lauren Crowther [<mailto:LCrowther@jeffersoncountywv.org>]
Sent: Thursday, March 17, 2016 10:52 AM
To: Jennifer Brockman
Subject: Whistling Winds B&B Case

Jenni,

I had to get transcripts for Lydia of the July 2015 meeting about the above case and also the Compatibility Assessment Meeting that was held before the July 2015 meeting. Generally, when there is an open case that is being handled by our office for another department within the county and we incur costs those costs are covered from within the department that we are representing. So I spoke with Michelle about covering this cost and she said that I needed to let you know that you will need to get with her about a budget revision to cover this cost. She gave me the budget number of 001.439.02.229.000.66.000 and the cost is \$807. I will bring over the invoice so that you all have a copy in your possession. Feel free to contact me with any questions and please get with Michelle quickly so that this invoice can be paid. Thanks and have a great day!

LAUREN CROWTHER
PARALEGAL
JEFFERSON COUNTY PROSECUTOR'S OFFICE
124 E. WASHINGTON STREET
P.O. BOX 729
CHARLES TOWN, WV 25414
PHONE: 304-728-3318
FAX: 304-728-3353

Michelle Gordon

From: Lauren Crowther <LCrowther@jeffersoncountywv.org>
Sent: Monday, February 22, 2016 4:51 PM
To: mpombo@jeffersoncountywv.org
Cc: rlorenzetti@jeffersoncountywv.org
Subject: Budget Revision

Nathan attended a CLE and did not have a p-card at the time of booking his hotel room so he had to put the room on his personal credit card. The total amount for the room was \$110.88. Could we please do a budget revision and transfer monies from the education line to the travel line so that I can get Nathan reimbursed? Let me know if you need any further information. Thank you!

LAUREN CROWTHER
PARALEGAL
JEFFERSON COUNTY PROSECUTOR'S OFFICE
124 E. WASHINGTON STREET
P.O. Box 729
CHARLES TOWN, WV 25414
PHONE: 304-728-3318
FAX: 304-728-3353

Michelle Gordon

From: Laura Kuhn <lkuhn@jeffersoncountywv.org>
Sent: Friday, February 26, 2016 10:41 AM
To: Michelle Gordon
Cc: Bill Polk
Subject: 424/425 budget

Hi, Michelle. Bill and I were just going over some budget items. \$80,000 is supposed to be transferred from 425-230(contractured services) to 424-103 (salaries). Do you know when the budget revision is going to be completed on this transfer? Also, we have some overages in 424 for uniforms and ads. Should we complete an internal budget revision form to take care of those items?

Thanks,
Laura

~ ~ ~ ~ ~

Laura L. Kuhn
Administrative Assistant
Jefferson County Commission
Maintenance Department
128 Industrial Blvd.
Kearneysville, WV 25430
304-728-3355
lkuhn@jeffersoncountywv.org

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

Jefferson County Commission
 GOVERNMENT ENTITY

CONTROL NUMBER
2016
 FY
1
 FUND
5
 REV. NO.
1 of 1
 PG. OF NO.

Person To Contact Regarding
 Budget Revision: **Michelle Gordon**
 Phone: **304-724-8425**
 Fax: **304-725-7916**

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

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
381	Charges to Other Entities		161,983		161,983
380	Contributions/Transfer from Other Entities		14,800		14,800
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			176,783		

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
413	Elections-County Clerk	336,434	76,983		413,417
424	Courthouse	1,130,004	80,000		1,210,004
425	Other Buildings	634,750		80,000	554,750
700	Sheriff-Law Enforcement	3,531,984	85,000		3,616,984
433	Geographic Information System	246,674	14,800		261,474
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			176,783		

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Director, Local Government Services Division

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Description	GL acct	Increase	Decrease	
Charges to Other Entities	001-381-MM-000	76,983		School Board Special Election
Elect Co Clk-Overtime	001-413-01-108-000-GG-000	58,773		School Board Special Election
Elect Co Clk-FICA	001-413-01-104-000-GG-000	808		School Board Special Election
Elect Co Clk-Retirement	001-413-01-106-000-GG-000	438		School Board Special Election
Elect Co Clk-Travel	001-413-02-214-000-GG-000	500		School Board Special Election
Elect Co Clk-Bldg/Equip Rent	001-413-02-219-000-GG-000	1,900		School Board Special Election
Elect Co Clk-Ads/Legal Pub	001-413-02-220-000-GG-000	1,923		School Board Special Election
Elect Co Clk-Materials/Supplies	001-413-03-341-000-GG-000	12,641		School Board Special Election
Oth Bldgs-Contract Services	001-425-02-230-000-GG-000		80,000	To cover PT Cleaning Service Employees
CTHSE Salary/Wages	001-424-01-103-000-GG-000	74,315		To cover PT Cleaning Service Employees
CTHSE FICA	001-424-01-104-000-GG-000	4,960		To cover PT Cleaning Service Employees
CTHSE Medicare	001-424-01-104-001-GG-000	725		To cover PT Cleaning Service Employees
Charges to Other Entities	001-381-MM-000	85,000		To cover Sheriff Billings & Overages
Law Enf - OT	001-700-01-108-001-PS-000	64,474		To cover Sheriff Billings
Law Enf-FICA	001-700-01-104-000-PS-000	3,910		To cover Sheriff Billings
Law Enf-Medicare	001-700-01-104-001-PS-000	920		To cover Sheriff Billings
Law Enf-Retirement	001-700-01-106-000-PS-000	7,560		To cover Sheriff Billings
Law Enf-Materials/Supplies	001-700-03-341-000-PS-000	8,000		To Cover overages
Law Enf-Uniforms	001-700-03-345-000-PS-000	135		To Cover overages
Law Enf-Capital Outlay	001-700-04-459-000-CP-000	1		To Cover overages
Contributions	001-380-MM-000	14,800		To cover GIS Aerial Photos
GIS Contracted Services	001-433-02-230-000-GG-000	14,800		To cover GIS Aerial Photos
Total		433,566	80,000	

SBR #5

Michelle Gordon

From: Nikki Painter <npainter@jeffersoncountywv.org>
Sent: Thursday, January 14, 2016 4:16 PM
To: mpombo@jeffersoncountywv.org
Subject: Board of Ed - Special Election Reimbursement
Attachments: Copy of Budget Revision.xls

Flag Status: Flagged

Michelle,

I used the budget revision form to show each line item and the amount that needs to be returned. Sandy sent me a copy of the check that we received from the Board of Education. Do you need a copy of the check or any other documentation?

Thanks,

Nikki Painter
Chief Deputy Clerk of Elections

304-728-3246
100 E Washington St
PO Box 208
Charles Town, WV 25414

Visit us on the web at www.jeffersoncountywv.org.

001 382mm 000 - Reimb 76,982.57

Type choices, press Enter.

B=Budget Trans History E=Encumbrance Trans History F=Fiscal Balance
G=G/L Trans History P=Period Balances D=Trans Detail
Account Number...: 001382MM000 REIMBURSEMENTS
Choice.....: G Post Period..: _____

Opt	Transaction No.	Vendor	Description	Date	Amount
—	CR 43879	-001	REIMB CO	01/12/2016	-325.00
—	CR 43892	-001	REIMB CAD	01/13/2016	-1092.65
—	CR 43893	-001	REIMB CAD	01/13/2016	-246.64
—	CR 43947	-001	REIMB INVEST	01/21/2016	-3035.00
—	CR 43952	-001	REIMB SPEC ELEC	01/21/2016	-76982.57
—	CR 43960	-001	REIMB FOIA	01/25/2016	-3.00
—	CR 43968	-002	JAN16 AMERIFLEX REIMB	01/31/2016	-799.34
—	CR 43969	-002	JAN16 REIMB FBI	01/31/2016	-899.90
—	JV 6815	-002	REIMB	01/12/2016	1408.19
—	CR 43997	-001	FOIA REQ	02/03/2016	-12.18
—	CR 44000	-001	REIMB VENDING MACHINE	02/03/2016	-19.12
—	CR 44001	-001	REIMB VENDING MACHINE	02/03/2016	-35.17

HELP F3=Exit F8=Clear F12=Previous ROLL

REPORT DATE 03/31/2016
 SYSTEM DATE 04/14/2016
 FILES ID A

JEFFERSON COUNTY COMMISSION
 STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS

PAGE 1
 TIME 15:18:26
 USER MICHELLE

AS OF 03/2016

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-413-01-103-000-GG-000 ELEC CO CLK SALARY/WAGES	73388.00	5645.20	53064.88		20323.12	72.30
001-413-01-104-000-GG-000 ELEC CO CLK FICA EXPENSE	9944.00	320.17	3912.69		6031.31	39.34
001-413-01-104-001-GG-000 ELEC CO CLK MEDICARE EXP	2326.00	74.89	915.20		3410.80	39.34
001-413-01-105-000-GG-000 ELECTION CO CLK GROUP INS	19008.00	1583.98	14255.82		4752.18	74.99
001-413-01-106-000-GG-000 ELEC CO CLK RETIREMENT	11527.00	765.21	8400.91		3126.09	72.88
001-413-01-108-001-GG-000 ELEC CO CLK OVERTIME	12000.00	23.02	4649.44		7350.56	38.74
001-413-01-108-002-GG-000 ELEC COCLK P/TIME EX HELP	75000.00	300.00	55175.00		19825.00	73.56
001-413-02-211-000-GG-000 ELEC CO CLK TELEPHONE						
001-413-02-212-000-GG-000 ELEC CO CLK PRINTING	2500.00				2500.00	
001-413-02-214-000-GG-000 ELEC CO CLK TRAVEL	3100.00		1522.47		1577.53	49.11
001-413-02-216-000-GG-000 ELEC CO CLK MAIN/REP EQUI	11700.00		11612.76		87.24	99.25
001-413-02-218-000-GG-000 ELEC CO CLK POSTAGE	1200.00				1200.00	
001-413-02-219-000-GG-000 ELEC CO CLK BLD/EQUIP RNT	4300.00		1900.00		2400.00	44.18
001-413-02-220-000-GG-000 ELEC CO CLK ADS/LEGAL PUB	8000.00		1922.89		6077.11	24.03
001-413-02-221-000-GG-000 ELEC CO CLK TRNG/EDUCATN						
001-413-02-223-000-GG-000 ELEC CO CLK PROF SERVICES	1700.00				1700.00	
001-413-02-230-000-GG-000 ELEC CO CLK CONTRACTED SV						
001-413-03-341-000-GG-000 ELEC CO CLK MAT/SUPPLIES	100741.00	370.40	12464.33		88276.67	12.37
001-413-03-353-000-GG-000 ELEC CO CLK COMPUTER SFTW						
001-413-03-354-000-GG-000 ELEC CO CLK COMPUTE HRDWR						
001-413-03-355-000-GG-000 ELEC CO CLK IT SUPPORT						
001-413-03-356-000-GG-000 ELEC CO CLK LIC&ANML FBES						
TOTALS FOR ELECTIONS COUNTY CLERK	336434.00	9082.87	169796.39		166637.61	50.46

Michelle Gordon

From: Laura Kuhn <lkuhn@jeffersoncountywv.org>
Sent: Friday, February 26, 2016 10:41 AM
To: Michelle Gordon
Cc: Bill Polk
Subject: 424/425 budget

Hi, Michelle. Bill and I were just going over some budget items. \$80,000 is supposed to be transferred from 425-230 (contracted services) to 424-103 (salaries). Do you know when the budget revision is going to be completed on this transfer? Also, we have some overages in 424 for uniforms and ads. Should we complete an internal budget revision form to take care of those items?

Thanks,
Laura

~ ~ ~ ~ ~

Laura L. Kuhn
Administrative Assistant
Jefferson County Commission
Maintenance Department
128 Industrial Blvd.
Kearneysville, WV 25430
304-728-3355
lkuhn@jeffersoncountywv.org

	9/24/15 - 6/30/16 Biweekly Salary to YE 2016 20 1/2 pays to YR	Fica	Medicare	Retirement	9 months Life 12.70/mo October-June	9 months Dental 22.56/mo October-June	9 months Vision 6.94/mo October-June	9 months Medical 731.84/mo October-June	Grand Total per Employee
Kemp, David	\$ 20,204.39	\$ 1,252.67	\$ 292.96	\$ 2,727.59	\$ 114.30	\$ 203.04	\$ 62.46	\$ 6,586.56	\$ 31,443.98
McIntyre,Ricci	\$ 20,204.39	\$ 1,252.67	\$ 292.96	\$ 2,727.59	\$ 114.30	\$ 203.04	\$ 62.46	\$ 6,586.56	\$ 31,443.98
Zaleski, Juana	\$ 20,204.39	\$ 1,252.67	\$ 292.96	\$ 2,727.59	\$ 114.30	\$ 203.04	\$ 62.46	\$ 6,586.56	\$ 31,443.98
Total all new employees	\$ 60,613.17	\$ 3,758.02	\$ 878.89	\$ 8,182.78	\$ 342.90	\$ 609.12	\$ 187.38	\$ 19,759.68	\$ 94,331.94

This should carry the budget until the end of this fiscal year.

	Annual	Biweekly	1 week (9/14-9/19)
Salaries Based at	\$ 25,625.00	\$ 985.58	\$ 492.79

- **Motion by Mr. Bell to reimburse Robert Barrat in the amount of \$10.00 for excess copying costs. Motion seconded and unanimously approved.**
- b. Recommendation from the Planning Commission to the County Commission to amend various sections of the Zoning and Land Development Ordinance (File # ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting Campgrounds in certain Rural and Commercial Zoning Districts.
- **Motion by Mr. Manuel to schedule a public hearing to receive input on the proposed redlined edits to the Jefferson County Zoning Ordinance (File #ZTA 15-02) and proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-04) regarding permitting campgrounds in rural and commercial zoning districts at a date yet to be determined. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am
The Commission reconvened at 11:00 am.
6. Pete Dougherty, Sheriff
- a. Transfer of Funds – Mr. Dougherty requested the transfer of \$25,500 in available funds from Salary and Wages (700-01-103) to Auto Supplies (700-03-343) to cover the price of a replacement vehicle.
- **Motion by Mr. Manuel to approve the transfer of funds a presented by the Sheriff. Motion seconded and unanimously approved.**
- b. Appointment of Special Deputy
- **Motion by Ms. Noland to appoint Mason Carter as a special deputy for limited purposes related to his job duties and as outlined in a separate memorandum of understanding. Motion seconded and unanimously approved.**
7. Bill Polk, Director of Maintenance – requested the approval of employment for two custodial/janitorial vacancies.
- **Motion by Mr. Manuel to approve the employment of Julia Lewis and Linda Nicodemus as custodial staff within the Maintenance Department at a Step A, Grade II. Motion seconded and unanimously approved.**
8. Nathan Cochran, Assistant Prosecuting Attorney – provided the Commission with a legal update on the following cases: 15-C-282, 15-AA-4, and 13-C-432.

12-17-15
Packet.

Sandy McDonald

From: Laura Kuhn <lkuhn@jeffersoncountywv.org>
Sent: Friday, December 11, 2015 8:37 AM
To: Stephanie Grove; Sandy McDonald
Cc: Bill Polk
Subject: Agenda

I know I'm late, but me and Bill were looking at the calendar and realized we wouldn't be able to put anything on until after the 1st of the year if we waited. Can we put on the agenda for 12/17: Approval of Employment – Custodial/Janitorial Positions

Thanks,
Laura

~ ~ ~ ~ ~

Laura L. Kuhn
Administrative Assistant
Jefferson County Commission
Maintenance Department
128 Industrial Blvd.
Kearneysville, WV 25430
304-728-3355
lkuhn@jeffersoncountywv.org

11-19-15 Approved
Minutes

4. Todd Fagan, Director, Jefferson County GIS/Addressing -- requested the collaborative purchase of Spring 2016 Aerial Photography
 - **Motion by Mr. Manuel to approve the purchase order of \$14,800 for 2016 Digital Aerial Photography and direct staff to collect contributions from participating agencies. 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, Deputy Probate Clerk
 - a. Petition of Pamela Dibabo re: the Estate of Joann Hicks, deceased
 - **Motion by Mr. Pellish to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Mr. Pellish to grant Mr. Kratovil's motion for a continuance in this matter until the next regularly scheduled County Commission meeting to be held on Thursday, December 3, 2015. Motion seconded and unanimously approved.**
 - b. Special Session to Approve and Close Estates which did not meet the deadline for the October session.
 - **Motion by Ms. Noland to approve and close all presented estates that have met the necessary requirements for closure. Motion seconded and unanimously approved.**
7. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management -- requested the approval of multiple memoranda of understanding with Jefferson County Schools to allow the County to utilize the school buildings as shelters, command centers, points of distribution, etc. in case of an emergency or disaster.
 - **Motion by Ms. Noland to approve the MOUs with Jefferson County Schools for the use of their buildings during emergencies or disasters, as presented. Motion seconded and unanimously approved.**
8. Bill Polk, Director, Jefferson County Maintenance -- requested approval to internally promote two employees within the Maintenance Department and advertise for two new custodial positions.
 - **Motion by Mr. Manuel to approve the promotion of two Maintenance Department employees as follows: Tony Gainey to a Grade III, Step D and**

Tyler Kemp to a Grade II, Step D. Motion seconded and unanimously approved.

- **Motion by Ms. Tabb to allow Mr. Polk to advertise for two open custodial positions under the Maintenance Department. Motion seconded and unanimously approved.**

9. Carol Swiger, Administrative Assistant/Ambulance Fee Collector – requested the exoneration of FY14-15 Ambulance Fee late fees for Persis Bates.

- **Motion by Ms. Noland to deny the exoneration of FY14-15 Ambulance Fee late fees for Persis Bates. Motion seconded and unanimously approved.**

10. Roger Goodwin, Chief County Engineer

a. Requested a complete release of construction bond security for Verizon Wireless Leetown Site – Billy F. & Marian W. Owens Property (File #S11-13) – Performance Bond #8232-11-83 with Federal Insurance Company, Warren, NJ.

- **Motion by Ms. Noland to authorize a complete release of the remaining \$50,000.00 from the construction bond amount for Verizon Wireless Leetown Site – Billy F. & Marian W. Owens Property (File #S11-13). Motion seconded and unanimously approved.**

b. Requested a complete release of construction bond security for Asbury United Methodist Church – Asbury United Methodist Church Addition (File #S11-05) – Performance Bond #1000965945 with United States Surety Company, Timonium, MD.

- **Motion by Mr. Manuel to authorize a complete release of the remaining \$100,000.00 from the construction bond amount for Asbury United Methodist Church – Asbury United Methodist Church Addition (File #S11-05). Motion seconded and unanimously approved.**

11. The Commission recessed for lunch at 12:30 pm.

The Commission reconvened at 1:30 pm.

12. Public Hearing – Proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-05).

Ms. Tabb called the Public Hearing to order at 1:31 p.m. Jennifer Brockman, Director of Jefferson County Planning and Zoning, provided the Commission and audience with background regarding the redlined edits to the Jefferson County Subdivision Regulations. Ms. Brockman also spoke on record in favor of the edits as the changes will simplify

11-19-15 Packet

AGENDA REQUEST FORM
www.jeffersoncountyva.gov



Name: Bill Polk

Department or Organization: Maintenance Department

Estimation of amount of time needed for appointment: 15 minutes

Date Requested -- 1st Choice: 11/19/15

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):

1. Request Approval To Advertise and Hire Two Custodial Positions
2. Request Approval to Internally Promote two Employees in the Maintenance Department

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

Two employees will be retiring from the Maintenance Department on December 11th, one Custodial position and one Maintenance Helper position. I would like to promote two employees in the Maintenance Department, one employee promoted from Custodial to General Laborer and the other employee from General Laborer to Maintenance Helper. That would leave the need to fill two open custodial positions. I would like to hire the two new custodial positions at a 35 hour work week.

Is this a funding request? No. The positions are already budgeted. This is to fill two vacancies in the maintenance department. If so, how much?

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): Move to approve to advertise to hire two new custodial staff positions and to promote two Maintenance Department employees.

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

Is equipment needed? NO

FOR COMMISSION STAFF USE ONLY -- FINANCIAL IMPACT/COMMENTS

Click here to enter text.

The County Commission of Jefferson County
Department of Maintenance
128 Industrial Blvd.
Kearneysville, WV 25430
304-728-3355 • 304-728-3376 (f)
William Polk, Director
bpolk@jeffersoncountyv.wv.org

TO: Jefferson County Commission
FROM: Bill Polk, Maintenance Director
DATE: November 12, 2015
RE: Hiring and Promotion Request

Two employees from the Maintenance Department will be retiring next month. Their last day of employment will be December 11, 2015. One employee is retiring from the position of Maintenance Helper at a Grade 3, Step F. The other retiring employee is retiring from a Custodial position at a Grade 2, Step E. Both of these positions are 40 hour work weeks.

With the opening of these two positions, I would like to take this opportunity to internally promote two Maintenance Department Employees. I would like to promote a General Laborer employee currently at a Grade 2, Step D, 40 hour work week to the open Maintenance Helper position at a Grade 3, Step D at a 40 hour work week. The second promotion that I am requesting is to promote one Custodial employee currently at a Grade 2, Step A, 35 hour work week to the General Laborer position at a Grade 2, Step A at a 40 hour work week.

With these two internal promotions, that will leave the Maintenance Department with two open Custodial Positions. I am requesting approval to hire two new custodial employees at a Grade 2, Step A at 35-hour work weeks.

This request to promote and hire within my department is fully covered in my budget. I estimate that these changes will decrease my salary expenditures for Fiscal Year 2016 by approximately \$14,000.

AS OF 03/2016

ACCOUNT DESCRIPTION	----- C U R R E N T M O N T H -----			----- Y E A R - T O - D A T E -----		
	BUDGET	ACTUAL	ACTUAL OVER/ UNDER BUDGET	BUDGET	ACTUAL	ACTUAL OVER/ UNDER BUDGET
EXPENDITURES						
001-700-01-103-000-PS-000 LAW ENF SALARY AND WAGES		154678.53	-154678.53	1916637.00	1363657.51	552979.49
001-700-01-103-001-PS-000 LAW ENF INCREMENTAL PAY		3600.00	-3600.00	16000.00	12240.00	3760.00
001-700-01-103-003-PS-000 LAW ENF DUI GRANT		1610.43	-1610.43	25000.00	14935.07	10064.93
001-700-01-103-004-PS-000 LAW ENF OTHER GRANTS		547.00	-547.00	17196.00	6530.26	10665.74
001-700-01-104-000-PS-000 LAW ENF FICA EXPENSE		11689.05	-11689.05	149473.00	115730.02	33742.98
001-700-01-104-001-PS-000 LAW ENF MEDICARE EXPENSE		2733.76	-2733.76	35414.00	27066.18	8347.82
001-700-01-105-001-PS-000 LAW ENF GROUP INSURANCE		34592.31	-34592.31	410020.00	309099.46	100920.54
001-700-01-106-000-PS-000 LAW ENF RETIREMENT WVDORS		20523.90	-20523.90	260294.00	210193.40	50100.60
001-700-01-108-001-PS-000 LAW ENF OVERTIME		10733.73	-10733.73	158000.00	196387.86	-38387.86
001-700-01-108-002-PS-000 LAW ENF P-TIME/EXTRA HELP		166.25	-166.25	6000.00	3307.75	2692.25
001-700-01-108-003-PS-000 LAW ENF CIR CI' BAILIFFS		24229.63	-24229.63	268000.00	207882.45	60117.55
001-700-01-108-004-PS-000 LAW ENF TRIP GUARDS		373.75	-373.75	15000.00	10700.39	4299.61
001-700-02-211-000-PS-000 LAW ENF TELEPHONE		1304.93	-1304.93	17500.00	10382.79	7117.21
001-700-02-212-000-PS-000 LAW ENF PRINTING				1000.00	175.00	825.00
001-700-02-214-000-PS-000 LAW ENF TRAVEL		115.27	-115.27	7000.00	3903.85	3096.15
001-700-02-216-000-PS-000 LAW ENF MAINT/REP EQUIPMNT				5000.00	2694.64	2305.36
001-700-02-218-000-PS-000 LAW ENF POSTAGE				1500.00	362.89	1137.11
001-700-02-220-000-PS-000 LAW ENF ADS/LEGAL PUBS		177.90	-177.90	3500.00	477.78	3022.22
001-700-02-221-000-PS-000 LAW ENF TRAIN/EDUCATION				18000.00	3564.57	14435.43
001-700-02-222-000-PS-000 LAW ENF DUES/SUBSCRIPTION				4000.00	1900.00	2100.00
001-700-02-223-000-PS-000 LAW ENF PROFESSIONAL SVCS		130.00	-130.00	5500.00	1770.31	3729.69
001-700-02-230-000-PS-000 LAW ENF CONTRACTED SVCS		354.04	-354.04	18000.00	12863.02	5136.98
369-700-02-235-000-PS-000 DISBURSE FEES COLL F/SHRF		608.00	-608.00		5235.00	-5235.00
001-700-03-341-000-PS-000 LAW ENF MATERIAL/SUPPLY		2521.21	-2521.21	30000.00	35176.92	-5176.92
001-700-03-343-000-PS-000 LAW ENF AUTO SUPPLIES		4369.38	-4369.38	5000.00	4635.31	364.69
001-700-03-345-000-PS-000 LAW ENF UNIFORMS		1973.49	-1973.49	5000.00	5134.56	-134.56
001-700-03-353-000-PS-000 LAW ENF COMPUTER SOFTWARE				2000.00	899.00	1101.00
001-700-03-355-000-PS-000 LAW ENF IT SUPPORT				1500.00		1500.00
001-700-04-459-000-CP-000 LAW ENF CAPITAL OUTLAY		10696.03	-10696.03	130450.00	130450.03	-.03
TOTALS FOR SHERIFF LAW ENFORCEMENT		287728.59	-287728.59	3531984.00	2697356.02	834627.98
TOTALS FOR EXPENDITURES		287728.59	-287728.59	3531984.00	2697356.02	834627.98
EXCESS OF REVENUE OVER EXPENDITURES FOR SHERIFF LAW ENFORCEMENT		-287728.59	-287728.59	-3531984.00	-2697356.02	834627.98
OTHER ADJUSTMENTS TO FUND BALANCE					0.00	
FUND BALANCES - JULY 1					0.00	
FUND BALANCES - MARCH 31					-2697356.02	

Talked to Pete needs w 85K to cover overages
 of OT that he will be able to Bill out in
 total for FY 2016 ~~unbudgeted~~



Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office
102 Industrial Blvd
Kearneysville, WV 25430
304-728-3205
Fax: 304-728-3299

Tax Office
PO Box 9

August 5, 2015

Sandy Slusher McDonald
Jefferson County Commission
Charles Town, WV 25414
[Hand Delivered]

Sandy:

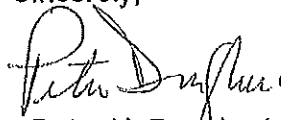
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Sincerely,


Peter H. Dougherty
Sheriff

Copy: file

Budget Revision Needed
discuss with Sheriff
dep rev. Reimbursements
001, 352, 1111, 200

WALTHER PRODUCTIONS, INC.
DBA ALL GOOD FESTIVAL
2801 CHEVY CHASE CIRCLE
JEFFERSON, MD 21755
(301) 834-4100

PNC BANK, N.A.
15-3/540

2943

07/01/2015

AY TO THE ORDER OF Jefferson County Sheriff's Department

\$ **35,000.00

Thirty-five thousand and 00/100***** DOLLARS

Jefferson County Sheriff's Department
102 Industrial Boulevard #100
Kearneysville, WV 25430

MEMO



AUTHORIZED SIGNATURE

⑈002943⑈ ⑆054000030⑆ 5311957881⑈

WALTHER PRODUCTIONS, INC. DBA ALL GOOD FESTIVAL

2943

07/01/2015

Jefferson County Sheriff's Department

Law Enforcement, Traffic Control, Communications at

35,000.00

Misc Reimbursements

53 CASH - PNC BANK

35,000.00

Details on Back
Security Features Included



Office of Sheriff and Treasurer of Jefferson County

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Tax Office
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Charles Town, WV 25414
304-728-3220
Fax: 304-728-4034

August 5, 2015

Sandy Slusher McDonald
Jefferson County Commission
Charles Town, WV 25414
[Hand Delivered]

Sandy:

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Sheriff

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WALTHER PRODUCTIONS, INC. DBA ALL GOOD FESTIVAL

2943

07/01/2015

Jefferson County Sheriff's Department

Law Enforcement, Traffic Control, Communications at

35,000.00

*Misc -
Reimbursements*

53 CASH - PNC BANK

35,000.00

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1 All Good Festival

	Hours Wrked	Rate of pay	Overtime	Fica	Medicare	Retirement
Amick	16.5	\$ 25.00	\$ 412.50	25.58	5.98	-
Armel	26	\$ 35.29	\$ 917.54	56.89	13.30	110.10
Boyce	2	\$ 45.18	\$ 90.36	5.60	1.31	10.84
Bradshaw	26	\$ 43.04	\$ 1,119.04	69.38	16.23	134.28
Colbert	14	\$ 53.94	\$ 755.16	46.82	10.95	90.62
Conway	16	\$ 43.04	\$ 688.64	42.70	9.99	82.64
Cridler	16	\$ 25.00	\$ 400.00	24.80	5.80	-
Demory	14	\$ 41.51	\$ 581.14	36.03	8.43	69.74
Fletcher, D	24	\$ 37.75	\$ 906.00	56.17	13.14	108.72
Fletcher, R	36	\$ 49.56	\$ 1,784.16	110.62	25.87	214.10
Forman	26	\$ 41.51	\$ 1,079.26	66.91	15.65	129.51
Grantham	2	\$ 30.87	\$ 61.74	3.83	0.90	7.41
Hansen	16	\$ 53.94	\$ 863.04	53.51	12.51	103.56
Haynes	14	\$ 41.51	\$ 581.14	36.03	8.43	69.74
Hess	14	\$ 39.59	\$ 554.26	34.36	8.04	66.51
Holler, JK	25	\$ 25.00	\$ 625.00	38.75	9.06	-
Holz	26	\$ 47.22	\$ 1,227.72	76.12	17.80	147.33
Jones	14	\$ 62.71	\$ 877.94	54.43	12.73	118.52
Kilmer	10	\$ 41.51	\$ 415.10	25.74	6.02	49.81
Mahony	31.5	\$ 25.00	\$ 787.50	48.83	11.42	-
Palmer	32.5	\$ 27.06	\$ 879.45	54.53	12.75	118.73
Pearrell	16	\$ 25.00	\$ 400.00	24.80	5.80	-
Pittinger	18	\$ 25.00	\$ 450.00	27.90	6.53	-
Potter, W	36.5	\$ 25.00	\$ 912.50	56.58	13.23	-
Rjasko	2	\$ 37.03	\$ 74.06	4.59	1.07	8.89
Rowland	3	\$ 33.62	\$ 100.86	6.25	1.46	12.10
Tabler	16	\$ 45.18	\$ 722.88	44.82	10.48	86.75
Thomas	13	\$ 41.51	\$ 539.63	33.46	7.82	72.85
Tlong	36	\$ 45.18	\$ 1,626.48	100.84	23.58	195.18
Walters, W	8	\$ 25.00	\$ 200.00	12.40	2.90	-
	550		\$ 20,633.10	1,279.25	299.18	2,007.93

2

Cridler	8	\$ 25.00	\$ 200.00	12.40	2.90	-
Hansen	8	\$ 53.94	\$ 431.52	26.75	6.26	51.78
Palmer	8	\$ 27.06	\$ 216.48	13.42	3.14	29.22
Pearrell	8	\$ 25.00	\$ 200.00	12.40	2.90	-
	32		\$ 1,048.00	\$ 64.98	\$ 15.20	\$ 81.01

Total Sheriff Dept \$ 21,681.10 \$ 1,344.23 \$ 314.38 \$ 2,088.93 \$ 25,428.64

3

Gregory, M	1	\$ 33.51	\$ 33.51	2.08	0.49	4.52
Blackford, M	1	\$ 30.42	\$ 30.42	1.89	0.44	4.11
			\$ 63.93	\$ 3.96	\$ 0.93	\$ 8.63

\$ 77.45

4

Costello	19	\$ 42.02	\$ 798.38	\$ 49.50	\$ 11.58	\$ 107.78
Burke	12	\$ 40.85	\$ 490.20	\$ 30.39	\$ 7.11	\$ 66.18
McIntyre	14	\$ 32.07	\$ 448.98	\$ 27.84	\$ 6.51	\$ 60.61
Hovermale	12	\$ 31.07	\$ 372.84	\$ 23.12	\$ 5.41	\$ 50.33
Schwetzer, WC	4	\$ 4.00	\$ 16.00	\$ 0.99	\$ 0.23	\$ 2.16
Daffron	6	\$ 6.00	\$ 36.00	\$ 2.23	\$ 0.52	\$ 4.86
Ford, Rendell - PT	16	\$ 16.90	\$ 270.40	\$ 16.76	\$ 3.92	\$ -
Cambardeil - PT	4	\$ 16.90	\$ 67.60	\$ 4.19	\$ 0.98	\$ -
Charles, C J - PT	12	\$ 16.90	\$ 202.80	\$ 12.57	\$ 2.94	\$ -
			\$ 2,703.20	\$ 167.60	\$ 39.20	\$ 291.92

Grand Total \$ 24,448.23 \$ 1,515.79 \$ 354.50 \$ 2,389.49 \$ 28,708.01 \$ 28,708.01



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August 5, 2015

Sandy Slusher McDonald
Jefferson County Commission
Charles Town, WV 25414
[Hand Delivered]

Sandy:

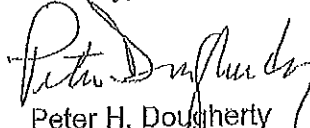
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DBA ALL GOOD FESTIVAL
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JEFFERSON, MD 21765
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PNC BANK, N.A.
15-3/540

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07/01/2015

AY TO THE ORDER OF Jefferson County Sheriff's Department

\$ **35,000.00

Thirty-five thousand and 00/100***** DOLLARS

Jefferson County Sheriff's Department
102 Industrial Boulevard #100
Kearneysville, WV 25430

MEMO

Tom Walther
AUTHORIZED SIGNATURE

⑈002943⑈ ⑆054000030⑆ 5311957881⑈

WALTHER PRODUCTIONS, INC. DBA ALL GOOD FESTIVAL

2943

07/01/2015

Jefferson County Sheriff's Department

Law Enforcement, Traffic Control, Communications a

35,000.00

*Misc.
Reimbursements*

53 CASH - PNC BANK

35,000.00

REPORT DATE 07/13/2015
 SYSTEM DATE 07/13/2015
 FILE ID J

Jefferson County Commission
 Current Earnings Report
 COMPLETE REPORT
 PAY PERIOD ENDING: 07/11/2015

PAGE 18
 TIME 11:43:43
 USER SALLY

EMPLOYEE NAME PAY.....HOURS.....AMOUNT	EMPL. ID DEDUCT. CODE	SOC. SEC. NUM. DEDUCT. CODE	LOCATION DEDUCT. CODE	DEPARTMENT DEDUCT. CODE	JOB CLASS DEDUCT. CODE	GROSS PAY DEDUCTIONS NET PAY
AMICK, ROBERT M. SEVT 16.50 412.50	AMICK R 32.40 FIT	***-**-***** 14.19 SITM	8810	700 25.58 FICA	HOURLY 5.98 MED	412.50 78.15 334.35
ARMEL, MATTHEW S. SLRY 80.00 1881.96 SEVT 26.00 917.54	ARMEL M 451.74 FIT 40.32 MED	***-**-***** 122.00 SITS 19.00 HOS*	7720	700 172.39 FICA	SALARY 3.50 OPTL 237.96 DRET	2799.50 1046.91 1752.59
BOYCE, KEVIN J. SLRY 80.00 2409.35 HOLI 10.00 451.80 SEVT 2.00 90.36	BOYCE K 486.51 FIT 40.00 XMAS	***-**-***** 131.04 SITS 42.52 MED	7720	700 181.82 FICA 19.00 HOS*	SALARY 4.26 OPTL 250.88 DRET	2951.51 1156.03 1795.48
BRADSHAW, GEORGE W SLRY 80.00 2295.54 INCR .00 900.00 SEVT 26.00 1119.04	BRADSHAW G 694.58 FIT 60.15 MED	***-**-***** 207.53 SITS 10.11 CAN*	7720	700 257.20 FICA 142.50 HOS*	SALARY 5.51 OPTL 366.74 DRET 13.65 D/VF	4314.58 1757.97 2556.61
BRUNSWICK, LOUIS G. SLRY 80.00 1595.96	BRUNSWICK 247.24 FIT 23.11 MED	***-**-***** 122.95 SITM 2.47 D/VF	7720	700 98.80 FICA	SALARY 71.82 RET 40.00 XMAS	1595.96 606.39 989.57
COLBERT, DAVID K. SLRY 80.00 2876.85 OVTM 1.50 80.91 SEVT 14.00 755.16	COLBERT D 438.33 FIT 50.00 XMAS	***-**-***** 193.63 SITM 53.56 MED	7720	700 229.02 FICA 19.00 HOS*	SALARY 13.26 OPTL 315.60 DRET	3712.92 1312.40 2400.52
CONWAY, BRANDON M. SLRY 80.00 2295.54 OVTM 1.50 64.56 SEVT 16.00 688.64	CONWAY B 496.26 FIT 50.00 XMAS	***-**-***** 133.57 SITS 43.93 MED	7720	700 187.84 FICA 19.00 HOS*	SALARY 4.00 OPTL 259.14 DRET 50.00 457I	3048.74 1243.74 1805.00
CRIDLER, ARTHUR L. HRLY 38.00 475.00 SEVT 16.00 400.00	CRIDLER A 100.24 FIT	***-**-***** 34.18 SITM	7720	700 54.25 FICA	HOURLY 12.69 MED	875.00 201.36 673.64
DANTZIC, RONALD D. HRLY 57.00 712.50	DANTZIC R 38.17 FIT	***-**-***** 26.87 SITM	7720	700 44.18 FICA	HOURLY 10.33 MED	712.50 119.55 592.95
DEMORY, SCOTT E. SLRY 80.00 2214.04 SEVT 14.00 581.14	DEMORY S 450.75 FIT 40.25 MED	***-**-***** 121.74 SITS 19.00 HOS*	7720	700 172.12 FICA	SALARY 26.73 CANC 237.59 DRET	2795.18 1068.18 1727.00
EDDY, JAMES E. HRLY 53.00 742.00	EDDY J 105.29 FIT	***-**-***** 43.20 SITM	7720	700 46.00 FICA	HOURLY 10.76 MED	742.00 205.25 536.75
EYRE, DAVID L. HRLY 20.00 280.00	EYRE D 19.15 FIT	***-**-***** 8.40 SITS	7720	700 17.36 FICA	HOURLY 4.06 MED	280.00 48.97 231.03
FIELDS SR., CHARLES R. HRLY 33.00 462.00	FIELDS C 53.29 FIT	***-**-***** 31.17 SITM	7720	700 28.64 FICA	HRLY 6.70 MED	462.00 119.80 342.20
FLETCHER, DOUGLAS H. SLRY 80.00 2013.58 SEVT 24.00 906.00	FLETCHER D 385.27 FIT 50.00 XMAS	***-**-***** 109.71 SITS 38.84 MED	7720	700 166.08 FICA 212.50 HOS*	SALARY 13.26 OPTL 248.16 DRET 28.42 D/VF	2919.58 1252.24 1667.34
FLETCHER, RONALD L. SLRY 80.00 2643.08 OVTM 11.50 569.94 HOLI 5.50 272.58 SEVT 36.00 1784.16	FLETCHER R 1010.46 FIT 30.00 XMAS	***-**-***** 268.91 SITS 76.14 MED	7720	700 325.55 FICA 19.00 HOS*	SALARY 4.00 OPTL 447.93 DRET	5269.76 2181.99 3087.77
FORMAN, JOSEPH A. SLRY 80.00 2214.04 OVTM 2.00 83.02 GRT 4.00 166.04 SEVT 26.00 1079.26	FORMAN J 618.88 FIT 50.93 MED	***-**-***** 165.45 SITS 11.16 CAN*	7720	700 217.76 FICA 19.00 HOS*	SALARY 8.50 OPTL 301.10 DRET	3542.36 1392.78 2149.58
GRANTHAM, JOSEPH A. SLRY 80.00 1646.15	GRANTHAM J 272.65 FIT	***-**-***** 77.84 SITS	7720	700 123.85 FICA	SALARY 4.00 OPTL 171.41 DRET	2016.59 697.72

REPORT DATE 07/13/2015
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 Current Earnings Report
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PAGE 19
 TIME 11:43:43
 USER SALLY

HOLI 10.00 308.70	28.97 MED	19.00 HOS*						1318.87
SEVT 2.00 61.74								
HANSEN JR, THOMAS H.	HANSEN T	***-**-*****	7720	700			SALARY	5371.41
SLRY 80.00 2876.85	464.66 FIT	290.47 SITM		330.14 FICA	456.57 DRET	130.00 XMAS		1878.90
OVTM 4.00 215.76	77.21 MED	18.18 CAN*		83.25 ATC2	28.42 D/VF			3492.51
HOLI 4.00 215.76								
INCR .00 1200.00								
SEVT 16.00 863.04								
HAYNES, BRANDON C.	HAYNES B	***-**-*****	7720	700			SALARY	2795.18
SLRY 80.00 2214.04	405.20 FIT	114.90 SITS		170.36 FICA	5.00 OPTL	237.59 DRET		1070.26
SEVT 14.00 581.14	50.00 XMAS	39.84 MED		14.72 CAN*	19.00 HOS*	13.65 D/VF		1724.92
HESS, CHARLES D.	HESS C	***-**-*****	7720	700			SALARY	2665.61
SLRY 80.00 2111.35	369.94 FIT	101.19 SITS		151.40 FICA	4.00 OPTL	226.58 DRET		1112.20
SEVT 14.00 554.26	35.41 MED	212.50 HOS*		11.18 D/VF				1553.41
HOAK, TAMMY K.	HOAK T	***-**-*****	8810	700			SALARY	1496.84
SLRY 70.00 1496.84	174.09 FIT	52.88 SITS		88.95 FICA	67.36 RET	32.52 CANC		557.75
	9.01 OPTL	50.00 XMAS		20.80 MED	14.72 CAN*	19.00 HOS*		939.09
	28.42 D/VF							
HOCKMAN, ALBERT S.	HOCKMAN A	***-**-*****	7720	700			SALARY	3109.14
SLRY 80.00 2214.04	467.09 FIT	125.99 SITS		177.83 FICA	6.51 OPTL	264.28 DRET		1324.21
HOLI 10.00 415.10	41.59 MED	212.50 HOS*		28.42 D/VF				1784.93
INCR .00 480.00								
HOFFMAN, JAMES W.	HOFFMAN J	***-**-*****	7720	700			HOURLY	331.25
HRLY 26.50 331.25	24.28 FIT	10.94 SITM		20.54 FICA	4.80 MED			60.56
								270.69
HOLLER, JEANNA K.	HOLLER J K	***-**-*****	7720	700			HOURLY	1082.50
HRLY 31.00 387.50	131.37 FIT	67.12 FICA		15.70 MED	45.71 VA			259.90
HR-2 4.00 70.00								822.60
SEVT 25.00 625.00								
HOLZ, STEVEN M.	HOLZ S	***-**-*****	7720	700			SALARY	4029.19
SLRY 80.00 2518.15	677.55 FIT	203.02 SITM		234.87 FICA	7.51 OPTL	342.48 DRET		1761.28
OVTM 6.00 283.32	54.93 MED	212.50 HOS*		28.42 D/VF				2267.91
SEVT 26.00 1227.72								
JOHNSON, CASSIE L.	JOHNSON C	***-**-*****	7720	700			HOURLY	700.00
HRLY 56.00 700.00	73.99 FIT	24.15 SITS		43.40 FICA	10.15 MED			151.69
								548.31
JONES, JESSE W.	JONES J	***-**-*****	8810	700			SALARY	4222.29
SLRY 80.00 3344.35	821.39 FIT	242.33 SITM		258.15 FICA	190.00 RET	34.06 CANC		2064.84
SEVT 14.00 877.94	400.00 XMAS	60.37 MED		39.54 CAN*	19.00 HOS*			2157.45
KILMER, GLEN W.	KILMER G	***-**-*****	7720	700			SALARY	3168.77
SLRY 80.00 2214.04	494.36 FIT	138.08 SITS		194.44 FICA	4.51 OPTL	269.35 DRET		1369.09
OVTM 3.00 124.53	50.00 XMAS	119.54 ATCH		45.47 MED	13.57 CAN*	19.00 HOS*		1799.68
HOLI 10.00 415.10	20.77 PLUS							
SEVT 10.00 415.10								
KOOGLE SR, GERALD W.	KOOGLE G	***-**-*****	7720	700			HOURLY	588.00
HRLY 42.00 588.00	85.72 FIT	56.27 SITM		36.46 FICA	8.53 MED			186.98
								401.02
LEMON, JENNIFER L.	LEMON J	***-**-*****	8810	700			SALARY	1134.61
SLRY 70.00 1134.61	74.08 FIT	44.63 SITM		68.96 FICA	51.06 RET	2.16 OPTL		329.42
	50.00 XMAS	16.13 MED		22.40 D/VF				805.19
LOWE, DEBORAH A.	LOWE D	***-**-*****	8810	700			SALARY	1496.84
SLRY 70.00 1496.84	93.72 FIT	44.99 SITS		78.09 FICA	67.36 RET	8.01 OPTL		547.80
	18.26 MED	212.50 HOS*		24.87 D/VF				949.04
LUPIS III, VICTOR C.	LUPIS V	***-**-*****	7720	700			SALARY	2643.08
SLRY 80.00 2643.08	360.48 FIT	98.92 SITS		148.93 FICA	2.01 OPTL	224.66 DRET		1110.75
	34.83 MED	212.50 HOS*		28.42 D/VF				1532.33
MAHONY, ROBIN J.	MAHONY R	***-**-*****	8810	700			HOURLY	1635.38
HRLY 13.25 231.88	160.21 FIT	80.34 SITM		101.39 FICA	23.71 MED			365.65
HR-2 44.00 616.00								1269.73
SEVT 31.50 787.50								
MALONEY, ELIZABETH A.	MALONEY E	***-**-*****	8810	700			SALARY	1963.71

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SLRY	70.00	1963.71	190.69 FIT 12.75 OPTI.	93.55 SITM 50.00 XMAS	119.47 FICA 27.94 MED	88.37 RET 17.76 CAN*	25.44 CANC 19.00 HOS*	644.97 1318.74
MILLS, KENNETH M. HRLY	56.00	784.00	MILLS K 111.59 FIT	***.**.***** 50.09 SITM	7720 48.61 FICA	700 40.00 XMAS	HOURLY 11.37 MED	784.00 261.66 522.34
MOLTERE, RONALD J. HRLY	27.00	378.00	MOLTERE R 4.72 FIT	***.**.***** 9.74 SITM	7720 23.44 FICA	700 5.48 MED	HOURLY	378.00 43.38 334.62
NORRIS, PATRICK G HRLY	22.00	308.00	NORRIS P 10.00 FIT	***.**.***** 14.24 SITS	7720 19.10 FICA	700 4.47 MED	HOURLY	308.00 47.81 260.19
O'SHEA, CONOR L. SLRY	80.00	1588.46	O'SHEA C 126.32 FIT 19.00 HOS*	***.**.***** 65.65 SITM 25.00 457I	7720 97.31 FICA	700 135.02 DRET	SALARY 22.76 MED	1588.46 491.06 1097.40
PALMER, TERRY L. SLRY SEVT	80.00 32.50	1443.08 879.45	PALMER T 297.92 FIT 29.46 MED	***.**.***** 74.67 SITS 49.86 CAN*	7720 125.97 FICA 212.50 HOS*	700 104.51 RET 28.42 D/VF	SALARY 50.00 XMAS	2322.53 973.31 1349.22
PARTLOW, EVELYN J. SLRY	70.00	1496.84	PARTLOW E 182.90 FIT 21.17 MED	***.**.***** 54.02 SITS 17.76 CAN*	8810 90.52 FICA 19.00 HOS*	700 67.36 RET	SALARY 29.75 OPTL	1496.84 482.48 1014.36
PEARRELL, JOEY L. SEVT	16.00	400.00	PEARRELL J 31.15 FIT	***.**.***** 12.15 SITS	7720 24.80 FICA	700 5.80 MED	HOURLY	400.00 73.90 326.10
PICKETT, CHARLES A. HRLY	53.00	662.50	PICKETT C 33.17 FIT	***.**.***** 24.62 SITM	7720 41.08 FICA	700 9.61 MED	HOURLY	662.50 108.48 554.02
PITTINGER, DOUGLAS M. HRLY SEVT	35.50 18.00	443.75 450.00	PITTINGER D 56.30 FIT	***.**.***** 31.57 SITM	7720 55.41 FICA	700 12.96 MED	HOURLY	893.75 156.24 737.51
POTTER JR, WILLIAM W. HRLY HR-2 SEVT	27.50 13.25 36.50	385.00 231.88 912.50	POTTER W 121.23 FIT	***.**.***** 94.82 FICA	7720 22.18 MED	700 69.34 VA	HOURLY	1529.38 307.57 1221.81
QUEZADA, ROMULO G HR-2	8.00	112.00	QUEZADA R 20.00 FIT	***.**.***** 1.05 SITM	7720 6.94 FICA	700 1.62 MED	HOURLY	112.00 29.61 82.39
RENNER, MARK I. SLRY	80.00	1443.08	RENNER M 172.86 FIT 20.65 MED	***.**.***** 49.05 SITS 19.00 HOS*	7720 88.29 FICA	700 64.94 RET	SALARY 60.00 XMAS	1443.08 474.79 968.29
RJASKO, ROBERT A. SLRY OVTM SEVT	80.00 1.50 2.00	1975.11 55.55 74.06	RJASKO R 199.51 FIT 30.11 MED	***.**.***** 87.37 SITM 28.42 D/VF	7720 128.73 FICA	700 12.75 OPTL	SALARY 178.90 DRET	2104.72 665.79 1438.93
ROWLAND, RYAN M. SLRY OVTM SEVT	80.00 4.00 3.00	1793.27 134.48 100.86	ROWLAND R 275.40 FIT 19.00 HOS*	***.**.***** 78.50 SITS	7720 124.60 FICA	700 172.43 DRET	SALARY 29.14 MED	2028.61 699.07 1329.54
RUBLE, CHARLES S. HRLY	49.50	693.00	RUBLE C 111.22 FIT	***.**.***** 25.99 SITM	7720 42.97 FICA	700 10.05 MED	HOURLY	693.00 190.23 502.77
SAGER, JEFFREY B. HRLY	44.00	550.00	SAGER J 6.54 FIT	***.**.***** 16.62 SITM	7720 34.10 FICA	700 7.98 MED	HOURLY	550.00 65.24 484.76
SCOTT, KERRY V. HRLY	18.50	231.25	SCOTT K 6.94 SITM	***.**.***** 14.34 FICA	7720 3.35 MED	700	HOURLY	231.25 24.63 206.62
SELL, ROBERT S. SLRY HOLI	80.00 10.00	2643.08 495.60	SELL R 538.34 FIT 10.11 CAN*	***.**.***** 136.51 SITS 19.00 HOS*	7720 192.79 FICA	700 266.79 DRET	SALARY 45.09 MED	3138.68 1208.63 1930.05
SIGLER, JAMES E.			SIGLER J	***.**.*****	7720	700	HOURLY	224.00

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HRLY 16.00	224.00	50.00 FIT	8.97 SITM	17.48 FICA	4.09 MED		80.54
UNF 1.00	58.00						143.46
UNFN 1.00	58.00-						

TABLER, DUSTIN C.	TABLER D	***.***.*****	7720	700		SALARY	3764.75
SLRY 80.00	2409.35	395.48 FIT	164.98 SITS	218.48 FICA	6.51 OPTL	320.00 DRET	1437.47
OVTM 11.00	496.98	40.00 XMAS	51.10 MED	212.50 HOS*	28.42 D/VF		2327.28
GRT 3.00	135.54						
SEVT 16.00	722.88						

THOMAS, ALLAN T	THOMAS A	***.***.*****	7720	700		SALARY	3293.30
SLRY 80.00	2214.04	347.80 FIT	161.63 SITM	188.12 FICA	148.20 RET	25.26 OPTL	1174.11
OVTM 3.00	124.53	44.00 MED	18.18 CAN*	212.50 HOS*	28.42 D/VF		2119.19
HOLI 10.00	415.10						
SEVT 13.00	539.63						

TIONG, VINCENT H.	TIONG V	***.***.*****	7720	700		SALARY	4577.99
SLRY 80.00	2409.35	507.50 FIT	224.31 SITS	269.81 FICA	6.51 OPTL	389.13 DRET	1686.51
OVTM 8.00	361.44	63.10 MED	212.50 HOS*	13.65 D/VF			2891.48
HOLI 4.00	180.72						
SEVT 36.00	1626.48						

VANGOVEN, LARRY K.	VANGOVEN L	***.***.*****	7720	700		HOURLY	735.00
HRLY 52.50	735.00	149.24 FIT	55.55 SITS	45.57 FICA	10.66 MED		261.02
							473.98

WALTERS, WILLIAM E.	WALTERS W	***.***.*****	7720	700		HOURLY	618.75
HRLY 33.50	418.75	28.80 FIT	22.65 SITM	38.36 FICA	8.97 MED		98.78
SEVT 8.00	200.00						519.97

WILLIAMS, BENJAMIN S.	WILLIAMS B	***.***.*****	7720	700		SALARY	3084.79
SLRY 80.00	2518.15	307.67 FIT	166.85 SITM	176.32 FICA	6.51 OPTL	262.21 DRET	1331.57
OVTM 2.00	94.44	80.00 XMAS	49.85 ATCH	41.24 MED	212.50 HOS*	28.42 D/VF	1753.22
HOLI 10.00	472.20						

WINDLE, JOSEPH P.	WINDLE J	***.***.*****	7720	700		SALARY	2835.54
SLRY 80.00	2295.54	457.20 FIT	123.41 SITS	173.93 FICA	24.36 CANC	241.02 DRET	1090.76
INCR .00	540.00	40.68 MED	11.16 CAN*	19.00 HOS*			1744.78

SEVT 550.00	20633.10	15512.89 FIT	2167.48 SITM	7020.83 FICA	1642.00 MED	3034.68 SITS	116683.40
SLRY 2750.00	74543.34	209.05 OPTL	6823.52 DRET	2841.00 HOS*	1310.00 XMAS	246.83 CAN*	42750.32
HOLI 83.50	3642.66	414.49 D/VF	920.98 RET	75.00 457I	143.11 CANC	83.25 ATC2	73933.08
INCR .00	3120.00	115.05 VA	169.39 ATCH	20.77 PLUS			
OVTM 59.00	2689.46						
HRLY 804.75	10723.38						
GRT 7.00	301.58						
HR-2 69.25	1029.88						
UNF 1.00	58.00						
UNFN 1.00	58.00-						

EMPLOYEES: 60 DEPARTMENT 700 TOTALS

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ARMEL, MATTHEW S. SLRY 80.00 1881.96 OVTM 2.00 70.58		ARMEL M 262.75 FIT	***-**-***** 75.46 SITS	7720 121.06 FICA	700 165.97 DRET	SALARY 28.31 MED	1952.54 653.55 1298.99
BOYCE, KEVIN J. SLRY 80.00 2409.35 GRT 12.50 564.75		BOYCE K 496.43 FIT 43.12 MED	***-**-***** 133.62 SITS	7720 184.39 FICA	700 252.80 DRET	SALARY 40.00 XMAS	2974.10 1150.36 1823.74
BRADSHAW, GEORGE W SLRY 80.00 2295.54 DOJ 10.00 430.40		BRADSHAW G 370.22 FIT 10.11 CAN*	***-**-***** 123.20 SITS	7720 168.38 FICA	700 231.70 DRET	SALARY 39.38 MED	2725.94 942.99 1782.95
BRUNSWICK, LOUIS G. SLRY 80.00 1595.96		BRUNSWICK 247.61 FIT 23.14 MED	***-**-***** 123.11 SITM	7720 98.95 FICA	700 71.82 RET	SALARY 40.00 XMAS	1595.96 604.63 991.33
COLBERT, DAVID K. SLRY 80.00 2876.85		COLBERT D 309.75 FIT 41.71 MED	***-**-***** 145.14 SITM	7720 178.36 FICA	700 244.53 DRET	SALARY 50.00 XMAS	2876.85 969.49 1907.36
CONWAY, BRANDON M. SLRY 80.00 2295.54 OVTM 3.00 129.12		CONWAY B 358.25 FIT 35.16 MED	***-**-***** 98.38 SITS 50.00 4571	7720 150.33 FICA	700 206.10 DRET	SALARY 50.00 XMAS	2424.66 948.22 1476.44
CRIDLER, ARTHUR L. HRLY 24.00 300.00 SEVT 8.00 200.00		CRIDLER A 43.99 FIT	***-**-***** 17.69 SITM	7720 31.00 FICA	700 7.25 MED	HOURLY	500.00 99.93 400.07
DANTZIC, RONALD D. HRLY 45.00 562.50		DANTZIC R 23.17 FIT	***-**-***** 20.19 SITM	7720 34.88 FICA	700 8.16 MED	HOURLY	562.50 86.40 476.10
DEMORY, SCOTT E. SLRY 80.00 2214.04		DEMORY S 322.57 FIT 32.10 MED	***-**-***** 89.82 SITS	7720 137.27 FICA	700 26.73 CANG	SALARY 188.19 DRET	2214.04 796.68 1417.36
EDDY, JAMES E. HRLY 43.50 609.00		EDDY J 85.34 FIT	***-**-***** 37.21 SITM	7720 37.76 FICA	700 8.83 MED	HOURLY	609.00 169.14 439.86
FIELDS SR., CHARLES R. HRLY 48.50 679.00		FIELDS C 85.84 FIT	***-**-***** 40.36 SITM	7720 42.10 FICA	700 9.85 MED	HRLY	679.00 178.15 500.85
FLETCHER, DOUGLAS H. SLRY 80.00 2013.58		FLETCHER D 238.25 FIT 29.20 MED	***-**-***** 74.20 SITS	7720 124.84 FICA	700 171.15 DRET	SALARY 50.00 XMAS	2013.58 687.64 1325.94
FLETCHER, RONALD L. SLRY 80.00 2643.08		FLETCHER R 382.25 FIT 38.32 MED	***-**-***** 113.93 SITS	7720 163.87 FICA	700 224.66 DRET	SALARY 30.00 XMAS	2643.08 953.03 1690.05
FORMAN, JOSEPH A. SLRY 80.00 2214.04 OVTM 11.00 456.61		FORMAN J 424.23 FIT 11.16 CAN*	***-**-***** 114.84 SITS	7720 164.89 FICA	700 227.01 DRET	SALARY 38.56 MED	2670.65 980.69 1689.96
GRANTHAM, JOSEPH A. SLRY 80.00 1646.15		GRANTHAM J 194.93 FIT	***-**-***** 59.13 SITS	7720 102.06 FICA	700 139.92 DRET	SALARY 23.87 MED	1646.15 519.91 1126.24
HANSEN JR, THOMAS H. SLRY 80.00 2876.85 ANNU 206.00 7407.76 SEVT 8.00 431.52		HANSEN T 1938.36 FIT 155.12 MED	***-**-***** 651.13 SITM 18.18 CAN*	7720 663.27 FICA 83.25 ATC2	700 281.21 DRET	SALARY 130.00 XMAS	10716.13 3920.52 6795.61
HAYNES, BRANDON C. SLRY 80.00 2214.04		HAYNES B 280.43 FIT 31.89 MED	***-**-***** 84.32 SITS 14.72 CAN*	7720 136.36 FICA	700 188.19 DRET	SALARY 50.00 XMAS	2214.04 785.91 1428.13
HESS, CHARLES D. SLRY 80.00 2111.35 OVTM 1.00 39.59		HESS C 308.13 FIT	***-**-***** 86.36 SITS	7720 133.36 FICA	700 182.83 DRET	SALARY 31.19 MED	2150.94 741.87 1409.07
HOAK, TAMMY K.		HOAK T	***-**-*****	8810	700	SALARY	1496.84

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SLRY	70.00	1496.84	181.20 FIT 50.00 XMAS	55.01 SITS 21.49 MED	91.89 FICA 14.72 CAN*	67.36 RET	32.52 CANC	514.19 982.65
HOCKMAN, ALBERT S. SLRY	80.00	2214.04	HOCKMAN A 322.57 FIT	***_**_***** 7720 89.82 SITS	700 137.27 FICA	700 188.19 DRET	SALARY 32.10 MED	2214.04 769.95 1444.09
HOFFMAN, JAMES W. HRLY	42.50	531.25	HOFFMAN J 48.68 FIT	***_**_***** 7720 18.94 SITM	700 32.94 FICA	700 7.70 MED	HOURLY	531.25 108.26 422.99
HOLLER, JEANNA K. HRLY	42.00	525.00	HOLLER J K 47.74 FIT	***_**_***** 7720 32.55 FICA	700 7.61 MED	700 15.48 VA	HOURLY	525.00 103.38 421.62
HOLZ, STEVEN M. SLRY OVTM	80.00 5.00	2518.15 236.10	HOLZ S 446.14 FIT 39.94 MED	***_**_***** 7720 142.85 SITM	700 170.76 FICA	700 1.50-OPTL	SALARY 234.11 DRET	2754.25 1032.30 1721.95
JOHNSON, CASSIE L. HRLY	40.50	506.25	JOHNSON C 44.93 FIT	***_**_***** 7720 16.40 SITS	700 31.39 FICA	700 7.34 MED	HOURLY	506.25 100.06 406.19
JONES, JESSE W. SLRY	80.00	3344.35	JONES J 604.68 FIT 400.00 XMAS	***_**_***** 8810 189.07 SITM 47.92 MED	700 204.90 FICA 39.54 CAN*	700 150.50 RET	SALARY 34.06 CANC	3344.35 1670.67 1673.68
KILMER, GLEN W. SLRY OVTM	80.00 5.00	2214.04 207.55	KILMER G 328.19 FIT 119.54 ATCH	***_**_***** 7720 95.78 SITS 34.92 MED	700 149.30 FICA 13.57 CAN*	700 205.84 DRET 20.77 PLUS	SALARY 50.00 XMAS	2421.59 1017.91 1403.68
KOOGLE SR, GERALD W. HRLY HR-2	32.50 3.00	455.00 52.50	KOOGLE G 77.67 FIT	***_**_***** 7720 52.99 SITM	700 31.47 FICA	700 7.36 MED	HOURLY	507.50 169.49 338.01
LEMON, JENNIFER L. SLRY	70.00	1134.61	LEMON J 77.44 FIT 16.45 MED	***_**_***** 8810 45.97 SITM	700 70.35 FICA	700 51.06 RET	SALARY 50.00 XMAS	1134.61 311.27 823.34
LOWE, DEBORAH A. SLRY	70.00	1496.84	LOWE D 129.33 FIT	***_**_***** 8810 55.67 SITS	700 92.80 FICA	700 67.36 RET	SALARY 21.70 MED	1496.84 366.86 1129.98
LUPIS III, VICTOR C. SLRY	80.00	2643.08	LUPIS V 420.71 FIT	***_**_***** 7720 113.93 SITS	700 163.87 FICA	700 224.66 DRET	SALARY 38.32 MED	2643.08 961.49 1681.59
MAHONY, ROBIN J. HRLY HR-2	3.00 32.25	52.50 451.50	MAHONY R 17.32 FIT	***_**_***** 8810 17.85 SITM	700 31.25 FICA	700 7.31 MED	HOURLY	504.00 73.73 430.27
MALONEY, ELIZABETH A. SLRY	70.00	1963.71	MALONEY E 193.54 FIT 50.00 XMAS	***_**_***** 8810 94.78 SITM 28.22 MED	700 120.65 FICA 17.76 CAN*	700 88.37 RET	SALARY 25.44 CANC	1963.71 618.76 1344.95
MILLS, KENNETH M. HRLY	64.00	896.00	MILLS K 128.39 FIT	***_**_***** 7720 55.13 SITM	700 55.55 FICA	700 40.00 XMAS	HOURLY 12.99 MED	896.00 292.06 603.94
MOLTERE, RONALD J. HRLY HR-2	38.00 9.50	532.00 166.25	MOLTERE R 36.75 FIT	***_**_***** 7720 22.77 SITM	700 43.29 FICA	700 10.12 MED	HOURLY	698.25 112.93 585.32
O'SHEA, CONOR L. SLRY	80.00	1588.46	O'SHEA C 129.17 FIT 25.00 457I	***_**_***** 7720 66.89 SITM	700 98.48 FICA	700 135.02 DRET	SALARY 23.03 MED	1588.46 477.59 1110.87
PALMER, TERRY L. SLRY OVTM SEVT	80.00 7.00 8.00	1443.08 189.42 216.48	PALMER T 245.09 FIT 26.09 MED	***_**_***** 7720 61.99 SITS 49.86 CAN*	700 111.55 FICA	700 83.20 RET	SALARY 50.00 XMAS	1848.98 627.78 1221.20
PARTLOW, EVELYN J. SLRY	70.00	1496.84	PARTLOW E 185.75 FIT 17.76 CAN*	***_**_***** 8810 54.87 SITS	700 91.70 FICA	700 67.36 RET	SALARY 21.45 MED	1496.84 438.89 1057.95
PEARRELL, JODY L. SEVT	8.00	200.00	PEARRELL J 11.15 FIT	***_**_***** 7720 6.00 SITS	700 12.40 FICA	700 2.90 MED	HOURLY	200.00 32.45

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PICKETT, CHARLES A. HRLY 35.00 437.50	PICKETT C 10.67 FIT	***_**_***** 15.19 SITM	7720	700	27.13 FICA	6.34 MED	HOURLY	437.50 59.33 378.17
PITTINGER, DOUGLAS M. HRLY 41.00 512.50	PITTINGER D 18.17 FIT	***_**_***** 15.12 SITM	7720	700	31.78 FICA	7.43 MED	HOURLY	512.50 72.50 440.00
POTTER JR, WILLIAM W. HRLY 35.50 497.00	POTTER W 1.24 FIT	***_**_***** 30.81 FICA	7720	700	7.21 MED	12.29 VA	HOURLY	497.00 51.55 445.45
QUEZADA, ROMULO G HRLY 12.00 210.00 HR-2 16.00 224.00	QUEZADA R 30.32 FIT	***_**_***** 11.98 SITM	7720	700	26.91 FICA	6.29 MED	HOURLY	434.00 75.50 358.50
RENNER, MARK I. SLRY 80.00 1443.08 OVTM 10.00 270.60	RENNER M 225.25 FIT 24.85 MED	***_**_***** 61.85 SITS	7720	700	106.25 FICA	77.12 RET	SALARY 60.00 XMAS	1713.68 555.32 1158.36
RJASKO, ROBERT A. SLRY 80.00 1975.11 OVTM 2.00 74.06	RJASKO R 196.15 FIT	***_**_***** 85.91 SITM	7720	700	127.05 FICA	174.18 DRET	SALARY 29.71 MED	2049.17 613.00 1436.17
ROBERTS, ROBBIE R. HR-2 10.00 221.80	ROBERTS R 13.33 FIT	***_**_***** 4.35 SITS	7720	700	13.75 FICA	3.22 MED	HOURLY	221.80 34.65 187.15
ROWLAND, RYAN M. SLRY 80.00 1793.27	ROWLAND R 226.32 FIT	***_**_***** 66.72 SITS	7720	700	111.18 FICA	152.43 DRET	SALARY 26.00 MED	1793.27 582.65 1210.62
RUBLE, CHARLES S. HRLY 51.50 721.00	RUBLE C 114.02 FIT	***_**_***** 27.25 SITM	7720	700	44.70 FICA	10.45 MED	HOURLY	721.00 196.42 524.58
SAGER, JEFFREY B. HRLY 32.00 400.00 HR-2 12.00 210.00	SAGER J 12.54 FIT	***_**_***** 19.02 SITM	7720	700	37.82 FICA	8.85 MED	HOURLY	610.00 78.23 531.77
SCOTT, KERRY V. HRLY 28.50 356.25	SCOTT K 2.55 FIT	***_**_***** 11.94 SITM	7720	700	22.09 FICA	5.17 MED	HOURLY	356.25 41.75 314.50
SELL, ROBERT S. SLRY 80.00 2643.08	SELL R 429.72 FIT 10.11 CAN*	***_**_***** 108.27 SITS	7720	700	163.24 FICA	224.66 DRET	SALARY 38.18 MED	2643.08 974.18 1668.90
SIGLER, JAMES E. HRLY 32.00 448.00	SIGLER J 61.72 FIT	***_**_***** 15.61 SITM	7720	700	27.78 FICA	6.50 MED	HOURLY	448.00 111.61 336.39
TABLER, DUSTIN C. SLRY 80.00 2409.35 OVTM 3.00 135.54	TABLER D 264.19 FIT 36.90 MED	***_**_***** 108.09 SITS	7720	700	157.78 FICA	216.32 DRET	SALARY 40.00 XMAS	2544.89 823.28 1721.61
THOMAS, ALLAN T SLRY 80.00 2214.04 OVTM 3.00 124.53	THOMAS A 247.18 FIT 18.18 CAN*	***_**_***** 118.02 SITM	7720	700	143.86 FICA	105.24 RET	SALARY 33.65 MED	2338.57 666.13 1672.44
TIONG, VINCENT H. SLRY 80.00 2409.35	TIONG V 199.43 FIT	***_**_***** 110.54 SITS	7720	700	149.38 FICA	204.79 DRET	SALARY 34.94 MED	2409.35 699.08 1710.27
VANGOSEN, LARRY K. HRLY 34.50 483.00	VANGOSEN L 111.44 FIT	***_**_***** 45.47 SITS	7720	700	29.95 FICA	7.00 MED	HOURLY	483.00 193.86 289.14
WALTERS, WILLIAM E. HRLY 24.00 300.00	WALTERS W 9.69 SITM	***_**_***** 18.60 FICA	7720	700	4.35 MED		HOURLY	300.00 32.64 267.36
WILLIAMS, BENJAMIN S. SLRY 80.00 2518.15	WILLIAMS B 238.29 FIT 49.85 ATCH	***_**_***** 148.81 SITM 36.51 MED	7720	700	156.13 FICA	214.04 DRET	SALARY 80.00 XMAS	2518.15 923.63 1594.52
WINDLE, JOSEPH P.	WINOLE J	***_**_*****	7720	700			SALARY	286.90

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HRLY	10.00	286.90	16.29 FIT 4.00 MED	7.54 SITS 11.16 CAN*	17.10 FICA	24.36 CANC	24.39 DRET	104.84 182.06
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SLRY 2670.00 72247.80 12467.76 FIT 2115.56 SITS 5890.78 FICA 4902.89 DRET 1377.67 MED 95259.11
OVTM 52.00 1933.70 1310.00 XMAS 246.83 CAN* 2220.61 SITM 829.39 RET 75.00 4571 31879.28
GRT 12.50 564.75 143.11 CANC 83.25 ATC2 27.77 VA 1.50-OPTL 169.39 ATCH 63379.83
DQJ 10.00 430.40 20.77 PLUS
HRLY 759.50 10300.65
SEVT 32.00 1048.00
ANNU 206.00 7407.76
HR-2 82.75 1326.05
EMPLOYEES: 58 DEPARTMENT 700 TOTALS

3

424

Jefferson County Maintenance Department
Bi-weekly time record

Pay Period: June 28 - July 11, 2015

Employee	28	29	30	1	2	3	4	5	6	7	8	9	10	11	Hours Worked	Holiday Hours	Regular Overtime	Double OT	Hours Paid
	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat					
Janet Collier		8	8	8	8	H			8	8	8	8	8		72	8			80
Laura Rubin		7	7	7	7	H			7	7	7	7	7		63	7			70
Larry Collier		8	8	8	8	H			8	8	8	8	8		72	8			80
Tony Giney		8	8	8	8	H			8	8	8	8	8		72	8			80
M. Greg Gregory			8								8	9	8		75	8		3	83
Ann Jenkins		8	8	8	8	H			8	8	8	8	8		72	8			80
Dennis Jenkins		8	8	8	8	H			8	8	8	8	8		72	8			80
Ryan Milbourne																8			80
Bryan Perkins		8	8	8	8	H			8	8	8	8	8		72	8			80
Leonard Thomas		8	8	8	8	H			8	8	8	8	8		72	8			80
David Weas		8	8	8	8	H			8	8	8	8	8		72	8			80
Rusty Blackford		8	8	8	8	H			8	8	8	9	8		73	8		1	81
	28	29	30	1	2	3	4	5	6	7	8	9	10	11					
	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Mon	Tue	Wed	Thurs	Fri	Sat					

33.5

60.4

Greg Gregory and Ryan Milbourne - On Call

* Pay overtime at all employees' regular pay rate ** Pay overtime at Employee's pay rate plus time and one half (double overtime)

ON-CALL

I hereby certify that the information on this form is correct to the best of my knowledge. The employees listed above have neither claimed hours not worked

William P. [Signature]

Date:

To: 'Chris Cross'; 'Jeffrey A. Polczynski, ENP'
Subject: RE: All Good Costs

Chris:

See if Sally can give you cost that includes SS and other direct payroll costs [not health care sine it's an annual fixed cost].

Sheriff

From: Chris Cross [<mailto:ccross@jeffersoncountywv.org>]
Sent: Tuesday, July 14, 2015 11:23 AM
To: 'Pete Dougherty'; 'Jeffrey A. Polczynski, ENP'
Subject: RE: All Good Costs

Sheriff:

As per our conversation, here are the hours worked at All Good per employee.

Lynn Costello – 19 hours Overtime - \$42.02	798.38	
Donita Scott – 5 hours Regular time - \$26.47	132.35	
Kym Burke – 12 hours Overtime - \$40.85	490.20	
Laura Pope – 4 hours Regular time - \$26.47	105.88	
Merri McIntyre – 14 hours Overtime, 12 hours Regular time – reg rate \$21.38 ot rate\$32.07		705.54
Staci Hovermale – 12 hours Overtime - \$31.07	372.84	
Christine Miller – 4 hours Regular time - \$19.45	77.80	
Bill Schweitzer – 4 hours Overtime - \$29.17	116.68	
Brooke Hess – 6 hours Regular time - \$18.84	113.04	
Leah Daffron -- 6 hours Overtime, 4 hours Regular time – ot rate: \$26.53 reg rate: \$17.69		229.94
Rendell Ford – 16 hours Regular time - \$16.90	270.40	
Tony Cambardella – 4 hours Regular time- \$16.90	67.60	
Casey Jo Charles – 12 hours Regular time- \$16.90	202.80	

As for Jeff and I, I'm not sure how you want to calculate the total since we don't get overtime but I spent approximately 34 hours at All Good and Jeff spent approximately 24 hours. Chris Cross – reg rate+ \$28.40 Jeff's reg hrly rate= \$43.43

If you need anything else please let me know!

Christopher M. Cross
Deputy Director of Communications
304-728-3372

From: Pete Dougherty [<mailto:pdougherty@icsdww.com>]
Sent: Monday, July 13, 2015 9:28 AM
To: Jeffrey A. Polczynski, ENP
Cc: Christopher M. Cross
Subject: All Good Costs

Jeff/Chris:

Sally Gran

From: Chris Cross <ccross@jeffersoncountywv.org>
Sent: Tuesday, July 21, 2015 3:53 PM
To: Pete Dougherty
Cc: Jeffrey Polczynski; Sally Gran
Subject: FW: All Good Costs

Importance: High

Sheriff,

According to the figures Sally sent me, here is the total amount we spent for the All Good Festival. I provided one figure with Jeff and I included and another with us not included. Let me know if you need any further information.

Total not including Jeff and I = \$3683.45

Total including Jeff and I = \$5691.37

Thanks,

Christopher M. Cross
Deputy Director of Communications
304-728-3372

From: Sally Gran [mailto:sgran@jeffersoncountywv.org]
Sent: Tuesday, July 21, 2015 12:11 PM
To: 'Chris Cross' <ccross@jeffersoncountywv.org>
Subject: RE: All Good Costs

From: Chris Cross [mailto:ccross@jeffersoncountywv.org]
Sent: Tuesday, July 14, 2015 11:43 AM
To: Sally Gran <sgran@jeffersoncountywv.org>
Subject: FW: All Good Costs

Sally,

Can you provide me with the information the Sheriff needs for the hours listed below. He is calculating costs for the All Good Festival.

Thanks! (Let me know if you need any additional information)

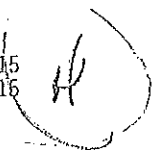
Christopher M. Cross
Deputy Director of Communications
304-728-3372

From: Pete Dougherty [mailto:pdougherty@jcsdwv.com]
Sent: Tuesday, July 14, 2015 11:33 AM

Can you check with Sally to determine your total payroll costs for the All Good Festival? Also let me know if there were any other direct costs to your office. If you will create an invoice identifying the personnel and any other costs from your office I will invoice All Good [Walther] as soon I have them.

Pete Dougherty
Sheriff, Jefferson County

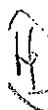
REPORT DATE 07/13/2015
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 USER SALLY

EMPLOYEE NAME PAY.....HOURS.....AMOUNT	EMPL. ID DEDUCT. CODE	SOC. SEC. NUM. DEDUCT. CODE	LOCATION DEDUCT. CODE	DEPARTMENT DEDUCT. CODE	JOB CLASS DEDUCT. CODE	GROSS PAY DEDUCTIONS NET PAY
BREEDEN, SHAWN E. SLRY 80.00 1710.48 STR 1.00 21.38 HOLI 8.00 256.56	BREEDEN S 110.31 FIT 28.34 MED	***-**-***** 80.18 SITS 14.72 CAN*	8810 SITS CAN*	712 FICA HOS*	712 SALARY RET OPTL	1988.42 471.72 1516.70
BROWN, LORI H. SLRY 80.00 1415.17	BROWN L 40.30 FIT 18.26 MED	***-**-***** 38.84 SITM 142.50 HOS*	8810 SITM HOS*	712 FICA D/VF	712 SALARY RET OPTL	1415.17 401.80 1013.37
BURKE, KIMBERLY D. SLRY 80.00 2178.69 HRLY .00 10.88 OVTM 12.00 490.20	BURKE K 421.06 FIT 19.13 OPTL 13.65 D/VF	***-**-***** 142.43 SITM 145.00 XMAS	8810 SITM XMAS	712 FICA MED	712 SALARY RET CAN* HOS*	2679.77 1266.24 1413.53
CAMBARDELLA, JOSEPH A HRLY 8.00 135.20	CAMBARDELL 4.67 FIT	***-**-***** 4.06 SITS	8810 SITS	712 FICA	712 HOURLY MED	135.20 19.07 116.13
CHARLES, CASEY J. HRLY 28.50 481.65	CHARLES C 29.86 FICA	***-**-***** 6.98 MED	8810 MED	712 VA	712 HOURLY	481.65 50.15 431.50
COSTELLO, LYNN D. SLRY 80.00 2241.32 OVTM 13.00 546.26	COSTELLO L 321.41 FIT 12.75 OPTL 28.42 D/VF	***-**-***** 113.11 SITS 80.00 XMAS 20.00 457I	8810 SITS XMAS 457I	712 FICA MED	712 SALARY RET CAN* HOS*	2787.58 1195.40 1592.18
CROSS, CHRISTOPHER M. SLRY 80.00 2272.03	CROSS C 319.52 FIT 30.68 MED	***-**-***** 104.93 SITM 142.50 HOS*	8810 SITM HOS*	712 FICA D/VF	712 SALARY RET OPTL	2272.03 850.70 1421.33
DAFFRON, LEAH D. SLRY 80.00 1415.17 OVTM 8.00 212.24	DAFFRON L 50.50 SITS 50.00 XMAS	***-**-***** 98.68 FICA 23.08 MED	8810 SITS MED	712 RET CAN*	712 SALARY CANC HOS* OPTL 457I	1627.41 404.02 1223.39
DORSEY, PAMELA N. SLRY 80.00 1371.23 OVTM 2.00 51.42	DORSEY P 25.86 FIT 50.00 XMAS	***-**-***** 39.40 SITM 20.63 MED	8810 SITM MED	712 FICA	712 SALARY RET OPTL	1422.65 293.87 1128.78
DUDASH, PAMELA A. SLRY 80.00 1941.29	DUDASH P 266.57 FIT 8.50 OPTL 13.65 D/VF	***-**-***** 106.16 SITM 80.00 XMAS	8810 SITM XMAS	712 FICA MED	712 SALARY RET CAN* HOS*	1941.29 838.44 1102.85
EHEMENT, KAREN A. SLRY 80.00 1231.70 HRLY 24.00 369.60	EHEMENT K 94.64 FIT 40.00 XMAS	***-**-***** 28.33 SITS 12.22 MED	8810 SITS MED	712 FICA HOS*	712 SALARY RET OPTL	862.10 296.60 566.50
FORD, RENDELL L. HRLY 40.00 676.00 HOLI 8.00 202.80	FORD R 100.81 FIT	***-**-***** 41.31 SITS	8810 SITS	712 FICA	712 HOURLY MED	878.80 209.35 669.45
HAYDEN, JAMES P. SLRY 80.00 2058.69 STR 2.00 51.46 HOLI 8.00 308.80	HAYDEN J 179.13 FIT 31.58 MED	***-**-***** 103.54 SITM 212.50 HOS*	8810 SITM HOS*	712 FICA D/VF	712 SALARY RET OPTL	2418.95 811.44 1607.51
HENDERSON, DANIEL D. SLRY 80.00 1460.54 STR 2.00 36.52	HENDERSOND 179.97 FIT 21.19 MED	***-**-***** 60.60 SITS 16.98 CAN*	8810 SITS CAN*	712 FICA HOS*	712 SALARY RET OPTL	1497.06 457.45 1039.61
HESS, BROOKE L. SLRY 80.00 1507.38 HRLY 1.50 13.22 OVTM 11.00 310.86	HESS B 239.08 FIT 3.50 OPTL	***-**-***** 69.78 SITS 25.71 MED	8810 SITS MED	712 FICA CAN*	712 SALARY RET CANC	1805.02 578.40 1226.62
HOVERMALE, STACI ANN SLRY 80.00 1657.24 OVTM 12.00 372.84	HOVERMALE 198.54 FIT 28.74 MED	***-**-***** 91.95 SITM 28.85 CAN*	8810 SITM CAN*	712 FICA HOS*	712 SALARY RET OPTL	2030.08 594.08 1436.00
KING, KATHRYN E. SLRY 80.00 1507.38	KING K 86.03 FIT 4.51 OPTL 2.47 D/VF	***-**-***** 50.73 SITS 50.00 XMAS 25.00 457I	8810 SITS XMAS 457I	712 FICA MED	712 SALARY RET CAN* HOS*	1507.38 467.10 1040.28



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EMPLOYEE NAME PAY.....HOURS.....AMOUNT	EMPL. ID DEDUCT. CODE	SOC. SEC. NUM. DEDUCT. CODE	LOCATION DEDUCT. CODE	DEPARTMENT DEDUCT. CODE	JOB CLASS DEDUCT. CODE	GROSS PAY DEDUCTIONS NET PAY
BREEDEN, SHAWN E. SLRY 80.00 1710.48	BREEDEN S 73.35 FIT 14.72 CAN*	***..**..***** 65.40	8810 SITS	712 FICA	76.97 RET 24.59 MED	1710.48 360.17 1350.31
BROWN, LORI H. SLRY 80.00 1415.17	BROWN L 55.92 FIT	***..**..***** 48.20	8810 SITM	712 FICA	63.68 RET 20.52 MED	1415.17 276.06 1139.11
BURKE, KIMBERLY D. SLRY 80.00 2178.69	BURKE K 340.47 FIT 145.00 XMAS	***..**..***** 121.47 30.96	8810 SITM MED	712 FICA 43.20 CAN*	98.04 RET 28.92 CANC	2178.69 940.46 1238.23
CHARLES, CASEY J. HRLY 24.00 405.60	CHARLES C 25.15 FICA	***..**..***** 5.88	8810 MED	712 VA	HOURLY	405.60 40.54 365.06
COSTELLO, LYNN D. SLRY 80.00 2241.32 HRLY .00 5.60 OVTM 6.00 252.12	COSTELLO L 312.75 FIT 80.00 XMAS	***..**..***** 110.93 35.19	8810 SITS MED	712 FICA 72.32 CAN*	112.46 RET 20.00 457I 20.16 CANC	2499.04 914.27 1584.77
GROSS, CHRISTOPHER M. SLRY 80.00 2272.03	GROSS C 358.55 FIT	***..**..***** 115.08	8810 SITM	712 FICA	102.24 RET 32.94 MED	2272.03 749.68 1522.35
DAFFRON, LEAH D. SLRY 80.00 1415.17	DAFFRON L 42.24 SITS 20.28 MED	***..**..***** 86.70 16.74	8810 FICA CAN*	712 RET 50.00 457I	17.28 CANC 50.00 XMAS	1415.17 346.92 1068.25
DORSEY, PAMELA N. SLRY 80.00 1371.23	DORSEY P 20.95 FIT 19.88 MED	***..**..***** 36.46	8810 SITM	712 FICA	61.71 RET 50.00 XMAS	1371.23 274.02 1097.21
DUDASH, PAMELA A. SLRY 80.00 1941.29	DUDASH P 274.73 FIT 80.00 XMAS	***..**..***** 108.28 27.87	8810 SITM MED	712 FICA 19.44 CAN*	87.36 RET 93.24 CANC	1941.29 810.87 1131.22
EHEMENT, KAREN A. SLRY 80.00 1231.70	EHEMENT K 150.43 FIT 17.86 MED	***..**..***** 44.28	8810 SITS	712 FICA	55.43 RET 40.00 XMAS	1231.70 384.37 847.33
FORD, RENDELL L. HRLY 20.00 338.00	FORD R 24.95 FIT	***..**..***** 20.14	8810 SITS	712 FICA	4.90 MED	338.00 70.95 267.05
HAYDEN, JAMES P. SLRY 80.00 2058.69	HAYDEN J 163.66 FIT	***..**..***** 96.83	8810 SITM	712 FICA	92.64 RET 29.85 MED	2058.69 510.62 1548.07
HENDERSON, DANIEL D. SLRY 80.00 1460.54 OVTM 1.75 47.93 STR 2.20 40.17	HENDERSON D 190.21 FIT 16.98 CAN*	***..**..***** 63.67	8810 SITS	712 FICA	69.69 RET 22.21 MED	1548.64 457.72 1090.92
HESS, BROOKE L. SLRY 80.00 1507.38 HRLY .00 11.28	HESS B 181.76 FIT 21.56 MED	***..**..***** 55.18 31.89	8810 SITS CAN*	712 FICA	68.34 RET 17.28 CANC	1518.66 468.19 1050.47
HOVERMALE, STACI ANN SLRY 80.00 1657.24	HOVERMALE 147.98 FIT 28.85 CAN*	***..**..***** 70.04	8810 SITM	712 FICA	74.58 RET 23.61 MED	1657.24 446.82 1211.22
KING, KATHRYN E. SLRY 80.00 1507.38	KING K 89.25 FIT 50.00 XMAS	***..**..***** 51.69 21.41	8810 SITS MED	712 FICA 30.77 CAN*	67.83 RET 25.00 457I 19.44 CANC	1507.38 446.94 1060.44
LANNING, SARAH J. SLRY 80.00 1507.38	LANNING S 130.84 FIT 21.86 MED	***..**..***** 67.61	8810 SITM	712 FICA	67.83 RET 17.28 CANC	1507.38 398.88 1108.50
MCINTYRE, NERRI A. SLRY 80.00 1710.48 STR 4.00 85.52	MCINTYRE M 172.18 FIT 26.04 MED	***..**..***** 85.53 33.76	8810 SITM PLUS	712 FICA	80.82 RET 40.00 XMAS	1796.00 549.68 1246.32
MILLER, CHRISTINE MARIE	MILLER C	***..**..*****	8810	712	SALARY	1555.75

DEPARTMENT: Jefferson County Emergency Communications Center															
NAME: Lynn Costello								TITLE: Supervising Public Safety Dispatcher							
SIGNATURE:															
	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
Type of Pay	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
Regular		12.0	4.0			12.0	12.0	12.0		4.0		12.0			68.00
Overtime	6.0														6.00
Comp Time															
Flex Time															
Total Hours Worked															74.00
Added Pay	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Holiday Pay															
Emergency Pay															
Total Added Pay at 1.5X															
OOC - (5%)								4.0							4.00
Holiday															
Holiday Time Off															
Type of Leave	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Annual Leave Used															
Sick Leave Used											12.0				12.00
Comp Time Used															
Bereavement Leave															
Other:															
Total Leave Used															12.00
Notes:										TOTAL HOURS (Pay & Leave)					86.00
										Minus Comp & Flex Hours Worked					
										TOTAL HOURS TO BE PAID					86.00
										Total Added Pay (1.5x)					
Total Out-of-Class Pay (5%)					4.00										
Leave Balance Calculations	Previous Balance	Used	Subtotal	Earned	New Balance	Supervisor Notes / Initials									
Annual Leave	122.25		122.25		122.25										
Sick Leave	44.00	12.00	32.00		32.00										
Comp / Flex Time	1.50		1.50		1.50										
Holiday Bank															

Pay Period Dates

7-12-15 to 7-25-15

4. Todd Fagan, Director, Jefferson County GIS/Addressing – requested the collaborative purchase of Spring 2016 Aerial Photography
 - **Motion by Mr. Manuel to approve the purchase order of \$14,800 for 2016 Digital Aerial Photography and direct staff to collect contributions from participating agencies. 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, Deputy Probate Clerk
 - a. Petition of Pamela Dibabo re: the Estate of Joann Hicks, deceased
 - **Motion by Mr. Pellish to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Mr. Pellish to grant Mr. Kratovil's motion for a continuance in this matter until the next regularly scheduled County Commission meeting to be held on Thursday, December 3, 2015. Motion seconded and unanimously approved.**
 - b. Special Session to Approve and Close Estates which did not meet the deadline for the October session.
 - **Motion by Ms. Noland to approve and close all presented estates that have met the necessary requirements for closure. Motion seconded and unanimously approved.**
7. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management – requested the approval of multiple memoranda of understanding with Jefferson County Schools to allow the County to utilize the school buildings as shelters, command centers, points of distribution, etc. in case of an emergency or disaster.
 - **Motion by Ms. Noland to approve the MOUs with Jefferson County Schools for the use of their buildings during emergencies or disasters, as presented. Motion seconded and unanimously approved.**
8. Bill Polk, Director, Jefferson County Maintenance – requested approval to internally promote two employees within the Maintenance Department and advertise for two new custodial positions.
 - **Motion by Mr. Manuel to approve the promotion of two Maintenance Department employees as follows: Tony Gainey to a Grade III, Step D and**

Approved by JCC
11-19-2015

Michelle Pombo

From: Todd Fagan <tfagan@jeffersoncountywv.org>
Sent: Monday, November 30, 2015 10:41 AM
To: mpombo@jeffersoncountywv.org
Subject: DRAFT notice to airphoto partners - please review and correct if needed.

Dear partners,

I now have a signed contract for services with Blue Mountain Inc.

I will need to collect your contribution prior to flight date (approximately March 15, 2016).

But the sooner the better if you are ready.

Exp 001.433-02.230.000.66.000
GISARL16

For those writing a check to the Jefferson County Commission (Charles Town, Ranson, Assessor): Please reference account #001.115.00.000 on your check and send it to me. My address is in my signature line. I will collect them and forward them to our Chief Tax Deputy.

For those doing a budget revision (ECC, EDA, Sheriff), please notify Michelle Pombo, and CC: me, the line item from which you wish to transfer funds.

pd

Below are the funding amounts each of you committed.

deposited to 001.382 mm.000
Reimbursements

1214	Assessor	\$5,800
1214	Ranson	\$2,500
1214	Charles Town	\$2,500
1214	JC EDA	\$1,500
	JC ECC 911	\$1,500
1214	JCSO	\$1,000
	<u>Total</u>	<u>\$14,800</u>

} via
check

check

001.712.03.355.000.PS.911

SIB Contributions
→ 001.380 mm.000
needed

Again, thank you very much,
Todd

Todd Fagan, GISP
GIS/Addressing Office Director
Jefferson County Commission
116 E. Washington St. Suite 201
Charles Town, WV 25414
Office: 304.728.6679
Fax: 304.724.8992
tfagan@jeffersoncountywv.org

From: Todd Fagan [<mailto:tfagan@jeffersoncountywv.org>]
Sent: Thursday, November 19, 2015 12:38 PM
To: Banks, Angie - assessor@jeffersoncountywv.org; eerfurt@ransonwv.us; City Manager (dmills@charlestownwv.us); Blake, Andy - (ablake@cityofransonwv.net); John Reisenweber (John@jcda.net); 'Jeff Polczynski (Jeff Polczynski)'; Pete Dougherty (pdougherty@jcsdww.com)
Cc: Matt Piepenburg (MPiepenburg@ransonwv.us); Seth Rivard; mpombo@jeffersoncountywv.org
Subject: RE: time slot for JCC mtg (aerial photo purchase)

Thank you all for your support.
Our PO was approved with no questions asked.
I'll be in touch the next couple of weeks with timelines.



Blue Mountain Inc.
10125 Mason Dixon Highway
Burton, WV 26562
Ph: (304) 662-6486
Fax: (304) 662-6501

October 14, 2015

Todd Fagan, GISP
GIS/Addressing Office Director
Jefferson County Commission
116 E. Washington St. Suite 201
Charles Town, WV 25414
Office: (304) 728-6679
Fax: (304) 724-8992
tfagan@jeffersoncountywv.org

Subject: Blue Mountain Inc. 2016 Aerial Photography Proposal

Dear Mr. Todd Fagan,

Blue Mountain, Inc. (BMI) is pleased to provide for your consideration our scope of work, timeline, and cost proposal for the Jefferson County request of 2016 aerial photography.

Preparation of this proposal was based on the information obtained on October 2, 2015 by Mr. Todd Fagan.

STANDARD TERMS AND CONDITIONS

Licensee Storage Media: Data will be delivered via Flash Drive

Deliverables:

1. 4 inch ECW or SID in NAD83 SPCS WV North (ft)
 - a. Product: MrSid or ECW
 - b. Ortho Tile Projection: State Plane, NAD83 – West Virginia North
 - c. GSD: 4 inch
 - d. Units: Feet
 - e. Elevation Source: LiDAR NRCS 2005
 - f. Leaf: Less than 5% leaf cover

2. 4 inch SID in GCS WGS 1984 for 911 CAD dispatchers
 - a. Product: MrSid
 - b. Ortho Tile Projection: GCS WGS 1984
 - c. Units: Feet
 - d. Elevation Source: LiDAR NRCS 2005
 - e. Leaf: Less than 5% leaf cover



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3. Deresolved 12 inch GCS WGS 1984 for 911 responders' mobile data units

- a. Product: MrSid
- b. Ortho Tile Projection: GCS WGS 1984
- c. Units: Feet
- d. Elevation Source: LiDAR NRCS 2005
- e. Leaf: Less than 5% leaf cover

Delivery Schedule: Data will be delivered to Jefferson County within approximately 45 days of capture.

Dimensions and Resolution: All values are approximates based on target height-over-ground. The actual values vary due to conditions outside of BMI's control, including, but not limited to, air traffic control restrictions, weather, and elevation changes in the underlying ground surface.

Sector Tiles:

12 inch Sector Tiles

Footprint: 5300 x 5300 feet

Pixel Size: 1.0 feet/pixel (0.3048 meters/pixel)

Radiometry: Not radiometrically balanced, may have observable cut lines and could consist of imagery taken over a period of several days. BMI will run imagery balancing on the county before delivery.

File Size (Approx.): 10 GB (MrSID format)

4 inch Sector Tiles

Footprint: 2600 x 2600 feet

Pixel Size: 0.333 feet/pixel

Radiometry: Not radiometrically balanced, may have observable cut lines and could consist of imagery taken over a period of several days. BMI will run imagery balancing on the county before delivery.

File Size (Approx.): 18 GB (MrSID format)

General Specifications:

Image Quality:	Images will have an unobstructed view of the ground and objects on the ground. In controlled airspace around airports, etc., and in areas of steep elevation changes, the image ground sample distance and resolutions may vary.
Image Tiling:	Individual orthogonal images are edge-feathered and mosaicked to produce orthogonal image tiles with tile sizes selected to balance single image coverage as well as manageability of open images. These orthogonal tiles provide continuous coverage across the area of interest.
Vertical Accuracy:	Good for 2' contours



Blue Mountain Inc.
10125 Mason Dixon Highway
Burton, WV 26562
Ph: (304) 662-6486
Fax: (304) 662-6501

Horizontal Accuracy:	The existing National Map Accuracy Standards focus on conventional analog aerial photography products. When used for digital mapping products, it is necessary to specify the approximate image scale (e.g. 1:1200) when stating NMAS requirements. County desires accuracy for minimum 1:2400 mapping (from Table B.4 in attachment)					
	30 cm	1:2,400	1	60.0	2-	
			2	120.0	4-	
			3	180.0	6-	

Ortho-Rectification: The images are ortho-rectified to remove the variations due to elevation changes (utilizing the best DEM data available, including customer provided DEM data), resulting in geographically square pixels aligned to a rectilinear grid. This grid can be specified by any number of coordinate systems, including Latitude/Longitude, State Plane, UTM, and more.

Image Export: MrSID, ECW JPG, TIFF. Software can be utilized to export the images into any of the above industry-standard formats. The orthogonal images can optionally be transformed to a different projection during this export process, and an associated location reference file can be created for use in importing the images into other GIS mapping software.

Documentation: After capture BMI will provide basic metadata documenting sources, capture dates, processes, QA techniques, etc.

Cost Proposal: \$14,800

We appreciate the opportunity to work with you on this project. Please contact Craig Fry at 304-662-6486 or BMI@bluemtninc.com if you have any questions regarding this request.

Respectfully,
Blue Mountain Inc.

Craig Fry, CP
Vice President, Aerial Mapping

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Todd Fagan

Department or Organization: Jefferson County GIS/Addressing

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: Nov 19th, 2015

Date Requested – 2nd Choice: Dec 3rd, 2015

Subject: Collaborative purchase of Spring 2016 Aerial Photography

Please provide the County Commission with a description of your request or presentation, including any background information: It has been four years since the County has obtained high quality aerial imagery for use in mapping and analysis. To keep up with the pace of development change in the landscape, the county should be in a cycle of aerial acquisition every 3-4 years. Since free data is not available in 2016 nor anticipated in 2017, it is our recommendation to make an independent purchase. In order to fund this purchase, we formed a partnership among the Assessor, City of Ranson, City of Charles Town, Economic Development Authority, Emergency Communications, and the Sheriff's Office. This agreement affords the product without requests for additional funding and defrays costs while sharing the benefits. The Commission is asked to approve a purchase order so we can contract with the vendor, begin flight scheduling, and collect funds among the partners. Thank you.

Is this a funding request? NO. Contributions from 6 agencies are already budgeted.

If so, how much? \$

Provide exact financial impact/request:

Recommended motion: Move to approve purchase order of \$14,800 for 2016 Digital Aerial Photography and direct staff to collect contributions from participating agencies.

Attach supporting documents for request, or request may be denied. Please see attached memo for additional details.

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

Contact information:

Email address: tfagan@jeffersoncountywv.org

Phone Number: 304-724-6759

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

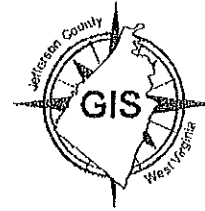
Jefferson County GIS/Addressing Office
DEPARTMENTAL MEMORANDUM

TO: Jefferson County Commission
Stephanie Grove, County Administrator

FROM: Todd Fagan, GIS Director

DATE: November 19th, 2015

SUBJECT: Collaborative purchase of Spring 2016 Aerial Photography



Annual Aerial Photography is a foundational data layer in the County's GIS along with addresses, roads and parcels. A routine, annual cycle of photography allows for visual change detection on the ground, update of GIS features without time-consuming field work, and the most user-friendly base reference in any mapping application. Nearly every County department and outside agency customer has benefitted from an aerial map produced in our office.

The County makes great use of federal and state (free) sources of imagery when available, but often these pictures are grainy, locationally inaccurate, or flown during the summer when leaves obscure many features. The last high-quality year flown was Spring 2012. Since then there has been plenty of new construction, particularly within Charles Town and Ranson.

A free source for 2016 is unavailable, so the County has secured a cooperative purchasing partnership toward an inexpensive commercial product to fill in gaps of knowledge and upgrade the overall quality of GIS data derived from the imagery. This partnership, much like the larger one that successfully funded the 2012 imagery, will help defray costs and share benefits among multiple user organizations.

Bid solicitation yielded two proposals. Blue Mountain, Inc of Burton WV, provided the most flexible and economical solution priced at \$14,800. To fund this purchase order we got commitments from 6 agencies to contribute a portion of the total cost. The contributing partners are listed below.

Assessor	\$5,800
Ranson	\$2,500
Charles Town	\$2,500
JC EDA	\$1,500
JC ECC 911	\$1,500
JCSO	\$1,000
Total	\$14,800

Each of the partners will directly benefit from the imagery through property assessments, municipal planning, marketing maps, or 911 CAD integration. But the benefits will not be limited to these applications. The data will be available for use in all typical customer requests for mapping or analyses. This partnership demonstrates cooperation and collaboration that makes efficient use of individual budgets to gain a bigger bang for each buck contributed.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 21, 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*): 1.)Contract with APUS for employee tuition reduction program - Discussion/Action

2.)Renewal of employee health insurance with Highmark Blue Cross Blue Shield - Discussion/Action

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.

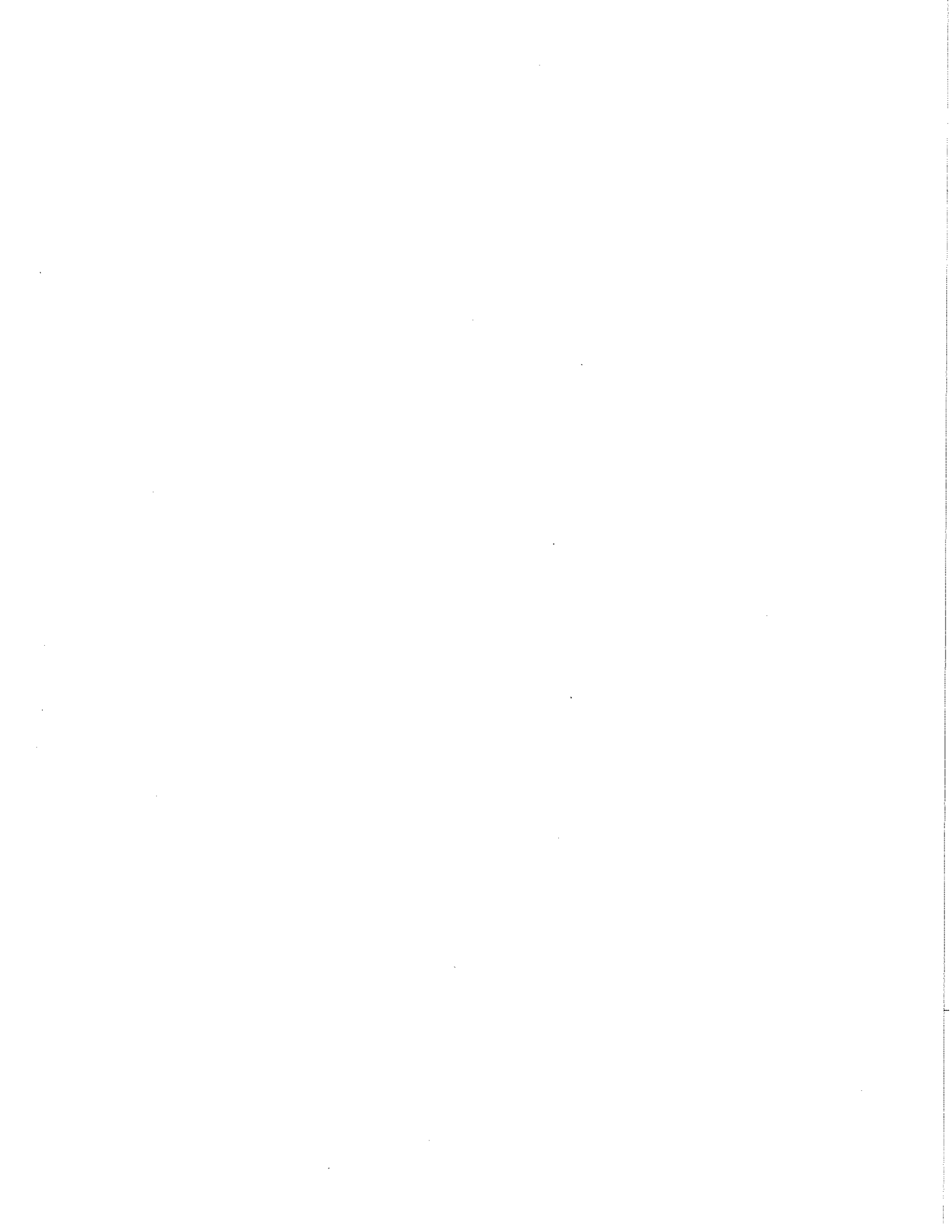
Telephone for conference call Y/N Click here to enter text.

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.



**EXHIBIT A
TO
MEMORANDUM OF UNDERSTANDING**

SERVICE TERMS

1. General

- a.) Partner has selected APUS as an education solutions provider to offer academic degree programs to its [employees/members].
- b.) Both parties are committed to work together to facilitate the enrollment of Partner [employees/members] in APUS programs without jeopardizing the intended mission and stated goals of either party.
- c.) Each party shall designate an individual to serve as a point of contact for issues related to this MOU. Either party may change its representative upon notice to the other party.
- d.) Notice under the MOU shall be sent as follows:

If to Partner:

Email: _____

If to APUS:

Michelle L. Maldonado
AVP, Corporate & Strategic Relationships
10110 Battleview Parkway, Suite 114
Manassas, VA 20109
Email: mmaldonado@apus.edu

With copy to:

Thomas Beckett, Esq.
Vice President, Legal Affairs
111 West Congress Street
Charles, Town, WVA 25414

2. APUS Responsibilities

- a.) [APUS shall offer eligible Partner [employees/members] the opportunity to purchase educational services along with a grant, creditable solely against the payment of APUS tuition, equal to [5%] of the applicable, then-current APUS published tuition charged to non-military APUS students for courses that are part of an APUS degree or certificate program that is generally available to the public (such grant program, hereinafter, referred to as the "Partner Grant"). The Partner Grant shall not be offered, and may not be used, in conjunction with any other scholarship, grant, or discount programs that may be made available by APUS or to APUS students.]
- b.) [During the Term, APUS will also waive its transfer credit evaluation fee for eligible Partner [employees/members] ("TCE Waiver").]
- c.) [APUS shall make the Partner Grant and the TCE Waiver available to any Partner [employee/member] who (i) is determined and verified by Partner to be an [employee/member] of Partner, and (ii) satisfies all APUS's then current standard policies, rules, procedures, criteria, and requirements for admission and enrollment applicable to such Partner [employee/member].]
- d.) [The anticipated start date for the Partner Grant and the TCE Waiver is [DATE] (the "Start Date"). The Parties will make all commercially reasonable efforts to begin offering the Partner Grant and TCE Waiver by the Start Date. In the event the parties are unable to meet the target Start Date, the parties will work together to determine and agree upon a new target date.]
- e.) APUS shall create, in cooperation with Partner, a co-branded landing page dedicated for use by Partner [employees/members].
- f.) APUS shall collaborate with Partner to develop a co-branded joint press-release to announce the relationship.
- g.) APUS agrees to use commercially reasonable efforts to work with Partner to create and implement a promotional and messaging plan to promote APUS programs through mutually agreed Partner distribution channels (including, for example, in print, electronic, audio and in-person formats) and at mutually agreed times and frequencies.

**EXHIBIT A
TO
MEMORANDUM OF UNDERSTANDING**

SERVICE TERMS

- h.) [APUS shall provide a dedicated account manager for day-to-day support, maintenance and growth of its relationship with Partner through its Strategic Account Management (“SAM”) Team (SAM@apus.edu), the specific manager of which shall be assigned to Partner within ten business days of the Effective Date of the MOU.]

3. Partner Responsibilities

- a.) Partner will list APUS as a premier education provider for its [employees/members]. Partner will promote and allow promotion of APUS’s programs as described in the MOU and as otherwise mutually agreed upon.
- b.) Partner shall distribute, or assist APUS to distribute, information and materials regarding educational degree program opportunities to its [employees/members].
- c.) Partner agrees to use commercially reasonable efforts to work with APUS to create and implement a promotional and messaging plan to promote APUS programs through mutually agreed Partner distribution channels (including, for example, in print, electronic, audio and in-person formats) and at mutually agreed times and frequencies.
- d.) Partner will make available to Partner [employees/members] information about APUS’s programs, as well as general information about APUS. Links to the APUS landing page will be posted on the Partner intranet, and in other Partner communications to its [employees/members] which are intended to describe and detail employee benefit programs and the relationship between the parties. Any such communications to Partner [employees/members] by Partner shall be mutually agreed upon by the parties.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”), effective as of the date executed by both parties below (the “Effective Date”), is made by and between American Public University System, Inc. (“APUS”) and _____ (“Partner”).

The parties desire to promote educational opportunities to Partner [employees/members] through APUS’s educational services in accordance with this MOU and the terms set forth in EXHIBIT A (the “Service Terms”), which is incorporated herein by reference. In the event of any conflict or inconsistency between the MOU and the Service Terms, the provisions of the MOU shall govern.

For good and valuable consideration, the parties agree as follows:

1. APUS Policies. Partner [employees/members] will be admitted, enrolled and graduated in APUS in accordance with APUS’s then-current requirements and policies. Except as may be otherwise specifically set forth in the Service Terms, Partner [employees/members] will be subject to the then-current, usual financial obligations, policies and fees of APUS, as determined by APUS.

2. Term. The term of this MOU shall commence on the Effective Date and shall continue unless terminated earlier by either party as set forth below. Either party may terminate the MOU, with or without cause, by providing sixty (60) days prior written notice to the other party. In addition, either party may terminate this MOU if the other party materially breaches the MOU and fails to cure such breach within thirty (30) days of written notice thereof. Notwithstanding any provisions herein to the contrary, in the event that APUS, any governmental agency or authority, or any entity that has regulatory authority over APUS determines that any of the Service Terms or provisions of the MOU are in violation of, or conflicts with, applicable laws, regulations or rules, then APUS may immediately cease to comply with such terms/provisions or to provide related services.

3. Effect of Termination. Following any termination or expiration of this MOU, (i) the parties agree to take reasonable efforts to ensure that existing students of APUS are not adversely impacted in completing their programs of study by such expiration or termination, and (ii) upon either party’s request, the other party shall promptly return or destroy all Confidential Information (as defined below) of the other party in its possession and any copies thereof. The provisions of sections 3, 5, 6, 7, 8, 9 and 10 shall survive termination of the MOU.

4. Trademarks. Each party grants to the other a royalty-free, nonexclusive, non-transferable revocable license during the Term to use its trademarks, name, logos, and other identifying symbols (collectively, the “Marks”) for the limited purpose of fulfilling its promotional and marketing obligations set for in the Service Terms; provided, however, that each such use of the Marks and the content of all such marketing and promotional materials shall (i) be subject to the other party’s prior written approval except as may be set forth in

the Service Terms, and (ii) be subject to any trademark usage guidelines provided by a party in writing from time to time. The licenses granted in the foregoing sentence are personal and shall not include the right to grant sublicenses. Each party will retain all goodwill in its respective Marks and all other rights thereto. Upon termination of this MOU, each party will promptly cease and desist its use of the other party’s Marks.

5. Confidential Information. The parties acknowledge that they may receive non-public information (both oral and in writing) belonging to the other party which may be marked as confidential or that should reasonably be understood to be confidential, including, but not limited to, information regarding APUS’s programs, the MOU terms and each party’s business (“Confidential Information”). Each party agrees to hold all such Confidential Information in strict confidence and to not disclose Confidential Information to others or use it in any way, except in carrying out its obligations hereunder or in order to comply with applicable law, regulation or rule.

6. Statements; Compensation. Partner shall not make any false, erroneous or misleading statements, representations, warranties or guarantees to its [employees/members] or any other third parties with respect to APUS or its programs or services. In addition, Partner shall not pay any of its [employees/members] or agents engaged in any APUS student recruitment or admissions activities or in any decisions regarding awarding student financial assistance to any APUS student, any bonus, commission, or other incentive payment that is based in any part, directly or indirectly, on success in securing enrollments or the award of financial aid where such payment would be a violation of the requirements of 20 U.S.C. § 1094(a)(20) or 34 C.F.R. § 668.14(b)(22) or any other law or accreditation requirements, regardless of whether those requirements apply directly to Partner.

7. Indemnification. Each party (the “Indemnifying Party”) agrees to indemnify, defend and hold the other party, including its officers, directors, employees, and other agents (each, an “Indemnified Party”) harmless from and against all claims, costs, liabilities, judgments, expenses, and damages incurred by an Indemnified Party as a result of any claim, demand, or action against such Indemnified Party asserted by a third party arising out of or in connection with the Indemnifying Party’s misrepresentation or breach of any covenants, warranties or representations made herein. Notwithstanding the foregoing, APUS’s obligation to indemnify Partner employee is only applicable in such individual’s official capacity as a Partner employee, and not in his or her capacity as a student enrolled with APUS.

8. Representations. Each party represents, warrants, and covenants that (i) it has the right and authority to enter into this MOU, and (ii) it shall comply with all applicable local, state, and federal laws and regulations governing its business and the subject matter of this MOU. EXCEPT AS OTHERWISE EXPRESSLY STATED HEREIN, APUS MAKES NO WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED AND DOES NOT GUARANTEE THAT USE OF ITS PROGRAMS AND SERVICES

MEMORANDUM OF UNDERSTANDING

WILL BE UNINTERRUPTED OR ERROR-FREE. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND IN CONNECTION WITH THIS MOU, EVEN IF SUCH PARTY HAS BEEN INFORMED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL THE TOTAL AGGREGATE LIABILITY OF APUS EXCEED THE AMOUNT OF FEES RECEIVED BY APUS FOR COURSES TAKEN BY PARTNER [EMPLOYEES/MEMBERS] DURING THE TWELVE (12) MONTH PERIOD PRECEDING THE EVENT GIVING FIRST RISE TO A CLAIM.

9. Notice. Unless otherwise specified in this MOU, all notices shall be in writing and delivered (i) personally, (ii) by certified mail, (iii) by overnight carrier service, or (iv) delivered by confirmed electronic or digital means, to the persons set forth in the Service Terms. All notices shall be deemed received (1) if personally delivered, on the date personally delivered, (2) if mailed, upon the date specified in the return receipt, (3) if sent by overnight carrier, on the day delivered or (4) if sent electronically or digitally, when electronic or digital confirmation is received.

10. General. This MOU contains the entire and complete understanding and intent of the parties as to its subject matter and supersedes any and all prior or contemporaneous understandings, agreements, discussions or offers, whether written or oral. This MOU may not be modified, altered or amended except by a written instrument signed by both parties. The failure of either Party to partially or fully exercise any right or the waiver by either Party of any breach shall not prevent a subsequent exercise of such right or be deemed a waiver of any subsequent breach of the same or any other term of this MOU. Any provision of this MOU, which is found to be illegal or invalid shall be severed and removed from this MOU and shall not affect the legality or validity of the remaining provisions. This MOU will be construed and interpreted according to the laws of the Commonwealth of Virginia, without regard to its conflict of laws provisions. Neither party may assign this MOU or any of its rights or obligations under this MOU, whether by operation of law or otherwise, without the prior written consent of the other party, except that APUS may assign this MOU to any of its affiliates. Any attempted assignment or other transfer in violation of the foregoing shall be void and of no force or effect. The relationship established under this MOU shall be that of independent contractors and neither party shall be, nor hold itself out to the public as being an employee, agent, joint venturer or partner of the other. Neither Party shall have authority to contract for or bind the other Party in any manner. Nothing in this MOU shall be construed as creating rights in favor of or enforceable by any third party. Neither party shall issue any press release or other public statement regarding this Agreement without the express written of the other party. The Agreement may be executed in counterparts, which shall constitute one and the same instrument.

AMERICAN PUBLIC UNIVERSITY SYSTEM, INC.

Signature
Name: Dr. Wallace E. Boston Title: President and CEO
Date: _____

[PARTNER]

Signature
Name: _____ Title: _____
Date: _____

MEMORANDUM

FROM: Stephanie F. Grove, County Administrator
TO: County Commission
DATE: April 21, 2016
RE: Insurance Renewal Rates

This memorandum is intended to outline the renewal offer the Commission has received from our carrier, Highmark West Virginia, for employee health insurance for fiscal year 2017.

Initially, Highmark was proposing an 18% percent increase because of the County's high claims history this past claim year. After negotiating with our broker, Highmark's proposal decreased to an 8% increase. Our broker was able to negotiate this down further to a 7.5% increase.

I had indicated to our broker that Commission wanted to change its plan year from a calendar year to a fiscal year beginning July 1. When our Broker presented this to Highmark, it proposed a 0% increase, keeping the same level of benefits we currently enjoy. This offer absorbs 2.87% of increased Patient Protection and Affordable Care Act taxes.

If the Commission accepts the 0% increase, the plan year would begin on July 1, 2016. Last year, the Commission had attempted to switch the plan year to begin on July 1st but had concerns about the impact such a switch would have on employees who had already met some or all of their deductible. At that time, an 18 month HRA was proposed to minimize any impact to employees. However, the HRA provider at that time was not able to administer an HRA for more than a year. Currently, the Commission's broker administers the HRA and is willing to account for those employees who may have met some or all of their deductible from January 1, 2016 when our plan year began and July 1, 2016, when our new contract would begin. The broker is proposing \$750.00 a month fee for administering the HRA. As such, switching the plan year to coincide with the County's fiscal year will have no impact on employees and would actually result in an added benefit of 18 month deductible as opposed to a 12 month one.

The proposal to begin on July 1, 2016, assumes the same level of benefits including the Commission's continuation of the HRA that reimburses employees for the difference between the deductible limit the Commission has set and the deductible reflected in the contract with Highmark. Currently, our deductible limits are \$3,000.00 for an individual and \$6,000.00 for a family. On an individual plan, the employee is responsible for the first \$750.00 of the deductible, and the HRA reimburses the employee for the second portion of the in-network deductible up to a maximum \$2,250.00. On a family plan, the employee and dependents are responsible for meeting the first \$1500.00 of the deductible, and the HRA reimburses the employee for the second portion of the in-network deductible up to a maximum of \$4500.00. The only thing that would change with switching the plan to the fiscal year would be that employees would receive "credit" for any amount they have already met on their deductible responsibility so that they would not have to start with a new deductible on July 1st. The Commission could

also choose not to provide this credit and have the deductibles reset with the new plan year on July 1, 2016,

If the Commission does decide to provide credit for any portion of the individual deductible liability that has already been met, then it would have to increase the amount budgeted for HRA contributions. However, the Commission has already budgeted for 5% rate increase for employee health insurance. Because there won't be an increase in rates, the money that was budgeted for a rate increase could simply be transferred to the Commission's HRA reimbursement line. Increasing the HRA reimbursement would still result in more savings than absorbing the proposed 7.5% increase associated with keeping the plan year the same.

Currently, the Commission has three options from which to choose: 1) keep the same plan year and absorb the 7.5% increase; 2) switch to a plan year that coincides with our fiscal year, provide "credit" to employees for any amounts that they have already met from January to July, and increase funding to the HRA reimbursement to account for increases in reimbursements; or 3) switch to a plan year that coincides with our fiscal year with deductibles that reset on July 1st. If the Commission would like to explore additional options for modifying our plan, I can request the broker to obtain those options.

Both the Broker and I would recommend option 2 or 3. All of the other insurance plans we provide to employees begin with the fiscal year, and it makes sense that the health insurance would begin at the same time. It would also ease budgeting for health insurance costs as the rates would be consistent for the entire fiscal year.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stephanie Grove

Department or Organization: JCC

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **April 21, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Discussion regarding long term lease for the Jefferson County Animal Welfare Society

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

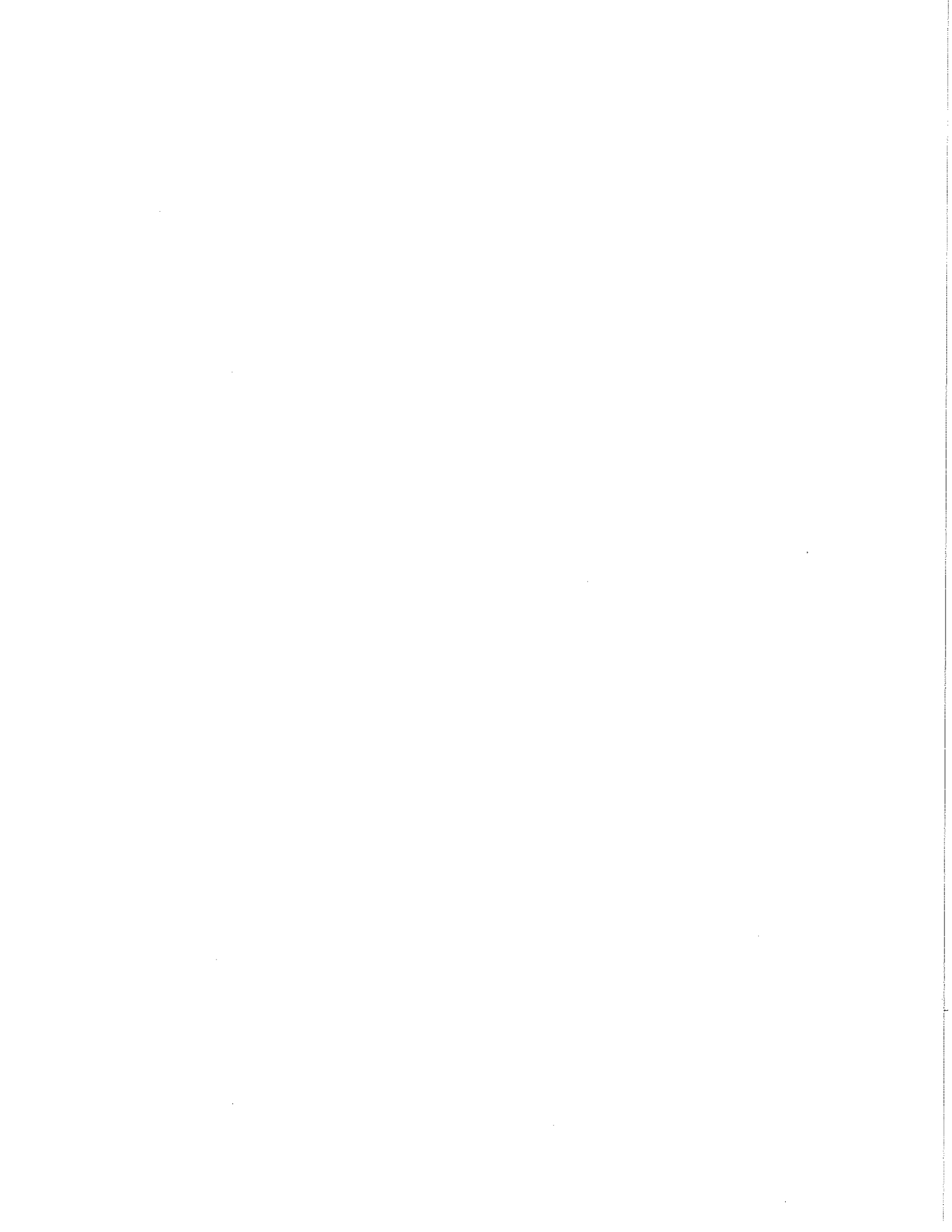
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stephanie Grove

Department or Organization: JCC

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **April 21, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval to advertise custodial vacancy within the Maintenance Dept.**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

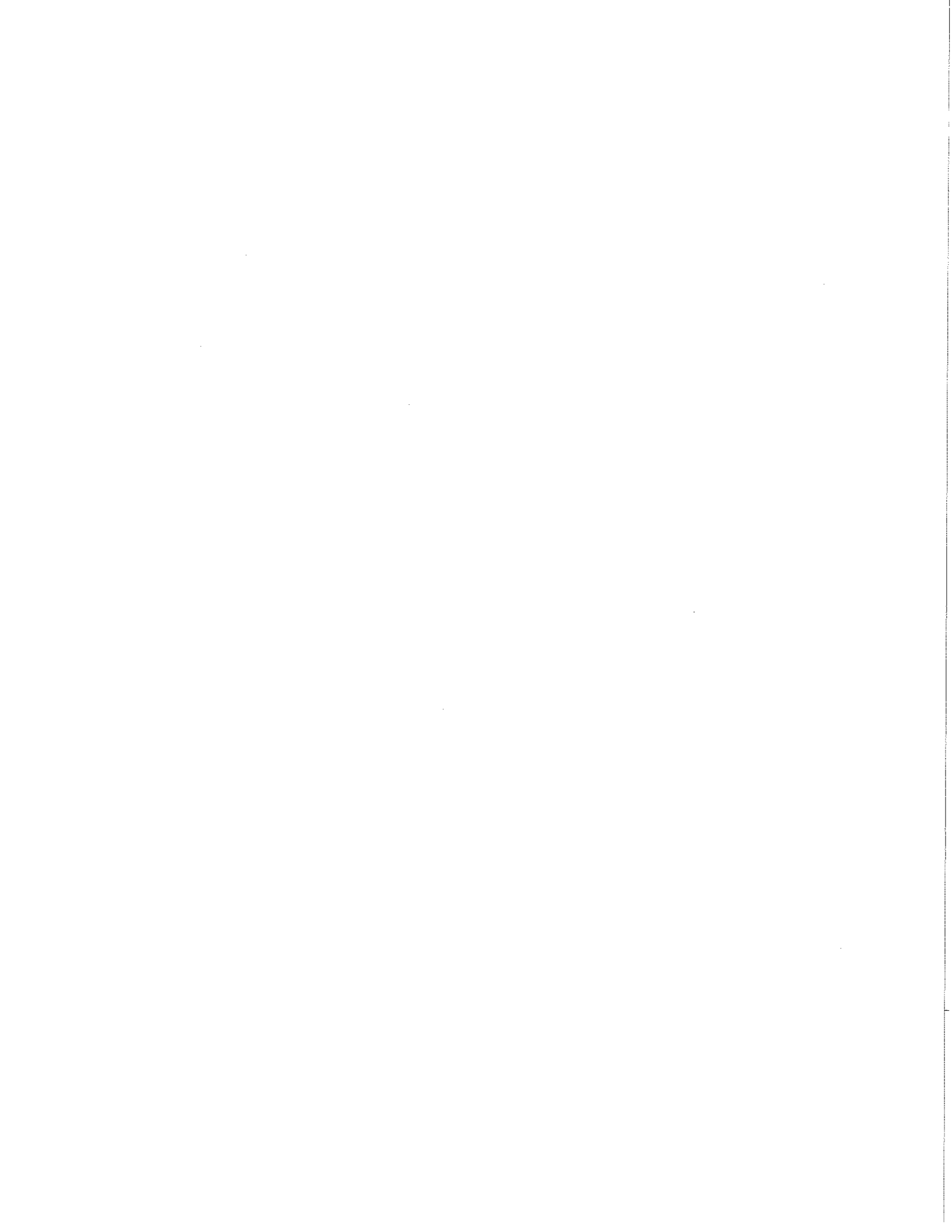
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
AMENDMENTS TO THE E9-1-1 ADDRESSING ORDINANCE**

The County Commission of Jefferson County will hold a public hearing concerning Amendments to the E9-1-1 Addressing Ordinance on Thursday, **April 21, 2016 at 1:30 p.m.** in the County Commission meeting room located at the Old Charles Town Library meeting room 200 East Washington Street, Charles Town, West Virginia. At this hearing the Commission will receive public comment concerning amendments to the E9-1-1 Addressing Ordinance.

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

A copy of the proposed ordinance may be obtained at the offices of the County Commission of Jefferson County, 124 E. Washington Street, Charles Town, WV, or on the County website at: www.jeffersoncountywv.org

The public is invited to attend.

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Todd Fagan

Department or Organization: GIS/Addressing Office

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: 3/31/16

Date Requested – 2nd Choice: 4/7/16

Subject (*Wording to be placed on agenda*): Consideration of Amendment #4 to E9-1-1 Addressing Ordinance 01-2002

Please provide the County Commission with a description of your request or presentation, including any background information: The Jefferson County Addressing Ordinance was last amended January 14th, 2010. Since that time, the Countywide (unincorporated area only) Address Compliance Program has been completed and the GIS/Addressing Office is working on assignment of new addresses, correction of past addressing errors and enforcement of the ordinance. Staff recommends an amendment to the ordinance to close some loopholes and clarify some items that have been limiting or confusing. The recommendations should improve the ordinance and make it a stronger document in support of Public Safety and other County Ordinances.

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*):
Move to schedule a public hearing concerning the proposed amendment to the Addressing Ordinance in preparation for subsequent adoption of any amendment.

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

Attach1_Jefferson_County_Addresssing_Ordinance_Amendment_No4-20160324.pdf is the marked-up, highlighted changes in context of current Ordinance.

Attach2_Addresssing Ordinance Change Tracking Memo_20160324.pdf provides the Commission, legal counsel, and the public with the plain language reasoning or insight into each recommended change.

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

Contact information: Todd Fagan

Email address: tfagan@jeffersoncountywv.org

Phone Number: 304-724-6759

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

THE COUNTY COMMISSION OF JEFFERSON COUNTY, WV

STEPHANIE GROVE, COUNTY ADMINISTRATOR
P.O. BOX 250, 124 E. WASHINGTON STREET, CHARLES TOWN, WV 25414
PHONE: 304/728-3284 • FAX: 304/725-7916



JEFFERSON COUNTY WEST VIRGINIA

E9-1-1 ADDRESSING ORDINANCE

**AN ORDINANCE TO PROVIDE ASSIGNMENT OF NAMES TO
STREETS AND ROADWAYS AND IMPLEMENTATION AND
MAINTENANCE OF THE POSTING OF STREET SIGNS AND
BUILDING NUMBERS IN JEFFERSON COUNTY, WEST VIRGINIA**

In order to uniformly assign and maintain street addresses and provide for easy identification of those numbers for various purposes and to promote the health, safety and welfare of the citizens of the County of Jefferson, the County enacts its E9-1-1 Addressing Ordinance as follows:

WHEREAS, pursuant to W.V. Code § 7-1-3ii, § 24-6-5, and § 24-6-6, the Jefferson County Commission has the authority to provide for the elimination of hazards to public health and safety; to establish and regulate the naming or renaming of roads, ways, streets, avenues, drives and the like, in cooperation with local postal authorities, the division of highways and the directors of county emergency communications centers; and to assure uniform, non-duplicative conversion of all rural routes to city-type addressing on a permanent basis; and,

WHEREAS, the establishment of an Enhanced 9-1-1 Emergency Telephone System in Jefferson County has been approved and implemented by the Jefferson County Commission; and,

WHEREAS, the establishment of such system requires the assignment of names to all streets and roads in the county, the assignment of building numbers to all buildings having telephones and/or occupancies, and the erection of appropriate street signs at intersections; and,

WHEREAS, a professional consultant experienced in comprehensive addressing has been employed to map street and roads in Jefferson County and to assign building numbers to buildings in Jefferson County,

NOW, THEREFORE, BE IT ORDAINED this 25th day of April, 2002 by the Jefferson County Commission of Jefferson County, West Virginia, Ordinance Number 01-2002.

Section 1: AUTHORIZATIONS

Section 1.1 The provisions of this Ordinance shall be applicable in all unincorporated areas of Jefferson County. The incorporated cities of Charles Town, Ranson, Harpers Ferry, Bolivar, and Shepherdstown shall have the option to adopt this Ordinance by each respective City and Town Council.

Section 1.2 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to assign names to any public or private road or street in the County which provides access to three or more occupied buildings defined as an "Addressable Structure" in this Ordinance. At any time that three or more addressable structures exist or plan to exist on a right-of-way, a road name shall be applied.

Section 1.2.1 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to approve, assign or change a name to any

street, road or subdivision in the County, as defined in the Jefferson County Subdivision Ordinance, in order to eliminate duplicate names or confusing similarity. The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office.

Section 1.3 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to negotiate with residents along streets or roads bearing duplicate or confusingly similar names in the County and to change the names of such roads or streets to eliminate such duplication or confusing similarity.

Section 1.4 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to direct the placement of street signs at intersections within the County. The initial costs of such signs and installation were funded by the Jefferson County Commission for all unincorporated areas of Jefferson County only during the countywide readdressing project which ended August 2008. All sign installation, relocation or repair costs for newly created or impacted roads after the date of the third ordinance amendment, January 14th, 2010, shall be borne by the owner, resident or land development (subdivision) applicant creating the road name.

Section 1.5 The "Jefferson County Road Name Index" shall be adopted by the County Commission and filed and maintained in the Jefferson County GIS/Addressing Office. This listing shall be the official listing of names for streets and roads in Jefferson County and such streets and roads are hereby assigned the names listed therein. As used in the Ordinance, the terms "street" and "road" shall have the same meaning and shall also include but not be limited to avenues, boulevards, highways, lanes, ways, and similar street types.

Section 1.5.1 The Subdivision Name list shall be adopted by the County Commission and filed and maintained in the Jefferson County GIS/Addressing Office. This listing shall be the official listing of names for subdivisions and historic structures in Jefferson County and such subdivision names are hereby assigned the names listed therein.

Section 1.5.2 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, shall review all requests for new subdivision names within thirty (30) days of receipt in the Jefferson County GIS/Addressing Office. The Jefferson County Addressing Coordinator, or his/her duly authorized agent, shall provide approval or rejection for subdivision names within thirty (30) days of receipt of the request

Section 1.6 In applying the guidelines specified herein, the Jefferson County Addressing Coordinator shall have the authority to interpret this Ordinance to ensure a logical and efficient numbering and street addressing system.

Section 1.7 Whenever the Jefferson County Addressing Coordinator, or his/her duly authorized agent, has reason to believe there has been or there exists a violation of this Ordinance, he/she shall give written notice of such violation to the person failing to comply and order the person to take corrective measures within thirty (30) days from date of notification. If such person(s) fail to comply with the duly issued order, the Jefferson County Addressing Coordinator, or his/her agent, shall initiate necessary actions to terminate the violation through criminal or civil measures.

Section 2 DEFINITIONS AS USED IN THIS ORDINANCE

Section 2.1 For the purpose of this Ordinance, the following terms, phrases, words and their derivations shall have the meaning that is provided in the National Emergency Number Association (NENA) Standard Guidelines as reference by the United States Postal Service, unless the context clearly indicates otherwise.

Section 2.2 "Address number" shall mean the number assigned to consecutive intervals along a street or road pursuant to the Number Assignment Formula contained herein. Numbers are always whole. "Half" numbers are not valid, i.e. *515 ½ Example Street*

Section 2.2.1 "Physical Location Address" is defined as the full address designation of a structure based upon its physical location. It comprises a Primary Address Number, Street Name, Street Suffix, Directional Prefixes or Suffixes (if applicable), Sub-Address (if applicable), and Postal Community (zip code), i.e. *123 South Example Street, Unit 100, Ranson, WV 25438.*

Section 2.2.2 "Primary Address Number" is defined as the principal address number of a structure preceding the Street Name in its full address designation, i.e. "*123*" Example Street. Each separate structure shall have its own separate and unique primary address number. Separate primary address numbers may be provided for units comprising a complete, contiguous structure, (i.e. townhomes or duplexes that span multiple parcels/lots, commercial centers or retail complexes, or similar types)

Section 2.2.3 "Sub-Address" is defined as a number or letter within the main address of a structure for a unit, suite, apartment, or room number following the Street Name in its full address designation, i.e. *123 Example Street, "Apartment 202", "Unit 100" or "Suite 105."* Structures that are sublet or

divided into multiple, distinct units shall share a common primary address but distinguish themselves by a unit, apartment or suite sub-address. Sub-Addresses must be Alpha (“*Unit A*”) or Numeric (“*Suite 105*”), but cannot be a combination of both, i.e. (“*Apartment 202A*,” “*Unit 100-B*”, and “*Suite A-2*”). Sub-Addresses will replace any invalid “half” address number. Sub-Addresses are not necessary for townhomes, duplexes, or similar types of dwelling units that span multiple parcels or lots.

Section 2.3 The term “Road” or “Street” shall mean any public or private thoroughfare used for vehicular traffic and/or any easement or right-of-way that provides sole **and legally permitted** access to more than two parcels or lots. ~~This term shall be defined as the “Street Suffix” and shall include, but is not limited to: avenue, drive, way, boulevard, highway, lane, pike or similar street types.~~ **Private driveways, not providing legal access to three or more addressable structures, shall not be named.**

Section 2.3.1 “Street Suffix” is the suffix of the road or street and the only suffixes eligible for use shall be those listed on the “Jefferson County Street Suffix Definitions” document maintained in the Jefferson County GIS/Addressing Office.

Section 2.3.2 “Postal Community” is defined as a United States Postal Service (USPS) Zip Code that provides rural delivery. Access to the structure within such a USPS Zip Code will determine the “Town” portion of the physical location address, not municipal boundaries, unincorporated villages or even State jurisdiction, i.e. *123 South Example Street, Unit 100, Ranson, WV 25438*.

If a property is accessed from a Virginia zip code, that structure will have a Virginia physical location address. In such case, the Tax Map and Tax records will verify Jefferson County and West Virginia jurisdiction or citizenship.

Section 2.4 The “Number Assignment Formula” as found herein is defined as follows:

Beginning from the road’s point of origin a structure number shall be assigned for each interval, with each interval on the right side of the roadway as one leaves the point of origin being assigned an even number, and each interval on the left side as one leaves the point of origin being assigned an odd number. Left and right shall be determined from the perspective of a traveler moving away from the road point of origin in a forward motion. The southern and western intersection or entry point of each road will be the point of origin. Any road not having an intersecting road along its length, also known as a dead end road, shall be assigned the point of origin at the entry point of the road. Address numbers must be sequential relative to neighboring address numbers on both sides of the road.

- Section 2.5 An "Interval" is defined as the distance along a roadway of 5.28 feet, there being 1000 intervals per mile (5,280 feet).
- Section 2.6 "Point of Origin" shall mean that end point of a road, which is the starting point for a numbering sequence.
- Section 2.7 As used herein, "Primary Structure" shall include but not be limited to a residential building, mobile home park, commercial building, industrial building, office building, public building, utility, or communications tower.
- Section 2.7.1 "Addressable Structure" is defined as any place a person would "live", "work", "worship" or "play". The structure must be permitted, permanently anchored, and in compliance with all applicable impact fee, building code, subdivision, and/or zoning regulations. An address is designed to identify a structure, which is primarily intended to have regular human occupancy, in the event of an emergency. An address is not designed to get mail or deliveries at otherwise predominantly vacant properties. Should the Addressing Coordinator determine that an application for a physical address is being made solely for deliveries, it can be denied.
- Section 2.7.2 It shall be the responsibility of the Addressing Coordinator to interpret this definition in accordance to the stipulations of this Ordinance and the Jefferson County Addressable/Non- Addressable Structure Guide.**
- Section 2.8 "Display" as used herein is the manner in which the numbers are affixed to a structure or otherwise displayed when affixing to a structure.
- Section 2.9 "Non-Compliance" is any failure to comply with the provisions of this Ordinance including, but not limited to, by way of example: a number out of sequence, odd or even number on wrong side of street, rural box numbers in a 9-1-1 address area, numbers improperly affixed, numbers illegible, numbers unclear, numbers obstructed, numbers not visible, numbers not present, numbers of improper size, numbers not in contrast with immediate background, weatherworn numbers, wrong numbers, non-approved numbers, illegal or non-approved road signs, or illegal attachments to road signs.
- Section 2.10 "Occupant" is any person, firm, entity, partnership, trust, corporation, association, or other organization that is occupying or leasing a building or other property for a period exceeding thirty (30) days.
- Section 2.11 "Owner" is any and all persons, firms, entities, partnerships, trusts, corporation, associations, or other organizations that own the fee title to, or have an undivided interest in, any building or property, which is subject to

the provisions of this Ordinance.

Section 2.12 “Addressing Office”, “GIS Office”, or “Geographic Information Systems” is the County-staffed office responsible for managing and maintaining the responsibilities for addressing, road naming and mapping in Jefferson County. The Addressing Coordinator will work within the confines of this office or department.

Section 2.13 “Access” is the primary entry point onto the property and into the structure. Access may be the driveway or a direct, perpendicular line from the front door to the street. It shall be the responsibility of the Addressing Coordinator to determine the appropriateness in any instance. The access point on the road determines the address number according to the Number Assignment Formula.

Section 2.13.1 If a landowner reconfigures their driveway, access easement, private road or significantly alters the access point location, the address number shall be changed per the Number Assignment Formula and Interval.

Section 3 STRUCTURE AND LOCATION NUMBERING AND DISPLAY

Section 3.1 Whenever any house, building, or addressable structure shall be erected or located after the initial establishment of the uniform numbering system as provided herein, it shall be the duty of the property owners to procure the correct number or numbers for the property and to affix these numbers to the building in accordance to this Ordinance. The owner shall place or cause to be placed upon each house or building controlled by him/her the number or numbers assigned under the uniform number system within thirty (30) days of notification of the assigned address. The cost of posting the address shall be the responsibility of the property owner.

Section 3.1.1 Any structure situated on a “corner lot” and having roads along two sides of the structure may have two possible access points. Consequently, that structure may be addressed from the street facing the primary entry to the center of the structure, or from where the driveway leading to the structure intersects the right-of-way, whichever is more appropriate. It shall be the responsibility of the Addressing Coordinator to determine the appropriateness in this instance.

Section 3.2 An application for a building permit for a new addressable structure shall be considered an application for an address assignment. The Jefferson County Engineering Department shall coordinate with the Jefferson County GIS/Addressing Office for the assignment of addresses. No address shall be assigned until the structure is permitted, and footer is in

place and properly inspected. The address shall be issued not later than thirty (30) days following identification of address and shall be installed on the structure prior to final inspection from the Jefferson County Engineering Department.

Section 3.2.1 An occupancy permit for any structure erected or repaired shall be withheld until the permanent and proper address numbers have been affixed to such structure in accordance with the requirements of this Ordinance.

Section 3.2.2 If a previously addressed structure is demolished or burned down, that address will be removed until a new structure is built on a properly inspected foundation. The old address does not automatically transfer to the new structure. Any replacement structure is subject to the Number Assignment Formula based on current access to a named road.

Section 3.3 Display of Number – Residential Structure – Each primary structure shall display the number of the address assigned to it. The street number for residences shall be in accordance with ~~The BOCA National Property Maintenance Code, Section PM-303.3, Exterior Structure, Premises Identification~~ **The International Residential Code (IRC) Section R319.1; Site Address Code.** The numbers shall be in Arabic numerals at least **four (4)** inches in height, and of a durable and clearly visible material. The numbers shall be placed on, above, or at the side of the main entrance so the number is clearly visible from the public right-of-way. Whenever a residence entrance is greater than fifty (50) feet from a public right of way, or not clearly visible from the public right-of-way, a number shall also be placed along a driveway, or property entrance, **so that it is visible from both directions of travel.** Address numbers are to be a contrasting color to the background on which they are mounted.

Section 3.4 The owner or person in charge of any house, building, mobile home, or other structure to which a number has been assigned shall affix the number as outlined in this Ordinance within thirty (30) days after the receipt or notification of such number.

Section 3.5 Display of Number – Commercial and Industrial Structure – Address numbers for commercial and industrial structures shall follow ~~BOCA PM-303.3~~ **International Building Code (IBC) Section 501.2; Address Identification** code regulations of at least **four (4)** inches in height. The number shall be placed above or on the main entrance to the structure when possible. If such number is not clearly visible from the public right-of-way, the number shall be placed along a driveway or on a sign visible from the same. Address numbers are to be a contrasting color to the background on which they are mounted.

- Section 3.6 Display of Number – Apartments and Similar – The address number assigned to a single building number shall be displayed on each structure following the BOCA PM 303.3 code according to specifications in Section 3.5, Display of Number – Commercial and Industrial Structure. Numbers and/or letters for individual apartments or units within these complexes shall be displayed on, above, or to the side of the main doorway of each apartment or unit according to specifications in Section 3.3, Display of Number – Residential Structure.
- Section 3.6.1 ~~Display of Number – Trailer Park and Similar – The address number assigned to a trailer within an organized trailer park shall be one address number for the trailer park with each trailer assigned a lot or space number. The lot or space number must be posted and permanently affixed to the lot identifying the lot or space number. The main address to the trailer park must be posted at the entrance of the park. Address numbers are to be a contrasting color to the background on which they are mounted.~~
- Display of Number – Trailer Park and Similar – If applicable, the main address to the trailer park must be posted at the entrance of the park according to specifications in Section 3.5, Display of Number – Commercial and Industrial Structure. In all cases, individual mobile homes must be posted according to the specifications in Section 3.3, Display of Number – Residential Structure.**
- Section 3.7 The combination of such an address number, the road or street name, applicable sub addresses, and the postal community shall be the official address of such primary structure. **The U.S. Post Office has adopted the physical addressing system implemented by the County. A resident may not use an alternate address for rural delivery mail that is different from their officially assigned physical address.**
- Section 3.8 All costs to individuals or households in complying with this section of the Ordinance shall be borne by that individual or household.
- Section 3.9 Effective with amendment #3, January 14th, 2010, all sub-address numbers assigned to a unit, suite, apartment, etc. shall follow the Jefferson County Addressing Model Guidelines.
- Section 3.10 Temporary addresses will be available only for construction trailer offices and for similar purposes. Anyone desiring a temporary address shall execute an agreement with the GIS/Addressing Office that acknowledges that the address being provided is a temporary address to be used for not more than one year from the date of issuance. Temporary addresses cannot be relocated, reassigned, re-accessed or made permanent at the discretion of anyone other than the Addressing Coordinator or their duly authorized agent.

To obtain a temporary address, the applicant shall provide a small area

map which contains the location of the temporary addressable structure, the nature of the structure and the vehicular path by which **one** accesses the temporary structure from the closest named road.

Section 4 ROAD AND SUBDIVISION NAMING

- Section 4.1 The “Jefferson County Road Name Index” shall be the official listing of names for streets and roads in Jefferson County. The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to assign names to roads.
- Section 4.1.1 Road names listed as “reserved” on the “Jefferson County Road Name Index” shall be held in reserve status for no longer than five years from the date the road name was approved and placed into reserve. After such time, the GIS/Addressing Office will review the project status for the purpose of identifying road names for removal from or retention in the official Road Name Index. The reserving entity will be notified of pending removal or retention whenever possible.
- Section 4.2 No street within the County, currently shown on a recorded deed, subdivision plat or assigned to a new subdivision plat, shall be considered official until such name is registered with the Jefferson County GIS/Addressing Office, approved, and added to the Jefferson County Road Name Index. ~~The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office.~~
- Section 4.2.1 The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have final authority exclusive in the area of road naming within the entire County in order to ensure that road names are not duplicated or confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office.
- Section 4.2.2 The Jefferson County Addressing Coordinator or his/her duly authorized agent, shall review all requests for new road names within thirty (30) days of receipt in the Jefferson County GIS/Addressing Office. **In accordance with the Jefferson County Road Naming Petition,** The Jefferson County Addressing Coordinator or his/her duly authorized agent shall provide approval or rejection for road names, within thirty (30) days from receipt of the request.
- Section 4.3 Road names shall not duplicate road names already assigned, regardless of road name prefixes or suffixes, except for roads located within different corporations and grandfathered into the road network and approved by the

County Commission as inclusion in the Road Name Index at the time the Road Name Index was first approved by the County Commission, which was on February 23, 2003. The four cardinal points of the compass may be used as a prefix, but not a suffix, to designate portions of a continuous street.

- Section 4.3.1 All named roads must intersect and have defined connections to another named roadway within the road network.
- Section 4.3.2 A “court” shall be considered a road ending in a dead-end, such as a cul-de-sac, and cannot have any other roadway along its length except for the road that the court originally intersects.
- Section 4.4 Identical or confusingly similar road names shall not be differentiated simply by changing the road name suffix. (i.e., Birch Street and Birch Avenue) nor by adding a cardinal point suffix (i.e., Example Street and Example Street North)
- Section 4.5 A road shall have only one name throughout its entire length unless approved as an exception by the County Commission. A road name can only change names at defined intersections where a traffic control device exists, such as at an intersection controlled by a stop light or an intersection controlled by stop signs where the road bearing the name is controlled by the stop sign. An example of this is a 4-way stop sign controlled intersection. The Jefferson County Addressing Coordinator, or his/her duly authorized agent, shall have the authority to interpret and apply as appropriate.
- Section 4.5.1 Wherever possible, a road name shall continue directly straight across at any intersection and not turn right or left on a different path or direction as it approaches the intersection. Road names that are **disconnected or** not continuous in a direct and straight forward path, but rather turn at intersections are opportunities for confusion when travelling along the road.
- Section 4.5.2 The third addressable structure built on a right-of-way not otherwise named causes the right-of-way to be named. The GIS/Addressing Office shall coordinate and oversee the naming of the right-of-way. The owners of any parcels **legally** accessing a **recorded** right-of-way required to be named have the naming rights of the right-of-way. The GIS/Addressing Office shall provide road name petitions to all owners of parcels affected by the road name change and shall provide a specific timeframe for response. Through majority vote and within the stipulated timeframe per the petition, the owners of parcels affected by the road name change shall agree upon a road name and submit the road name for approval. **All unique property owners shall have only one (1) vote regardless of how**

many lots are owned along the road. The County requires proof, by official County petition form, that all parties involved have a part in the petition process. If agreement of a road name does not occur within the stipulated timeframe, the County shall have the authority to name the road.

Section 4.6 Any change to an existing, official road name in the unincorporated parts of the County must be initiated by a petition requesting the change in name and signed by owners of eighty percent (80%) of the parcels on the street whose name is proposed to be changed. The petition to change shall be filed with and reviewed by the Jefferson County GIS/Addressing Office. Such petition should not be filed until the Jefferson County Addressing Coordinator, or his/her duly authorized agent, confirms the availability of the proposed name, but not later than thirty (30) days following such confirmation.

Documentation such as a tax bill or deed, showing the ownership of each signatory to the petition must accompany the petition at the time of filing.

A non-refundable deposit in the amount of Two Hundred Fifty Dollars (\$250.00) shall accompany the petition. Upon approval of the name change, the petitioner shall be obligated to pay to the County for the actual costs incurred by the name change, including the total costs for all road signs affected by the name change.

Residents along the affected road or street shall be responsible for advising the United States Postal Service of such road or street name change.

Section 4.7 Subdivision name approval is required for all "conventional" subdivision projects as defined by the Jefferson County Subdivision Ordinance. Subdivision names are not required for "minor" or family subdivisions as defined by the Subdivision Ordinance. The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have final authority exclusive in the area of subdivision naming within the entire County in order to ensure that subdivision names are not duplicated or confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office.

Section 4.7.1 No subdivision name currently shown on a subdivision plat or land development application filed with the County shall be implemented by a subdivision owner or developer until such name has been registered with the Jefferson County GIS/Addressing Office, approved, and added to the Jefferson County Subdivision Name Index. The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of

emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office.

Section 4.7.2 The Jefferson County Addressing Coordinator or his/her duly authorized agent, shall review all requests for new subdivision names within thirty (30) days of receipt in the Jefferson County GIS/Addressing Office. The Jefferson County Addressing Coordinator or his/her duly authorized agent shall provide approval or rejection for subdivision names, within thirty (30) days from receipt of the request.

Section 5 **STREET SIGNS**

Section 5.1 All new street signs erected within Jefferson County shall be in conformance with the specifications of this section. Basic dimensions are illustrated in the Jefferson County Subdivision Ordinance Standard Details. A typical street sign installation will designate two streets using four nameplates.

Section 5.2 The owner of any subdivision or other development where a street sign is required shall erect or cause to be erected street signs in conformance to the exact standards of street sign specification in this Ordinance. To ensure uniformity of street signs throughout Jefferson County, the signs shall be in conformance to the type, size, style, color, material, placement, and any other specifications mandated by the County Commission or its representatives. The owner of any subdivision, any property, or any other development where a street sign is required shall provide funds per the street sign fee schedule and the County will initiate the installation of the street sign(s). Any signs not in conformance to the specifications of this ordinance shall be removed and signs that are in conformance shall be erected, all at the expense of the owner or party responsible for the subdivision, property, or other development.

Section 5.2.1 The owner of the newly built addressable structure or newly subdivided lot shall be responsible for any and all fees to install any and all signs on the newly named road and shall provide the funds to the County per the street sign fee schedule. The County will initiate the installation of the street sign(s). All signs shall conform to the Manual on Uniform Traffic Control Devices and to the specifications of this Ordinance.

Section 5.2.2 Except as approved by the County Commission, no other object or sign of any type shall be attached, permanently or temporarily, to any road name signpost. At no time shall a stop sign be mounted to a road name signpost. All stop signs on state-maintained or private/subdivision roadways shall be individually mounted to its own post. **Neither sign blades nor posts shall be altered in appearance or in installation location other than by the County.**

Section 5.2.3 . Any sign displaying the name of a subdivision, property name, family name, or structure name (i.e. historic structure) shall not resemble a street name sign nor in any way be confused with a Jefferson County street sign. Any such sign shall not have in it any street name suffix.

Section 5.3 . Sign Specifications – State Maintained Roadway - All signs erected on a roadway adopted by the West Virginia Department of Transportation, Division of Highways shall be in conformance at minimum to the West Virginia Department of Transportation, Division of Highways as defined in the “Standards for the Design and Installation of Road Name Signing” published March 1999 (Appendix A). Ideally, all signs placed within Jefferson County shall be in conformance to the United States Department of Transportation, Federal Highway Administration rules as published in the current edition of the Manual of Uniform Traffic Control Devices however the State of West Virginia shall have the final authority as to the type and size of sign erected on their right-of-way.

For signs placed in conformance to the FHWA, all nameplates shall use aluminum sign blanks of .080 thickness, alloy to be 5052H38, degreased and etched, ready to accept pressure sensitive materials. Corners shall be radius and six mounting holes shall be punched prior to application of the reflective sheeting. The sheeting shall be 3M brand High Intensity Scotchlite applied using either the 3M silk screening process or the 3M ElectroCut (EC) method.

The sign size for a primary roadway shall be nine (9”) inches high x 30”, 36”, 42”, 48”, or 54”.

The sign size for a secondary roadway shall be six (6”) inches high x 24”, 30”, 36”, 42”, or 48”.

The sign color (reflective sheeting) shall consist of white lettering on a green background for any state-maintained roadway.

The letter size and type shall conform to the FHWA “Standard Alphabets for Highway Signs”, Series C, uppercase. Should the road name not fit on the longest sign length, the Series shall be reduced to a “B” width. Should the road name still not fit on the longest sign length, the text height shall be reduced by ½” increments until the road name fits. Abbreviations may be used as a suitable alternative however the GIS/Addressing Office shall have final inspection and approval on signs that require a reduced letter size or abbreviation. The normal spacing between words shall be the width of the letter “H” in the same series and height used in the street name.

For a primary roadway, the standard text height of the road name shall be six (6”) inches for the primary road as well as for those roads intersecting

the primary roadway. The standard text height of the prefix and suffix shall be three (3") inches.

For a secondary roadway, the standard text height of the road name shall be four (4") inches for the secondary road as well as for those roads intersecting the secondary roadway. The standard text height of the prefix and suffix shall be two (2") inches.

Section 5.3.1 Sign Specifications – Private / Subdivision – All signs erected shall be in conformance to the United States Department of Transportation Federal Highway Administration current edition of the Manual on Uniform Traffic Control Devices. The County Commission shall have final authority for the size, style, and color of the sign to be erected.

All nameplates shall use aluminum sign blanks of .080 thickness, alloy to be 5052H38, degreased and etched, ready to accept pressure sensitive materials. Corners shall be radius and six mounting holes shall be punched prior to application of the reflective sheeting. The sheeting shall be 3M brand High Intensity Scotchlite applied using either the 3M silk screening process or the 3M ElectroCut (EC) method.

The sign size for a roadway intersecting a state-maintained primary roadway shall be nine (9") inches high x 30", 36", 42", 48", or 54".

The sign size for a roadway intersecting a state-maintained secondary roadway or intersecting another private/subdivision roadway shall be six (6") inches high x 24", 30", 36", 42", or 48".

The sign color (reflective sheeting) shall consist of white lettering on a brown background.

The letter size and type shall conform to the FHWA "Standard Alphabets for Highway Signs", Series C, uppercase. Should the road name not fit on the longest sign length, the Series shall be reduced to a "B" width. Should the road name still not fit on the longest sign length, the text height shall be reduced by 1/2" increments until the road name fits. Abbreviations may be used as a suitable alternative however the GIS/Addressing Office shall have final inspection and approval on signs that require a reduced letter size or abbreviation. The normal spacing between words shall be the width of the letter "H" in the same series and height used in the street name.

For a roadway intersecting with a primary roadway, the standard text height of the road name shall be six (6") inches for the roadway, as well as the intersecting primary roadway. The standard text height of the prefix and suffix shall be three (3") inches.

For a roadway intersecting with a secondary roadway or another

private/subdivision roadway, the standard text height of the road name shall be four (4") inches for the roadway, as well as the intersecting secondary road and intersecting private/subdivision road. The standard text height of the prefix and suffix shall be two (2") inches.

Section 5.3.2 Sign Post Specifications – For both state-maintained and private/subdivision roadways, the nameplate signpost shall consist of an upper signpost and a lower base post or anchor. The upper signpost shall be a two-inch by two-inch (2" x 2") square post ten (10') feet in length. The signpost can either be the QUIK PUNCH post or 4-hole post as manufactured by Allied Tube and Conduit. The initial sign project signposts shall be the 4-hole post specification.

The base post shall be a thirty-six (36") inch, 2 1/4" x 2 1/4" anchor, driven into the earth to a depth of at least thirty-two (32") inches. The base post shall not extend more than four (4") inches above grade.

The street name signs shall be fastened utilizing four aluminum pop-rivets, plastic washers and plastic sign spacers. One pop-rivet shall be fastened through each corner of each sign face, through the plastic sign spacer, then through the second (back to back) street name sign plate. Two 3/8" drive rivets and two plastic sign washers shall be utilized to fasten each street name sign to the 2" x 2" x 10' signpost. The signpost shall be fastened to

the base post with one 3/8" drive rivet and one special corner bolt. The corner bolt shall be utilized to secure the signpost to the base post while the drive rivet is utilized to reduce vandalism. A pyramid rain cap shall be installed at the top of the signpost.

Section 5.3.3 Sign Post Installation – On all roadways, all street name signs shall be located on diagonally opposite corners and mounted with their faces parallel to the streets they identify. Only the sufficient amount of street name signs is needed to properly identify the roadway. The GIS/Addressing Office shall have the authority to identify and cause installation of the proper amount of signs at a given intersection as deemed necessary.

The Miss Utility locating service shall be notified to mark all locations where a street name sign is placed.

For a roadway identified as a "dead end" roadway not having any other intersection with any other road, only the name of the "dead end" roadway shall have a sign installed, commonly referred to as a one-way sign.

Street name signs shall be located to assist the motorist in locating the street name while not blocking the view of motorists exiting onto the street from which they are traveling.

Where possible, the County or its contractor shall place signs within established rights-of-way. If a sign cannot be placed within a right-of-way due to general guidelines involving safety and line of sight, the County may place a sign on private property.

Section 5.3.4 Sign blades must be clear of vegetation, debris or any other object that may obstruct its view from motorists. The County may, but is not required to, clear vegetation as necessary to ensure visibility of any road sign.

Section 5.4 Signage which is damaged or destroyed shall be the responsibility of the individual(s) causing such damage or destruction, whether by negligence or otherwise. The agency or individual(s) responsible for maintenance of the damaged sign shall have the authority to recover the costs of replacing the sign from the individual(s) causing such damage or destruction.

Section 5.5 Any such person found to be responsible for damage or destruction of any road or street sign shall pay to the County all of the costs for such damage or destruction, including but not limited to, costs for sign removal and replacement. Failure to pay for damage or destruction may result in legal action against the responsible party for all costs, such as court costs and reasonable attorney fees.

Section 6 MAPS

Section 6.1 All properties or parcels of land within Jefferson County shall hereafter be identified by reference to a uniform numbering system, as shown on maps maintained in the Jefferson County GIS/Addressing Office. The maps and explanatory matter thereon may be amended, modified, or changed at the direction of the Jefferson County Addressing Coordinator, or his/her duly authorized agent.

Section 6.2 Mapping accuracy and consistency in the application of this ordinance is imperative for delivery of emergency services. As the Addressing Coordinator strives to improve such accuracy and consistency, he/she or the duly authorized agent, is authorized to correct any found errors or inconsistencies.

Section 7 APPEALS, AMENDMENT, CONFLICT WITH OTHER LAWS, VALIDITY

Section 7.1 Any requests concerning road name changes, addressing complaints and/or general administration of this ordinance, will first be directed to the Jefferson County Addressing Coordinator within thirty (30) days from the

time of road name or address assignment. **The Jefferson County Addressing Coordinator will review the requests or complaints and will make a decision pursuant to the terms of the Ordinance. If the initial contact does not satisfy the individuals' concern, he or she may appeal the decision to the Jefferson County Commission for final disposition provided, however, that all such appeals must be filed no later than 10 days after the decision. The Commission may, at its discretion, hear such appeals as oral argument or may rule based upon the written appeal. All such appeals shall be decided on or before 30 days after the appeal is heard.**

Section 7.1.1 If the **initial contact decision of the Jefferson County Addressing Coordinator** does not satisfy the individuals' concern, he or she may appeal the decision to the Jefferson County Commission for final disposition provided, however, that all such appeals must be filed no later than 10 days after the decision. The Commission may, at its discretion, hear such appeals as oral argument or may rule based upon the written appeal. **Only misinterpretation, misapplication of the ordinance, or staff error may be appealed.** All such appeals shall be decided on or before 30 days after the appeal is heard.

~~Section 7.2~~ ~~After implementation of the address conversion system, any concerns, problems, or complaints regarding the naming and numbering system will be handled on a case-by-case basis by the Jefferson County Addressing Coordinator.~~

~~Section 7.2.2~~ Past decisions by the Addressing Coordinator do not set precedent for future determinations in mapping, addressing or administration of this ordinance.

Section 7.3 Amendment - By legislative procedure, the Jefferson County Commission may, from time to time, amend, supplement or change the provisions of this Ordinance.

Section 7.4 Conflict With Other Laws - Where the provisions of this Ordinance impose greater restrictions than those of any other ordinance or regulation, the provision of this Ordinance shall be controlling. Where the provision of any statute, other ordinance or regulation imposes greater restrictions than this Ordinance, the provisions of such statute, ordinance or regulations shall be controlling.

Section 7.5 Validity – If any article, section, subsection, paragraph, clause or provision of this Ordinance shall be declared by a court of competent jurisdiction to be invalid, such decisions shall not affect the validity of this Ordinance as a whole or any other part thereof.

Section 7.6 Relationship between physical location address and tax map or legal Deed

description – The physical location address is a label to identify an addressable structure or unit(s) within a structure. This address may function as a mailing address for onsite or rural delivery services. It does not legally designate a property, parcel or lot by itself. It may support the identity of a property in conjunction with the Tax District, Map and Parcel number of the lot as defined by the Jefferson County Assessor's Office. The legal description of a property shall be identified by the boundary description in the Deed first and then the Tax District, Map and Parcel number second. The physical location address of any structure on said lot is non-essential to the legal description. Where a physical location address exists in any legal document that does not match the correct physical location address, the GIS/Addressing Office can provide the correct address to the proper authority.

- Section 7.7 Cross References –
- National Emergency Number Association (NENA) Standard Guidelines
 - ~~BOCA National Property Maintenance Code, Section PM-303.3-~~
 - International Building Code (IBC) 2012**
adopted by Jefferson County 9/1/13
 - International Residential Code (IRC) 2009**
adopted by Jefferson County 9/1/13
 - Standards for the Design and Installation of Road Name Signing
(March 1999 Appendix A).
 - Standard Alphabets for Highway Signs (FHWA)
 - Manual of Uniform Traffic Control Devices (USDOT, FHWA)
 - Jefferson County Subdivision Ordinance
 - *Jefferson County Addressable/Non-Addressable Structure Guide
 - *Jefferson County Addressing Model guidelines.
 - *Jefferson County Street Suffix Definitions
 - *Jefferson County Road Name Index
 - *Jefferson County Road Naming Petition**
 - *Jefferson County Subdivision Name Index
 - * maintained as policy documents in the Jefferson County GIS/Addressing Office

Section 8 PENALTIES

- Section 8.1 It is unlawful for any person to violate this Ordinance. When it appears that a violation of this Ordinance has occurred, the responsible party shall be notified by means of a written Violation Notice. The Violation Notice shall specify the nature of the violation and shall request that the violation be terminated within 30 days from the date appearing on the notice. After thirty (30) days of non-compliance from the time of written notification, the violation of any section of this Ordinance shall be deemed a misdemeanor punishable by a fine of not to exceed five hundred dollars (\$500.00). Each day a violation continues shall constitute a separate offense.

Section 9 ADOPTION AND SIGNATURES

Section 9.1 This Ordinance shall be effective July 1, 2002.

Adopted the 25th day of April, 2002.

Amended on the 12th day of December, 2002.

Amended on the 24th day of July, 2003.

Amended on the 14th day of January, 2010.

Amended on the xx day of April, 2016.

JEFFERSON COUNTY COMMISSION

Amended this _____ day of _____, _____.

BY: _____
President of the Commission

ATTEST: _____

Jefferson County GIS/Addressing Office
DEPARTMENTAL MEMORANDUM

TO: Jefferson County Commission
Stephanie Grove, County Administrator

FROM: Todd Fagan, GIS Director

DATE: March 3rd, 2015

SUBJECT: Amendment #4 to E9-1-1 Addressing Ordinance 01-2002



The Jefferson County Addressing Ordinance was last amended January 14th, 2010. Since that time, the Countywide (unincorporated area only) Address Compliance Program has been completed and the GIS/Addressing Office is working on assignment of new addresses, correction of past addressing errors and enforcement of the ordinance. Staff recommends an amendment to the ordinance to close some loopholes and clarify some items that have been limiting or confusing. The recommendations below should improve the ordinance and make it a stronger document in support of Public Safety and other County Ordinances.

This memorandum provides the Commission, legal counsel, and the public with the plain language reasoning or insight into each recommended change, highlighted accordingly in the accompanying marked-up draft Amendment #4; Attach1_Jefferson_County_Addresssing_Ordinance_Amendment_No4-20160324.docx. The current Ordinance can be found at <http://www.jeffersoncountywv.org/home/showdocument?id=135>

Overview of Amendment #4

Section 2.3 (Modified, Deleted, and Appended) ... The term "Road" or "Street" shall mean any public or private thoroughfare used for vehicular traffic and/or any easement or right-of-way that provides sole and legally permitted access to more than two parcels or lots. **This term shall be defined as the "Street Suffix" and shall include, but is not limited to: avenue, drive, way, boulevard, highway, lane, pike or similar street types. Private driveways, not providing legal access to three or more addressable structures, shall not be named.**

Occasionally there is confusion over who has rights to access a common right-of-way. Only those with legal access are affected or have a say in naming a road. We deleted the 2nd sentence because it was confusing and already covered by definition in the following Section 2.3.1. Some residents want their own private driveway to be named, which does not meet the definition of providing access to 3 or more lots/addressable structures.

Section 2.7.1 (Appended)... "Addressable Structure" is defined as any place a person would "live", "work", "worship" or "play". The structure must be permitted, permanently anchored, and in compliance with all applicable impact fee, building code, subdivision, and/or zoning regulations. **An address is designed to identify a structure, which is primarily intended to have regular human occupancy, in the event of an emergency. An address is not designed to get mail or deliveries at otherwise predominantly vacant properties. Should the addressing coordinator determine that an application for a physical address is being made solely for deliveries, it can be denied.**

Added "building code" to list of county regulations that we do not wish to undermine by mis-assigning an address. Appended definition to strengthen the purpose of a 911 address for emergency purposes,

not simply for mail or to establish residency. We often get requests for an address so the individual can get mail, deliveries to a specific outbuilding or vacant lot, set up cable, or more nefariously, to establish illegal residency.

Section 2.7.2 (Renumbered) ... It shall be the responsibility of the Addressing Coordinator to interpret this definition in accordance to the stipulations of this Ordinance and the Jefferson County Addressable/Non-Addressable Structure Guide.

Previously last sentence in Section 2.7.1, moved to separate section

Section 2.13 (New) ... **"Access" is the primary entry point onto the property and into the structure. Access may be the driveway or a direct, perpendicular line from the front door to the street. It shall be the responsibility of the Addressing Coordinator to determine the appropriateness in any instance. The access point on the road determines the address number according to the Number Assignment Formula.**

Every case is unique, often a judgment call dependent on rural or urban settings, structure type, and relationship to neighboring structures, corner lots, or distance from roadway. Defining the access point gives staff the latitude to make the best choice depending on the situation.

Section 2.13.1 (New) ... **If a landowner reconfigures their driveway, access easement, private road or significantly alters the access point location, the address number shall be changed per the Number Assignment Formula and Interval.**

Sometimes the new driveway or construction site is hundreds of feet away from the original location, warranting a new calculation of the address number. Retaining the original number may create confusion or be noticeably out of sequence with neighboring numbers.

Section 3.2.2 (New)... **If a previously addressed structure is demolished or burned down, that address will be removed until a new structure is built on a properly inspected foundation. The old address does not automatically transfer to the new structure. Any replacement structure is subject to the Number Assignment Formula based on current access to a named road.**

Many times, a dilapidated or destroyed building is never replaced. In these cases it can be confusing to see an address on the map that does not exist in the field. Sometimes the new construction site is hundreds of feet away from the original location, warranting a new calculation of the address number. Retaining the original number may create confusion or be noticeably out of sequence with neighboring numbers.

Section 3.3 (Modified) ... **Display of Number – Residential Structure – Each primary structure shall display the number of the address assigned to it. The street number for residences shall be in accordance with The BOCA National Property Maintenance Code, Section PM 303.3; Exterior Structure, Premises Identification the International Residential Code (IRC) Section R319.1; Site Address Code. The numbers shall be in Arabic numerals at least ~~three~~ **four (4)** inches in height, and of a durable and clearly visible material. The numbers shall be placed on, above, or at the side of the main entrance so the number is clearly visible from the public right-of-way. Whenever a residence entrance is greater than fifty (50) feet from a public right of way, or not clearly visible from the public right-of-way, a number shall also be placed along a driveway, or property entrance, so that it is visible from both directions of travel. Address numbers are to be a contrasting color to the background on which they are mounted.**

Replaced old reference, BOCA PM-303.3 code with current code, changed minimum height of numbers to match IRC, and added the "both directions" text because you never know which direction responder is coming from. A lot of residents put their numbers on the side that the mail carrier travels from on their delivery route. This requirement strengthens the ordinance as a matter of public safety and for the residents' own benefit when an ambulance or law enforcement officer comes from the opposite direction.

- Section 3.5 (Modified)... Display of Number – Commercial and Industrial Structure – Address numbers for commercial and industrial structures shall follow the ~~BOCA PM 303.3~~ **International Building Code (IBC) Section 501.2; Address Identification** code regulations of at least ~~six (6)~~ **four (4)** inches in height. The number shall be placed above or on the main entrance to the structure when possible. If such number is not clearly visible from the public right-of-way, the number shall be placed along a driveway or on a sign visible from the same. Address numbers are to be a contrasting color to the background on which they are mounted.

Replaced old reference, BOCA PM-303.3 code with current code and changed minimum height of numbers to match IBC.

- Section 3.6 (Modified)... Display of Number – Apartments and Similar – The address number assigned to a single building number shall be displayed on each assigned structure ~~following the BOCA PM 303.3 code according to specifications in Section 3.5, Display of Number – Commercial and Industrial Structure.~~ Numbers and/or letters for individual apartments or units within these complexes shall be displayed on, above, or to the side of the main doorway of each apartment or unit **according to specifications in Section 3.3, Display of Number – Residential Structure.**

Removes old code reference and references number display specifications for more clarity on Building vs. Apartment Door.

- Section 3.6.1 (Replaced)... **Display of Number – Trailer Park and Similar – If applicable, the main address to the trailer park must be posted at the entrance of the park according to specifications in Section 3.5, Display of Number – Commercial and Industrial Structure. In all cases, individual mobile homes must be posted according to the specifications in Section 3.3, Display of Number – Residential Structure.**

*Deleted first sentence because in reality, half of our trailer parks use a different addressing scheme; creating an inherent ordinance violation.
Also referenced number display specifications for more clarity on collective Mobile Home Park vs. individual lots or trailers.
Deleted last sentence because contrasting backgrounds are detailed in the referenced specification.*

- Section 3.7 (Appended)... The combination of such an address number, the road or street name, applicable sub addresses, and the postal community shall be the official address of such primary structure. **The U.S. Post Office has adopted the physical addressing system implemented by the County. A resident may not use an alternate address for rural delivery mail that is different from their officially assigned physical address.**

We have had residents attempt to retain their old mailing address for mail and use their new physical address for 911 purposes only. The USPS only recognizes one address, the 911 physical location address.

- Section 3.10 (Modified second paragraph) ...To obtain a temporary address, the applicant shall provide a small area map which contains the location of the temporary addressable structure, the nature

of the structure and the vehicular path by which one accesses the temporary structure from the closest named road.

Typo: ...by which "one" accesses, instead of "on"accesses...

Section 4.2 (Deleted)... No street within the County, currently shown on a recorded deed, subdivision plat or assigned to a new subdivision plat, shall be considered official until such name is registered with the Jefferson County GIS/Addressing Office, approved, and added to the Jefferson County Road Name Index. ~~The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office.~~

This last sentence is deleted due to redundancy with intent of Section 4.2.1

Section 4.2.2 (Modified) ...The Jefferson County Addressing Coordinator or his/her duly authorized agent, shall review all requests for new road names within thirty (30) days of receipt in the Jefferson County GIS/Addressing Office. **In accordance with the Jefferson County Road Naming Petition**, The Jefferson County Addressing Coordinator or his/her duly authorized agent shall provide approval or rejection for road names, within thirty (30) days from receipt of the request.

Introduces policy guideline on road naming do's and don'ts, like no numbers, no offensive words, no trademarks, no duplicates, no symbols, etc.

Section 4.5.1 (Modified) ... Wherever possible, a road name shall continue directly straight across at any intersection and not turn right or left on a different path or direction as it approaches the intersection. Road names that are **disconnected or not continuous** in a direct and straight forward path, but rather turn at intersections are opportunities for confusion when travelling along the road.

Extra detail to support goal to prohibit directional changes in a continuously named roadway. If the road name doesn't go straight through an intersection, often there is confusion.

Section 4.5.2 (Modified)... The third addressable structure built on a right-of-way not otherwise named causes the right-of-way to be named. The GIS/Addressing Office shall coordinate and oversee the naming of the right-of-way. The owners of any parcels **legally** accessing a **recorded** right-of-way required to be named have the naming rights of the right-of-way. The GIS/Addressing Office shall provide road name petitions to all owners of parcels affected by the road name change and shall provide a specific timeframe for response. Through majority vote and within the stipulated timeframe per the petition, the owners of parcels affected by the road name change shall agree upon a road name and submit the road name for approval. **All unique property owners shall have only one (1) vote regardless of how many lots are owned along the road.** The County requires proof, by official County petition form, that all parties involved have a part in the petition process. If agreement of a road name does not occur within the stipulated timeframe, the County shall have the authority to name the road

Designed to ensure only those with legal access to a true easement are permitted to vote on a potential road name. Also clarified that each owner gets only 1 vote, not 1 vote per lot. For example, I may own 3 out of 5 lots on the road, but I don't automatically get a 3 vote majority when naming the road. I am only 1 of 3 owners, hence, 1 vote out of 3.

Section 5.2.2 (Appended)... Except as approved by the County Commission, no other object or sign of any type shall be attached, permanently or temporarily, to any road name signpost. At no time shall a stop sign be mounted to a road name signpost. All stop signs on state-maintained or private/subdivision roadways shall be individually mounted to its own post. **Neither sign blades nor posts shall be altered in appearance or in installation location other than by the County.**

We've had citizens shorten posts, reposition blades, and relocate signs on their own.

Section 5.3.4 (New) **Sign blades must be clear of vegetation, debris or any object that may obstruct its view from motorists. The County may, but is not required to, clear vegetation as necessary to ensure visibility of any road sign.**

We've noticed signs getting "lost" in trees and bushes. This section gives us authority to trim a tree limb if necessary to make the sign visible.

Section 6.2 (Moved) ... Mapping accuracy and consistency in the application of this ordinance is imperative for delivery of emergency services. As the Addressing Coordinator strives to improve such accuracy and consistency, he/she or the duly authorized agent, is authorized to correct any found errors or inconsistencies.

Previously Section 7.2.1, unchanged from original text; moved to Maps section

Section 7.1 (Modified) ... Any requests concerning road name changes, addressing complaints and/or general administration of this ordinance, will first be directed to the Jefferson County Addressing Coordinator within thirty (30) days from the time of road name or address assignment. **The Jefferson County Addressing Coordinator will review the requests or complaints and will make a decision pursuant to the terms of the Ordinance.**

Added sentence to better define the appeal process and the transition from the Addressing Coordinator to the County Commission. The terms of the entire Ordinance guide the Coordinator's decision. Also separated the last three sentences to the next sub section 7.1.1

Section 7.1.1 (Moved and Modified) ... **If the initial contact decision of the Jefferson County Addressing Coordinator does not satisfy the individuals' concern, he or she may appeal the decision to the Jefferson County Commission for final disposition provided, however, that all such appeals must be filed no later than 10 days after the decision. The Commission may, at its discretion, hear such appeals as oral argument or may rule based upon the written appeal. Only misinterpretation, misapplication of the ordinance, or staff error may be appealed. All such appeals shall be decided on or before 30 days after the appeal is heard.**

Clarified "initial contact" as decision of Addressing Coordinator. Also added text defining what can be appealed; appeals for simple variances or exemptions from regulations cannot be made. .

Section 7.2 (Deleted) ... ~~After implementation of the address conversion system, any concerns, problems, or complaints regarding the naming and numbering system will be handled on a case-by-case basis by the Jefferson County Addressing Coordinator.~~

Deleted due to redundancy with intent of Section 7.1, plus the countywide address conversion was completed over ten years ago. Also removes arbitrary "case-by-case" language.

Section 7.2.2 (Renumbered) ... Past decisions by the Addressing Coordinator...

Previously Section 7.2.2, unchanged from original text; renumbered to maintain section sequence.

Section 7.7

(Modified) Cross References –

National Emergency Number Association (NENA) Standard Guidelines

~~BOCA National Property Maintenance Code, Section PM-303.3~~

International Building Code (IBC) 2012

adopted by Jefferson County 9/1/13

International Residential Code (IRC) 2009

adopted by Jefferson County 9/1/13

Standards for the Design and Installation of Road Name Signing (March 1999 Appendix A).

Standard Alphabets for Highway Signs (FHWA)

Manual of Uniform Traffic Control Devices (USDOT, FHWA)

Jefferson County Subdivision Ordinance

*Jefferson County Addressable/Non-Addressable Structure Guide

*Jefferson County Addressing Model guidelines.

*Jefferson County Street Suffix Definitions

*Jefferson County Road Name Index

***Jefferson County Road Naming Petition**

*Jefferson County Subdivision Name Index

* maintained as policy documents in the Jefferson County GIS/Addressing Office

Replaced BOCA standard with latest IBC/IRC standard and added Road Naming Petition to list of referenced documents, policies, regulations, publications, etc.

Section 9.1

(Appended) Amended on the XXth day of April, 2016.

Line for latest amendment of ordinance

Amended this _____ day of _____.

President of the Commission

Quarterly Report
Jefferson County Historic Landmarks Commission
January 1, 2016 through March 31, 2016
April 2016

1. Projects Undertaken

- a. Shepherdstown Battlefield properties acquisition and transfer to NPS - ongoing
- b. Peter Burr Farm improvements and programming - ongoing
- c. Snow Hill/Poor House Improvements – ongoing
- d. WV GeoExplorer project – sponsor and coordinate - ongoing
- e. Site reviews in conjunction with JC Planning Department - ongoing
- f. Development of historic preservation curriculum for fourth and eighth graders in conjunction with JC Schools
- g. Roof replacement Snow Hill/Poor Farm
- h. Verification of JCHLC inventory data - ongoing
- i. Hosting an AmeriCorps Member – Rob Aitcheson began January 18, 2016
- j. 61st House and Garden Tour to include Peter Burr Farm – April 23-24, 2016
- k. Park Day at Shepherdstown Battlefield - April 2, 2016
- l. Designation of NR Landmark – Feagan’s Mill – on review
- m. Celebration of Historic Preservation Month – May 2016
- n. Graphic redesign of JCHLC outreach materials and website
- o. Grant Submission to SHPO – Realtor Workshop – November 2016
- p. Renewal of Shannondale agreement with WV DNR
- q. Battlefield preservation project in conjunction with JC Farmland Protection Board and Land Trust for the Eastern Panhandle

2. Projects Completed

- a. Government sponsor for ABPP Battlefield Land Acquisition Grant - Van Evera tracts – Shepherdstown Battlefield – property title transferred to JCHLC March 17, 2016
- b. JCHLC inventory data and map changes – updated March 2016
- c. JCHLC long range work plan 2016-2020 to include recommendations from Envision Jefferson 2035 – presented to JC Commission March 31, 2016
- d. Proposed amendment to JC Land Development and Zoning Ordinance for Historic Preservation – Draft ordinance sent to JC Planning Office March 25, 2016
- e. Launch of JCHLC Facebook page – January 20, 2016
- f. Grant submission to EWVCF – Coyle cemetery restoration

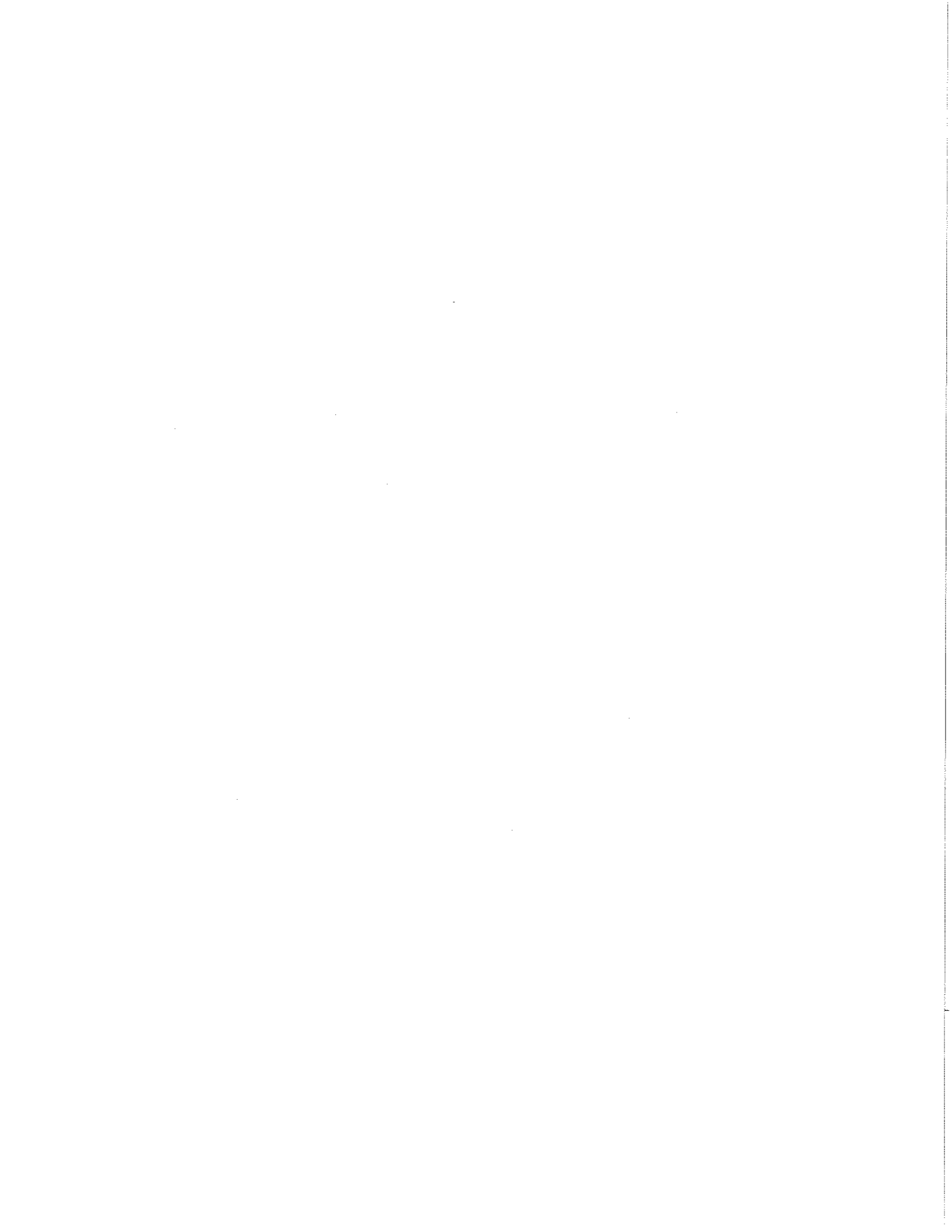
3. Projects Proposed

- a. Documentation of significant barns and farmsteads
- b. Design standards for Middleway

4. Items Requiring Jefferson County Commission Attention

- a. None at this time

Submitted by
Martin Burke
Chair, JCHLC





Jefferson County Homeland Security and Emergency Management
Quarterly Report to the Jefferson County Commission
Third Quarter of FY-2016 – January - March, 2016

Projects Completed:

The reimbursement from the 2014 Emergency Management Performance Grant has been received by the County.

Departmental Budget, 2017 was presented to the County Commission and approved.

The Director attended WV Emergency Management Council Meeting in Charleston In January. Attended WV EM Council Meeting in April using the HSIN (Homeland Security Information Network) Adobe Connect software from the office.

The Director attended the EPEMA (Eastern Panhandle Emergency Manager's Association) Meeting in Mineral County in February with State Area Liaison.

JCHSEM held the Annual Partnership Luncheon at The Epic Buffet. The speaker was Bill Minear, WV Fusion Center. Certificates of appreciation were given out to those who participated in the EOC during Snowstorm Jonas.

JCHSEM Media Day was held at the EOC on January 13.

HAM Radio testing night was held at Jefferson EOC in February and March.

PIO held a preparedness seminar at the Jefferson County Council on Aging.

Anthony Domingo, WV Safe Schools Coordinator, visited Jefferson County Emergency Management regarding the Safe Schools program and to instruct staff how to access the information in the Homeland Security Information Network.

Snowstorm Jonas was declared as 2016's first local disaster. Jefferson County's EOC was activated January 22-29, 2016. There is no FEMA reimbursement for this storm, due to the State of WV not meeting their financial threshold. Pre-storm briefing was held, as well as, post storm meetings with state/FEMA reps to assess costs related to the storm. Brandon Vallee handled all public information for the event.

JCHSEM sponsored a National Weather Service Skywarn Stormspotter Class about Winter Storms

Director and Deputy went to Sterling to the National Weather Service Office for the required yearly visit to learn about weather forecasting as it relates to the watches and warnings that are put out by the NWS.

Completed all requirements to renew Jefferson County's StormReady designation until 2020.

Staff attended WV Homeland Security Region 3 meeting with State/Liaisons regarding the After Action Report/Improvement Plan meeting from last year's Clandestine Chaos Full Scale Exercise. This meeting was held at the Maintenance Department.

Received all Tier II Information from companies that store hazardous materials that are required by EPA regulations to file. Information also goes to WV State Emergency Response Commission.

Director attended Fire Banquets at Independent Fire Company, Citizens Fire Company, and Shepherdstown Fire Department and Pancake Day at Citizens Fire Company.

Held meetings regarding THIRA (Threat Hazard Identification Risk Assessment), Part I with a variety of stakeholder groups and worked in existing committee meeting groups. Submitted Part I of the THIRA to WV Division of Homeland Security and Emergency Management.

Developed Scope of Work for LEPC's Commodity Flow Study and hired the contractor to work with the LEPC on the project.

Developed Scope of Work for updating certain annexes of the Jefferson County Emergency Operations Plan, and update the Jefferson County Government's Continuity of Operations Plan. The contract also involved a Table Top Exercise for Jefferson County COOP.

Jefferson County LEPC held a Mass Casualty/Active Shooter workshop held at The Clarion in March for local first responders.

Developed the proposal for the 2015 Emergency Management Performance Grant and sent to WVDHSEM.

Developed pre-proposals for Homeland Security Grants from our department for WVDHSEM.

Prepared and placed advertising to hire new Deputy Director/Planner/Program Manager, and proctored tests to potential candidates.

Filed all of the LEPC's Grant Reports with the State Emergency Response Commission.

Projects Working on Now:

Finalizing the hiring process for the Deputy Director/Planner/Program Manager; planning training strategies.

Credentialing EOC staff and volunteers.

Staff from JCHSEM and the Engineering Department are working to finalize all documentation for the annual report for the Community Rating System of the National Flood Insurance program.

Working with contractor on the Emergency Operations Plan, Continuity of Operations Plan and the LEPC's Commodity Flow Study.

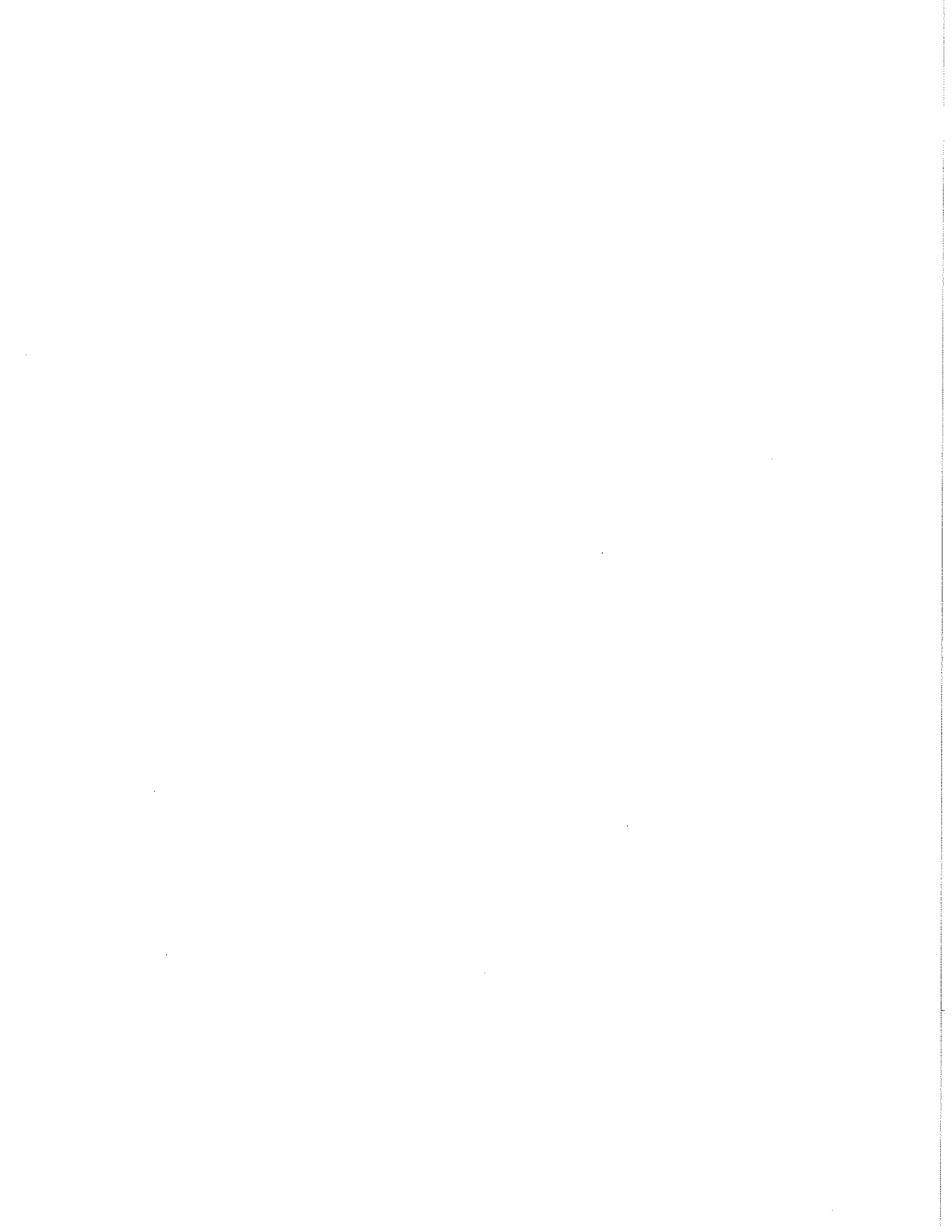
Final preparedness for the Regional Table Top Exercise on April 19th.

Working towards the Public Health Table Top Exercise in May.

Working on the WV Emergency Management Conference to be held in June. Director Miller is the Chair of this organization.

Things the County Commission Should be Aware of:

The next JCHSEM Quarterly Partnership Meeting will be held on May 3 at the National Conservation Training Center near Shepherdstown at Noon. The Speaker will be Joe Larkin of the Transportation Security Administration. He will be discussing their programs of transmission lines, public transit, railways, and highways; their risk mitigation activities for surface transportation, and their exercise information system, EXIS.



MEMORANDUM

Jefferson County, West Virginia Engineering Department

TO: Jefferson County Commission
Stephanie Grove, County Administrator

FROM: Roger Goodwin, PE, CFM
Chief County Engineer

DATE: April 21, 2016

SUBJECT: **Engineering Department Quarterly Update Report – April 21, 2016**

1. Projects Undertaken/Underway:

A. Bonding:

- i). Chapel View Subdivision (03-11) – In 2014, the Chief County Engineer presented a request to the County Commission asking them to issue an order – under authority of WV State Code - that any remaining lots owned by the developer cannot be sold. This Order was issued and recorded in the County Clerk's office on September 18, 2014. Subsequently, the developer deeded over the common areas and road rights-of-way to the HOA.

The subdivision HOA now has full control of the HOA and has ownership of the common areas and road rights-of-way, which now puts them in a position to be able to sign a contract to complete the subdivision site improvements.

Now that the HOA is in a position to move forward with completing the site improvements, the County Commission approved on September 19, 2015, an order to rescind the previous order noted above. A draft of that order is under review by staff.

Engineering staff visited the subdivision in September and met with a geotechnical consultant about possible sink holes in the bottom of the stormwater management pond. The consultant provided a proposal for performing an underground investigation (i.e., ground penetrating radar, resistivity testing, etc.) to determine the extent of the sink holes and develop a mitigation plan. The proposal from

Specialized Engineering is in the amount of \$11,900.00.

Bond funds in the amount of \$225,638.00 are being held in a bank escrow account. **We are delaying work on this project until several smaller projects are completed first.**

- ii) Nuannit Vasuvat Minor Subdivision (08-01) – **Engineering staff completed a scope of work, estimated quantities and cost estimates. We are in process of drafting a request for proposals (RFP) to obtain prices for completing the site improvements. Bond funds in the amount of \$10,001.00 are being held in a bank escrow account.**
- iii) Smith Mountain Estates Subdivision (02-06) - **Engineering staff completed scope of work and quantities, and cost estimates for completing the site improvements. Working on drafting the Bid/Contract documents in order to advertise the project for bids.**

On April 7, 2016 the County Commission approved going ahead and hiring a surveyor to locate and certify that all lot corners and in place. Bond funds in the amount of \$38,120.00 are being held in a bank escrow account.

- iv) Pleasant Hills Subdivision (05-28) - **Engineering staff completed a scope of work, estimated quantities and cost estimates. We are in process of drafting a request for proposals (RFP) to obtain prices for completing the site improvements. Bond funds in the amount of \$12,768.00 are being held in a bank escrow account.**
- v) Clearfield Subdivision (00-32) - **Bond funds in the amount of \$11,492.00 are being held in a bank escrow account.**

Engineering staff met with subdivision lot owners to seek cooperation on recording a necessary stormwater management easement before hiring an engineer/surveyor to complete the required plat of easement. A follow up letter was sent on January 5, 2016, to the lot owners of the three affected lots requesting that they sign the letter indicating their agreement with recording the stormwater management easement. All three affected lot owners signed the letter.

On April 7, 2016, the County Commission approved hiring the engineer-of-record to draft a deed/plat of easement for

signature by the affected lot owners; and then record it in the land records.

B. Property Safety Ordinance:

- i) Case 12-002 (Williams) – the property owner was served with the Petition/Complaint via certified mail service in August, 2013. The property owner failed to bring the property into compliance or request a hearing before the county commission. Staff brought the case before the County Commission on October 17th, 2013 seeking an order that the property owner bring the property into compliance. The County Commission issued the order and County Clerk served the order on the property owner via certified return mail receipt. The Property Safety Enforcement Agency will inspect the property on January 15, 2014. The deadline has passed and the order was sent to the Prosecuting Attorney on March 4th, requesting that he seek an order in circuit court granting the county commission the right to take action to bring the property into compliance. Petition submitted to the circuit court and waiting for the judge to issue the order. The County Commission authorized staff to proceed with advertising for bids to perform the ordered work.

The Circuit Court issued the order. Three bids were obtained. The contract was awarded to Pittsnogle, LLC and the mitigation work is complete. **Staff provided Lydia Lehman, Assistant Prosecuting Attorney, with our invoice in the amount of \$30,016.00 for the cost of the contractor, staff time, and the fine/penalty awarded in the circuit court order, along with a request to file a lien on the property for this amount. I signed the lien document and Ms. Lehman is in the process of recording it at the County Clerk's office.**

- ii) Case 14-002 (Bitner) – The property owner ignored the order issued by the County Commission ordering that the property be brought into compliance with the Property Safety Ordinance. **The Chief County Engineer submitted a request to the County Prosecutor asking him to obtain a Circuit Court order giving the County Commission the authority to perform the work necessary to mitigate the violation. Lydia Lehman, Assistant Prosecuting Attorney, submitted a petition to the Circuit Court to obtain the Circuit Court order.**
- iii) **The Property Safety Board investigated five new property safety complaints filed by the City of Charles Town against properties that lay just outside their corporate limits on the**

west end of town. Three are resolved and two were issued a Notice of Violation.

We are also in process of investigating a new complaint of an abandoned and dilapidated dwelling at a property located in the Shannondale Subdivision.

C. Ordinance Compliance:

- i) **Mason Carter, Ordinance Compliance Officer, is handling 41 active complaints and violations of various ordinances.**

He is also working with Lydia Lehman, Assistant Prosecuting Attorney, on obtaining a court injunction to halt the creation of a salvage yard – which is in violation of the Salvage Yard Ordinance – at a property along WV Route 115 (old route 9) on the east side of Kearneysville.

D. Floodplain Management:

- i) **Mason Carter, CFM, is working on gathering information and data in preparation of the upcoming FEMA audit of our compliance with the Community Rating System program. Qualifying as a CRS community results in citizens getting a discount on their flood insurance premiums.**

E. Impact Fees:

- i) **The Impact Fees Program Specialist provided a draft of a manual that outlines all the processes and information needed to administer the impact fees program. The manual will be used as a guide and to cross train other employees in the department. The operations manual is approximately 95% complete and I am in the process of reviewing the latest version.**
- ii) **The Impact Fees Program Specialist prepared both the 2015 Impact Fees Annual Report and the FY 2017 Capital Improvement Plan and they were presented in February to the County Commission. The approved CIP was then distributed to the four impact fee entities.**
- iii) **At the request of the County Commission, the Impact Fees Program Specialist and I drafted additional information to be placed on the county's web page for the purpose making ordinances, reports, studies, plans, etc. more accessible for citizens. Mike Monaghan, building inspector, is assisting us**

with getting the information posted on the web page. We will present the information to the County Commission when it is finished.

- iv) **Working on an amendment to the Impact Fees Procedures Ordinance, under the affordable housing discount section, to provide for a fee discount for farmhand dwellings. Public hearing is scheduled for June 2nd, 2016 on the proposed amendment.**

F. **Building Code:**

- i) **Will be working on an update to the Building Code Enforcement Ordinance due to the recent code updates adopted by the state legislature. The new ordinance will become effective on July1, 2016.**
- ii) **Working on appointment of members to the Building Code Board of Appeals.**

G. **Tolling of Bonding Amendment (One-time Partial Release of Lots):**

A public hearing on an amendment to the tolling of bonding section of the bonding policy was held on August 9th. The amendment was up for consideration of adoption on the County Commission's October 18th meeting agenda. Additional questions were raised by the County Commission and the amendment was sent back to staff and the developer to address additional concerns. Revisions to the amendment were made and were submitted to the County Commission in January, 2013 for their review and consideration for adoption. Before taking any action on the proposed amendments, the County Commission directed the Chief County Engineer to prepare a PowerPoint presentation giving an overview of the bonding policy and tolling of bonding so they can better understand it.

H. **Other:**

- i) **Sink Hole – engineering staff is investigating a sink hole on county land on Industrial Boulevard in the Bardane Industrial Park and developing a recommendation for mitigation.**

2. Projects/Training Completed:

- Attended the HEMPO Bike Path Study committee meeting on March 24, 2016, to discuss the results of the bicycle path study/survey.
- On February 9, 2016, participated in a Region 9 Stormwater Management – Standard Operating Procedures committee meeting, for the purpose of drafting a model stormwater management SOP manual.
- Attended the WVDOH roundtable meeting on February 24, 2016, to discuss current development plans and traffic/roadway related issues.
- Met with John Maxey, acting on behalf of the Harpers Ferry business district, to discuss the proposed Potomac Street streetscape & drainage project for the purpose of evaluating possible locations for the business district's trash dumpsters. My work and determination was provided to John Maxey as in-kind staff assistance that was previously offered by the County Commission to the Town of Harpers Ferry after the fire.
- Completed the FY 2017 engineering department budget.
- Updated the Engineering Department COOP Plan, as requested by Barb Miller, Director of Homeland Security and Emergency Management.
- Continuing to work on training for Ron Garza, building inspector, so he can pass the building inspector exam to become a certified building inspector, as required under WV state code.

3. Projects Proposed:

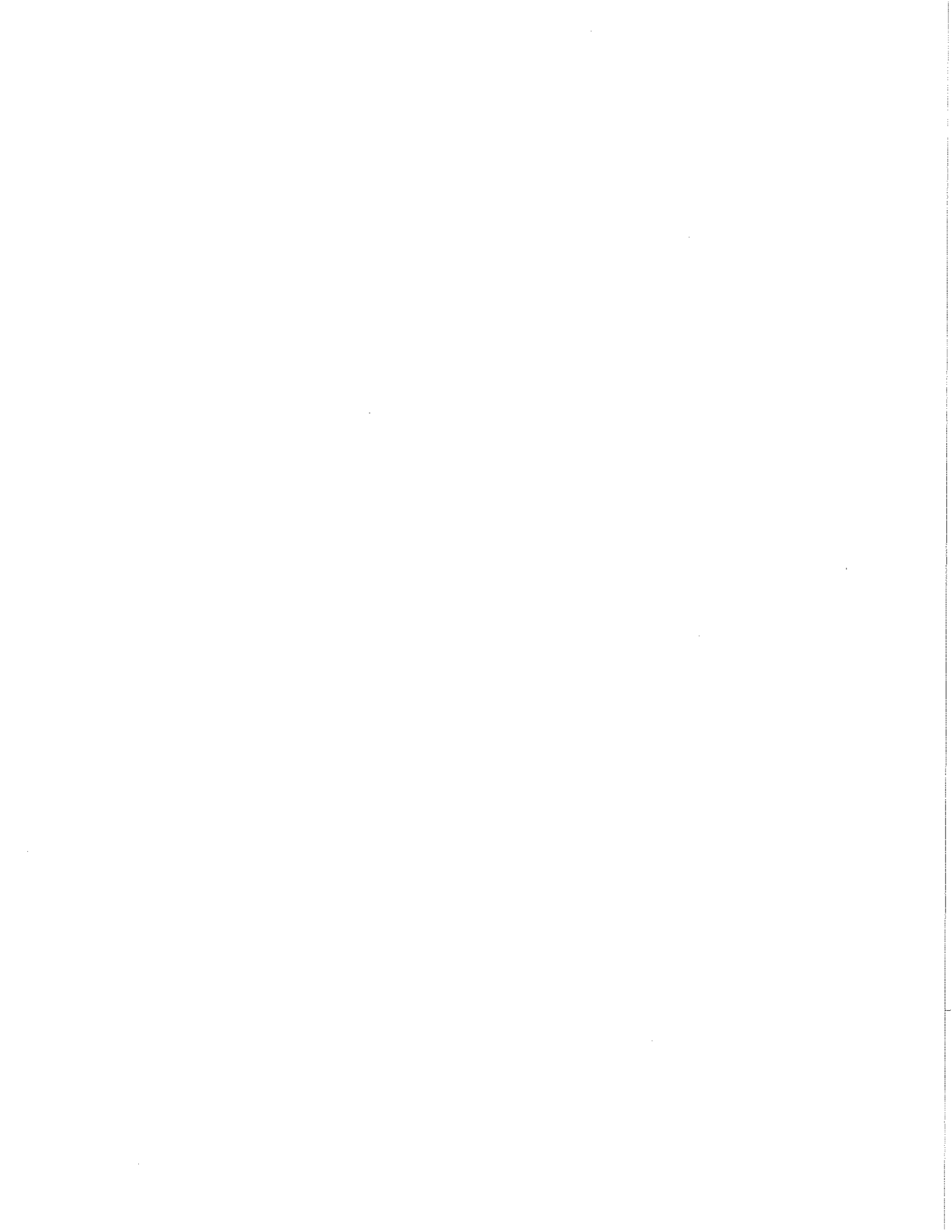
- A. Get the land development standard construction details updated and put into a digital/AutoCAD format, to supplement the requirements of the Subdivision, Zoning, and Stormwater Management ordinances.

4. Items Requiring Commission Attention:

None at this time.

Note: The projects noted above are in addition to maintaining the daily operations of the Office of Building Permits & Inspections, the Office of Impact Fees, administering the land development bonding process, performing land development inspections, performing land development plan reviews for the Planning Commission, administering floodplain management, investigating citizen complaints and carrying out ordinance compliance efforts, and completing statutory continuing education and certification requirements, etc.

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**NOTICE OF WORK SESSION
COUNTY COMMISSION OF JEFFERSON COUNTY**

The County Commission of Jefferson County will hold a work session on **Thursday, May 5th, 2016 at 1:30 p.m.** in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of this work session is to discuss the amendments of the various sections of the Zoning and Land Development Ordinance (File #ZTA15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting campgrounds in certain Rural and Commercial zoning districts. Public Hearing was held on January 21, 2016.

Though the public is welcome and encouraged to attend this work session, no public comments will be accepted during this session.

You can view the draft amendments at www.jeffersoncountywv.org

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

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
DRAFT AMENDMENT TO THE AFFORDABLE HOUSING DISCOUNT PROVISION
OF THE IMPACT FEES PROCEDURE ORDINANCE**

The County Commission of Jefferson County will hold a public hearing concerning the Draft Impact Fees Procedure Ordinance on **Thursday, June 2nd, 2016 at 1:30 p.m.** in County Commission meeting room located at the Old Charles Town Library Meeting Room on the ground floor of the Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of this public hearing is to gather public input on the Draft Amendment to the Affordable Housing Discount provision of the Impact Fees Procedure Ordinance.

Review of the documents are available at the following website:

www.jeffersoncountywv.org

Anyone wishing to provide comment may do so at this meeting or by email at info@jeffersoncountywv.org.

The public is invited to attend.

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

Impact Fee Status Report

March 2016

Office of Impact Fees

Summary

Date Range: Tuesday 1 through Thursday 31 March 2016

Report Date: 1 April 2016

Process Number Range: 1600026-1600044

Total Applications: 19

Total Non-Exempt: 17

Of which:

Commercial: 0

Residential: 17

Of which:

County: 9

Municipal: 8

Total Exempt: 2

Of which:

Commercial: 0

Residential: 2

Of which:

County: 2

Municipal: 0

Tables 1 through 7 summarize impact fee processing for March 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 – 31 March 2016	2	0	17	19
Fees collected		\$0.00	\$106,614.00	\$106,614.00
<i>Of which</i>				
School Impact Fee			\$96,900.00	\$96,900.00
Law Enforcement Fee		\$0.00	\$1,451.00	\$1,451.00
Parks & Recreation Fee			\$7,446.00	\$7,446.00
EMS Fee		\$0.00	\$817.00	\$817.00

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

Description	Amount
Opening Statement Balance (1 March 2016)	\$43,966.72
March Deposits (1 – 31 March 2016)	\$106,614.00
School February Transactions (withdraws via transfer on 15 Mar. 2016)	(\$39,918.65)
Law February Transactions (withdraws via transfer on 15 Mar. 2016)	(\$644.41)
Parks & Rec Feb. Transactions (withdraws via transfer on 15 Mar. 2016)	(\$3,067.45)
EMS February Transactions (withdraws via transfer on 15 Mar. 2016)	(\$336.21)
Interest Earned (31 March 2016)	\$31.18
Ending Statement Balance (31 March 2016)	\$106,645.18
<i>Outstanding Credits (deposits through 1 April 2016)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 March 2016)	\$1,960,890.91
February Transactions (deposits via transfer on 15 March 2016)	\$39,918.65
Interest Earned (31 March 2016)	\$842.01
Ending Balance (31 March 2016)	\$2,001,651.57

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

Description	Amount
Opening Balance (1 March 2016)	\$64,334.11
February Transactions (deposits via transfer on 15 March 2016)	\$644.41
Interest Earned (31 March 2016)	\$27.47
Ending Balance (31 March 2016)	\$65,005.99

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

Description	Amount
Opening Balance (1 March 2016)	\$33,812.42
February Transactions (deposits via transfer on 15 March 2016)	\$3,067.45
Interest Earned (31 March 2016)	\$15.07
Ending Balance (31 March 2016)	\$36,894.94

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

Description	Amount
Opening Balance (1 March 2016)	\$87,998.11
February Transactions (deposits via transfer on 15 March 2016)	\$336.21
Interest Earned (31 March 2016)	\$37.45
Ending Balance (31 March 2016)	\$88,371.77

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

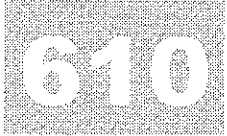
Description	Amount
Office of Impact Fees General Account	\$106,645.18
School Impact Fee Account	\$2,001,651.57
Law Enforcement Fee Account	\$65,005.99
Parks & Recreation Impact Fee Account	\$36,894.94
EMS Impact Fee Account	\$88,371.77
Total Impact Fees	\$2,298,569.45

/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	\$2,001,651.57	\$96,928.38	\$2,098,579.95
Law Enforcement Fee Account	\$65,005.99	\$1,451.31	\$66,457.30
Parks & Recreation Impact Fee Account	\$36,894.94	\$7,448.18	\$44,343.12
EMS Impact Fee Account	\$88,371.77	\$817.31	\$89,189.08
Total Impact Fees	\$2,191,924.27	\$106,645.18	\$2,298,569.45

/1 This table represents each of the impact fee category account totals as of 31 March 2016 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in April 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 Tuesday 1 through Thursday 31 March 2016

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Form/Notes
Exempt Applications											
1600029	03/03/2016	Roland Spitzer	Mary Hill	07 Middleway	1028	114	12	5.6002	\$0.00	03/03/2016	Form 200
1600039	03/21/2016	Wolfe	William	07 Middleway	1131	76	8	5	\$0.00	03/21/2016	Form 200
Category Count: 2									Category Total		\$0.00
Non-Exempt Applications											
1600026	03/02/2016	Dan Ryan		04 Harpers Ferry	1129	541	9	151	\$6,347.00	03/02/2016	N/A
1600027	03/02/2016	Julie Duval	Arcadia	03 Charles Town	23	67	12A	190	\$6,186.00	03/02/2016	N/A
1600028	03/02/2016	Julie Duval	Arcadia	03 Charles Town	23	67	12A	189	\$6,186.00	03/02/2016	N/A
1600030	03/04/2016	K Hovnanian		03 Charles Town	1095	342	11B	2131	\$6,186.00	03/04/2016	N/A
1600031	03/04/2016	K Hovnanian		03 Charles Town	1095	342	11B	369	\$6,186.00	03/04/2016	N/A
1600032	03/11/2016	Vocature	Laura	01 Bolivar Corp	1135	496	2	3	\$6,186.00	03/11/2016	N/A
1600033	03/14/2016	K Hovnanian		03 Charles Town	1095	342	11B	350	\$6,186.00	03/14/2016	N/A
1600034	03/14/2016	Pugh	Clarence &	09 Shepherdstown	1144	439	1	8.1	\$6,347.00	03/14/2016	N/A
1600035	03/16/2016	Julie Duval	Arcadia	03 Charles Town	23	67	12A	200	\$6,186.00	03/16/2016	N/A
1600036	03/16/2016	Julie Duval	Arcadia	03 Charles Town	23	67	12A	129	\$6,186.00	03/16/2016	N/A
1600037	03/21/2016	Dan Ryan		07 Middleway	1112	131	2B	38	\$6,347.00	03/21/2016	N/A
1600038	03/21/2016	Dan Ryan		07 Middleway	1112	131	2B	44	\$6,347.00	03/21/2016	N/A
1600040	03/22/2016	Hedrick &	Rufus and	02 Charles Town	1128	85	16	146	\$6,347.00	03/22/2016	N/A
1600041	03/23/2016	Hunter	James and Joan	09 Shepherdstown	1038	357	23	1.2	\$6,347.00	03/23/2016	N/A
1600042	03/25/2016	Dan Ryan		04 Harpers Ferry	1129	541	9D	167	\$6,347.00	03/25/2016	N/A
1600043	03/25/2016	Dan Ryan		04 Harpers Ferry	1129	541	9	27	\$6,347.00	03/25/2016	N/A
1600044	03/25/2016	Dan Ryan		04 Harpers Ferry	1129	541	9	166	\$6,347.00	03/25/2016	N/A
Category Count: 17									Category Total		\$106,611.00
TOTAL APPLICATIONS: 19									Grand Total		\$106,611.00

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: Friday, 1 April 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 March 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600025** through **1600044**, inclusive. Within this range there were 17 non-exempt impact fee payments. This amounts to **\$96,900.00**.
- Interest earned by the Office of Impact Fees General Account in March 2016 amounts to **\$31.18**, of which **\$28.38** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$96,928.38.

Check # 1036

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16013

Date: 4/1/2016

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 March 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). \$96,900.00

Interest earned by the Office of Impact Fees General Account March 2016. \$28.38

Impact Fee Process Numbers 1600025 through 1600044, inclusive. Within this range, there were 17 non-exempt impact fee payments.

Total: \$96,928.38

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

Check Number: 1036



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1036

Trace 20160401:44686.57

Date 4/1/2016

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$96,900.00

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 March 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
3/1/2016	1600025	2003-3	11/24/2005	\$0.00
3/3/2016	1600026	2003-3	11/24/2005	\$5,700.00
3/3/2016	1600027	2003-3	11/24/2005	\$5,700.00
3/3/2016	1600028	2003-3	11/24/2005	\$5,700.00
3/7/2016	1600030	2003-3	11/24/2005	\$5,700.00
3/7/2016	1600031	2003-3	11/24/2005	\$5,700.00
3/14/2016	1600032	2003-3	11/24/2005	\$5,700.00
3/16/2016	1600033	2003-3	11/24/2005	\$5,700.00
3/16/2016	1600034	2003-3	11/24/2005	\$5,700.00
3/17/2016	1600035	2003-3	11/24/2005	\$5,700.00
3/17/2016	1600036	2003-3	11/24/2005	\$5,700.00
3/22/2016	1600037	2003-3	11/24/2005	\$5,700.00
3/22/2016	1600038	2003-3	11/24/2005	\$5,700.00
3/23/2016	1600040	2003-3	11/24/2005	\$5,700.00
3/24/2016	1600041	2003-3	11/24/2005	\$5,700.00
3/28/2016	1600042	2003-3	11/24/2005	\$5,700.00
3/28/2016	1600043	2003-3	11/24/2005	\$5,700.00
3/28/2016	1600044	2003-3	11/24/2005	\$5,700.00

Total amount for this withdraw \$96,900.00

Total amount for this account \$96,900.00

Total amount all accounts \$96,900.00

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
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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 March 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600025** through **1600044**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$1,451.00**.
- Interest earned by the Office of Impact Fees General Account in March 2016 amounts to **\$31.18**, of which **\$0.31** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$1,451.31.

Check # 1037

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16014

Date: 4/1/2016

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 March 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). \$1,451.00

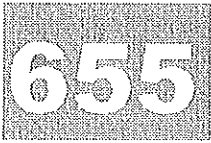
Interest earned by the Office of Impact Fees General Account March 2016. \$0.31

Impact Fee Process Numbers 1600025 through 1600044, inclusive. Within this range, there were 10 non-exempt impact fee payments.

Total: \$1,451.31

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

Check Number: 1037



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 1037

Trace 20160401:44785.99

Date 4/1/2016 Series 2

Recipient Sheriff of Jefferson County

Amount \$1,451.00

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 March 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
3/1/2016	1600025	2005-1	3/22/2005	\$2.00
3/3/2016	1600026	2005-1	3/22/2005	\$161.00
3/3/2016	1600027	2005-1	3/22/2005	\$0.00
3/3/2016	1600028	2005-1	3/22/2005	\$0.00
3/7/2016	1600030	2005-1	3/22/2005	\$0.00
3/7/2016	1600031	2005-1	3/22/2005	\$0.00
3/14/2016	1600032	2005-1	3/22/2005	\$0.00
3/16/2016	1600033	2005-1	3/22/2005	\$0.00
3/16/2016	1600034	2005-1	3/22/2005	\$161.00
3/17/2016	1600035	2005-1	3/22/2005	\$0.00
3/17/2016	1600036	2005-1	3/22/2005	\$0.00
3/22/2016	1600037	2005-1	3/22/2005	\$161.00
3/22/2016	1600038	2005-1	3/22/2005	\$161.00
3/23/2016	1600040	2005-1	3/22/2005	\$161.00
3/24/2016	1600041	2005-1	3/22/2005	\$161.00
3/28/2016	1600042	2005-1	3/22/2005	\$161.00
3/28/2016	1600043	2005-1	3/22/2005	\$161.00
3/28/2016	1600044	2005-1	3/22/2005	\$161.00

Total amount for this withdraw \$1,451.00

Total amount for this account \$1,451.00

Total amount all accounts \$1,451.00

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: Friday, 1 April 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 March 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600025** through **1600044**, inclusive. Within this range there were 17 non-exempt impact fee payments. This amounts to **\$7,446.00**.
- Interest earned by the Office of Impact Fees General Account in March 2016 amounts to **\$31.18**, of which **\$2.18** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$7,448.18.

Check # 1038

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16015

Date: 4/1/2016

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

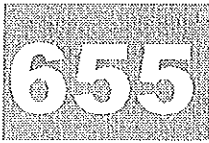
Amount

Impact Fee payments collected for month of March 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).	\$7,446.00
Interest earned by the Office of Impact Fees General Account March 2016.	\$2.18
Impact Fee Process Numbers 1600025 through 1600044, inclusive. Within this range, there were 17 non-exempt impact fee payments.	

Total: \$7,448.18

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

Check Number: 1038



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1038

Trace 20160401:44821.66

Date 4/1/2016 Series 3

Recipient Sheriff of Jefferson County

Account 3122808

Amount \$7,446.00

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 March 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
3/1/2016	1600025	2005-2	5/12/2005	\$0.00
3/3/2016	1600026	2005-2	5/12/2005	\$438.00
3/3/2016	1600027	2005-2	5/12/2005	\$438.00
3/3/2016	1600028	2005-2	5/12/2005	\$438.00
3/7/2016	1600030	2005-2	5/12/2005	\$438.00
3/7/2016	1600031	2005-2	5/12/2005	\$438.00
3/14/2016	1600032	2005-2	5/12/2005	\$438.00
3/16/2016	1600033	2005-2	5/12/2005	\$438.00
3/16/2016	1600034	2005-2	5/12/2005	\$438.00
3/17/2016	1600035	2005-2	5/12/2005	\$438.00
3/17/2016	1600036	2005-2	5/12/2005	\$438.00
3/22/2016	1600037	2005-2	5/12/2005	\$438.00
3/22/2016	1600038	2005-2	5/12/2005	\$438.00
3/23/2016	1600040	2005-2	5/12/2005	\$438.00
3/24/2016	1600041	2005-2	5/12/2005	\$438.00
3/28/2016	1600042	2005-2	5/12/2005	\$438.00
3/28/2016	1600043	2005-2	5/12/2005	\$438.00
3/28/2016	1600044	2005-2	5/12/2005	\$438.00
Total amount for this withdraw				\$7,446.00
Total amount for this account				\$7,446.00
Total amount all accounts				\$7,446.00

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: Friday, 1 April 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 March 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600025** through **1600044**, inclusive. Within this range there were 18 non-exempt impact fee payments. This amounts to **\$817.00**.
- Interest earned by the Office of Impact Fees General Account in March 2016 amounts to **\$31.18**, of which **\$0.31** is attributed to fees collected for EMS.

As per the attached invoice, the total amount of this transfer is \$817.31.

Check # 1039

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16016

Date: 4/1/2016

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 March 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). \$817.00

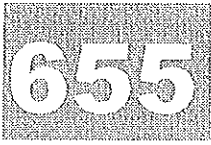
Interest earned by the Office of Impact Fees General Account March 2016. \$0.31

Impact Fee Process Numbers 1600025 through 1600044, inclusive. Within this range, there were 18 non-exempt impact fee payments.

Total: \$817.31

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

Check Number: 1039



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 1039

Trace 20160401:44857.13

Date 4/1/2016 Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$817.00

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 March 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
3/1/2016	1600025	2005-3	5/12/2005	\$1.00
3/3/2016	1600026	2005-3	5/12/2005	\$48.00
3/3/2016	1600027	2005-3	5/12/2005	\$48.00
3/3/2016	1600028	2005-3	5/12/2005	\$48.00
3/7/2016	1600030	2005-3	5/12/2005	\$48.00
3/7/2016	1600031	2005-3	5/12/2005	\$48.00
3/14/2016	1600032	2005-3	5/12/2005	\$48.00
3/16/2016	1600033	2005-3	5/12/2005	\$48.00
3/16/2016	1600034	2005-3	5/12/2005	\$48.00
3/17/2016	1600035	2005-3	5/12/2005	\$48.00
3/17/2016	1600036	2005-3	5/12/2005	\$48.00
3/22/2016	1600037	2005-3	5/12/2005	\$48.00
3/22/2016	1600038	2005-3	5/12/2005	\$48.00
3/23/2016	1600040	2005-3	5/12/2005	\$48.00
3/24/2016	1600041	2005-3	5/12/2005	\$48.00
3/28/2016	1600042	2005-3	5/12/2005	\$48.00
3/28/2016	1600043	2005-3	5/12/2005	\$48.00
3/28/2016	1600044	2005-3	5/12/2005	\$48.00

Total amount for this withdraw \$817.00

Total amount for this account \$817.00

Total amount all accounts \$817.00

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

Week Ending Date	April 2, 2016
To be Deposited on:	April 8, 2016
Amount Played	64,976,634.37
Amount Won	58,363,797.98
Amount Promo	338,697.00
MWAP Contribution	<u>2,624.57</u>
Adjusted Gross Terminal Revenue	<u>6,271,514.82</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>250,860.60</u>
Net Terminal Revenue	<u>6,020,654.22</u>
Surcharge @ 10%	602,065.42
State Share Excess @ 58% & 10% of 42%	374,484.69
Track Share of Capital Reinvestment @ 90% of 42%	<u>227,580.73</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>218,477.50</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>9,103.23</i>
Adjusted Net Terminal Revenue	<u>5,418,588.80</u>
Racetrack @ 46.50% / 42%	2,275,807.30
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,221,621.43
Excess Lottery Fund @ 12.85% / 9.55%	517,475.23
Race Track Purses @ 90% of 7% / 4%	195,069.20
Employee Pension Fund @ 1% / .5%	27,092.94
Greyhound Development @ 90% of .75%	36,575.47
Thoroughbred Development @ 90% of .75%	36,575.47
County/Municipality @ 2%	<u>108,371.76</u>
	<u>5,418,588.80</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	\$ 1,178.86	\$ 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	\$ 88,911.16	\$ 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	\$ 1,137.66	\$ 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
03/12/16	\$ 102,894.04	\$ 51,447.02	\$ 51,447.02	\$ 4,079.75	\$ 20,527.36	\$ 1,116.40	\$ 17,327.36	\$ 8,396.15
03/19/16	\$ 100,713.60	\$ 50,356.80	\$ 50,356.80	\$ 3,993.30	\$ 20,092.36	\$ 1,092.74	\$ 16,960.17	\$ 8,218.23
03/26/16	\$ 104,434.92	\$ 52,217.46	\$ 52,217.46	\$ 4,140.84	\$ 20,834.77	\$ 1,133.12	\$ 17,586.84	\$ 8,521.89
04/02/16	\$ 108,371.76	\$ 54,185.88	\$ 54,185.88	\$ 4,296.94	\$ 21,620.17	\$ 1,175.83	\$ 18,249.80	\$ 8,843.14
Subtotal	\$ 4,173,402.96	\$ 2,542,733.22	\$ 1,630,669.74	\$ 129,312.11	\$ 650,637.22	\$ 35,385.53	\$ 549,209.59	\$ 266,125.29

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	3/12/2016	51,447.02
3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80
3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46
3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88
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

2,542,733.22

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	February, 2016	65,518.59
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	552,633.22

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
February, 2016	196,555.77

Total 2015-2016	1,657,899.66
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**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	April 9, 2016
To be Deposited on:	April 15, 2016
Amount Played	61,377,537.75
Amount Won	55,264,110.60
Amount Promo	360,048.00
MWAP Contribution	<u>2,216.26</u>
Adjusted Gross Terminal Revenue	<u>5,751,162.89</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>230,046.51</u>
Net Terminal Revenue	<u>5,521,116.38</u>
Surcharge @ 10%	552,111.64
State Share Excess @ 58% & 10% of 42%	343,413.44
Track Share of Capital Reinvestment @ 90% of 42%	<u>208,698.20</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>200,350.27</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>8,347.93</i>
Adjusted Net Terminal Revenue	<u>4,969,004.74</u>
Racetrack @ 46.50% / 42%	2,086,981.99
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,037,291.96
Excess Lottery Fund @ 12.85% / 9.55%	474,539.96
Race Track Purses @ 90% of 7% / 4%	178,884.17
Employee Pension Fund @ 1% / .5%	24,845.02
Greyhound Development @ 90% of .75%	33,540.78
Thoroughbred Development @ 90% of .75%	33,540.78
County/Municipality @ 2%	<u>99,380.08</u>
	<u>4,969,004.74</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	\$ 20,626.60	\$ 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	\$ 1,137.66	\$ 17,657.37	\$ 8,556.08
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
03/12/16	\$ 102,894.04	\$ 51,447.02	\$ 51,447.02	\$ 4,079.75	\$ 20,527.36	\$ 1,116.40	\$ 17,327.36	\$ 8,396.15
03/19/16	\$ 100,713.60	\$ 50,356.80	\$ 50,356.80	\$ 3,993.30	\$ 20,092.36	\$ 1,092.74	\$ 16,960.17	\$ 8,218.23
03/26/16	\$ 104,434.92	\$ 52,217.46	\$ 52,217.46	\$ 4,140.84	\$ 20,834.77	\$ 1,133.12	\$ 17,586.84	\$ 8,521.89
04/02/16	\$ 108,371.76	\$ 54,185.88	\$ 54,185.88	\$ 4,296.94	\$ 21,620.17	\$ 1,175.83	\$ 18,249.80	\$ 8,843.14
04/09/16	\$ 99,380.08	\$ 49,690.04	\$ 49,690.04	\$ 3,940.42	\$ 19,826.33	\$ 1,078.27	\$ 16,735.61	\$ 8,109.41
Subtotal	\$ 4,272,783.04	\$ 2,592,423.26	\$ 1,680,359.78	\$ 133,252.53	\$ 670,463.55	\$ 36,463.80	\$ 565,945.20	\$ 274,234.70

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	52,854.02	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	3/12/2016	51,447.02
3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80
3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46
3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88
4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04
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

2,592,423.26

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	February, 2016	65,518.59
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	552,633.22

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
February, 2016	196,555.77

Total 2015-2016	1,657,899.66
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