AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, MAY 19, 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

- May 5, 2016 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- May 12, 2016
- May 19, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
   - Certificate of Oaths - Discussion/Action

2. 10:00 a.m. Michelle Gordon, Finance Director
   - Approval to sell Utility Vehicle and transfer proceeds from the sale from General Fund-General Revenue to the Capital Outlay Fund FY17 Utility Vehicle Purchase approved in the FY17 Budget - Discussion/Action
   - Approval of 2016 Internal Budget Review #6 General Fund - Discussion/Action
   - Review of Budget to Actual as of April 30, 2016

NEW BUSINESS

3. Decision on the proposed amendments to the E9-1-1 Addressing Ordinance - Public Hearing was held on April 21, 2016 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- County Administrator Leave - Possible Executive Session
- Approval of Temporary Assignment - County Commission office - Discussion/Action
- Update on Social Media
- Transferring water buffalo to Bakerton Fire Department - Discussion/Action
- Discuss possibility sending a letter to DEP concerning inspections of county properties - Possible Executive Session
- Approval of Employee Dental/Vision Renewal - Discussion/Action

COUNTY COMMISSION REPORTS

4. ADJOURN

CORRESPONDENCE/INFORMATION

Memorandum from the Department of Engineering re: Building Inspector Certification.

Impact Fee Status Report - April 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.

Jefferson County Commission Notice of Intent to Appoint - Eastern Panhandle Regional Planning and Development Council, Solid Waste Authority, and the Harpers Ferry/Bolivar Public Service District.

Jefferson County Commission Notice of Intent to Appoint - Jefferson County Board of Health.

Jefferson County Commission Notice of Intent to Appoint - Summit Point Library Committee.

Jefferson County Commission Notice of Intent to Appoint - Parks and Recreation Commission.
Jefferson County Commission Notice of Intent to Appoint - Emergency Services Agency.

Jefferson County Public Service District Regular Meeting Minutes - April 4, 2016.

Letter fro m the United States Department of the Interior - National Park Service re: Public Hearing on the Invasive Plant Management Plan and Environmental Assessment.

WV Lottery Weekly Settlement for Charles Town - week ending April 30, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending May 7, 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, May 5, 2016

A meeting of the Jefferson County Commission was held on Thursday, May 5, 2016 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Eric Bell, Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, May 5, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the April 19, 2016 Special Session to Lay the Levy minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the April 21, 2016 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDER

Motion by Mr. Manuel to approve the May 5, 2016 Purchase Order in the amount of $22,500.00 to include Purchase Order No. 52339. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the Payroll for April 21, 2016 in the amount of $227,271.60. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Payroll for May 5, 2016 in the amount of $230,547.00. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076286	424	NOEMI BRUN		$ -	$ 77.44	$ 77.44
076287	401	201 N. GEORGE ST LLC		$ -	$ 9,638.92	$ 9,638.92
076288	405	RAYMOND E. BOYCE		$ -	$ 27.00	$ 27.00
076289	405	NATHAN COCHRAN		$ -	$ 110.88	$ 110.88
076290	700	PHILIP DRISH		$ -	$ 23.00	$ 23.00
076291	PAYROLL	DELTA DENTAL OF WV		$ -	$ 6,251.61	$ 6,251.61
076292	700	FEDEX		$ -	$ 81.08	$ 81.08
076293	717	5 STAR AUTO GLASS		$ -	$ 301.00	$ 301.00
076294	425	FIDELITY POWER SYSTEMS		$ -	$ 493.70	$ 493.70
076295	433	JESSICA GORMONT		$ -	$ 38.00	$ 38.00
076296	PAYROLL	THE HARTFORD		$ -	$ 4,526.10	$ 4,526.10
076296	PAYROLL	THE HARTFORD		$ -	$ 2,241.55	$ 2,241.55
076297	403	JEFFERSON CENTER		$ -	$ 100.00	$ 100.00
076298	401	THE SPIRIT OF JEFFERSON		$ -	$ 45.26	$ 45.26
076299	401	THE JOURNAL		$ -	$ 2,008.44	$ 2,008.44
076299	424	THE JOURNAL		$ -	$ 62.83	$ 62.83
076300	425	JEFFERSON COUNTY SOLID		$ -	$ 158.79	$ 158.79
076301	425	JEFFERSON RENTAL		$ -	$ 61.49	$ 61.49
076302	712	ROBERT E. JONES III		$ -	$ 1,000.00	$ 1,000.00
076303	PAYROLL	CARRIE L. LEHMAN		$ -	$ 2,250.00	$ 2,250.00
076304	PAYROLL	HIGHMARK WV		$ -	$ 176,309.54	$ 176,309.54
076305	425	MILLER'S SUPPLIES AT WOR		$ -	$ 181.53	$ 181.53
076306	406	NATIONAL BAND & TAG CO		$ -	$ 1,554.74	$ 1,554.74
076307	PAYROLL	NATIONAL VISION ADMIN.		$ -	$ 1,809.30	$ 1,809.30
076308	428	OFFICEMAX		$ -	$ 523.59	$ 523.59
076309	406	PIFER OFFICE SUPPLY, INC		$ -	$ 87.02	$ 87.02
076310	405	SPECIALTY BUS SUPPLIES		$ -	$ 1,051.21	$ 1,051.21
076311	405	THOMSON REUTER - WEST		$ -	$ 2,282.45	$ 2,282.45
076312	401	WV STATE AUDITOR**		$ -	$ 2,552.00	$ 2,552.00
076313	405	WV PROS.ATTYS ASSOC/WVPA		$ -	$ 1,350.00	$ 1,350.00

TOTAL					$ 217,198.47	$ 217,198.47

DEPT	NAME				DEPT AMTS
401/COM	CO. COMMISSION				$ 14,244.62
403/CIR CLK	CIRCUIT CLERK				$ 100.00
405/PA	PROS ATTY				$ 4,821.54
406/ASSR	ASSESSORS				$ 1,641.76
424/CTHS	COURT HOUSE				$ 140.27
425/OB	OTHER BUILDING				$ 895.51
428/DATAP	DATA PROCESSING				$ 523.59
433/GIS	GIS/ADDRESSING				$ 38.00
700/SHRF	SHERIFF DEPT				$ 104.08
712/911	911 COMMUNICATION				$ 1,000.00
717/GARAGE	CENTRAL GARAGE				$ 301.00
PAYROLL	PAYROLL				$ 193,388.10
TOTALS					$ 217,198.47

Motion by Mr. Bell to approve the Accounts Payable for April 28, 2016 in the amount of $217,198.47. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076316	712	AT&T/GA		$ -	$ 40.53	$ 40.53
076317	ALLOC	AHA/ART&HUMANITIES ALLNC		$ -	$ 766.32	$ 766.32
076318	425	BOLAND SERVICES		$ -	$ 308.00	$ 308.00
076319	PAYROLL	BUREAU F/CHILD SUPPORT		$ -	$ 49.85	$ 49.85
076320	PAYROLL	BUREAU F/CHILD SPPRT ENF		$ -	$ 212.31	$ 212.31
076321	PAYROLL	BUREAU OF CHILD SUPPORT		$ -	$ 461.54	$ 461.54
076322	PAYROLL	BUREAU OF CHILD SUPPORT		$ -	$ 119.54	$ 119.54
076323	PAYROLL	BUREAU OF CHILD SUPPORT		$ -	$ 530.77	$ 530.77
076324	413	CASTO & HARRIS INC		$ -	$ 759.45	$ 759.45
076325	425	CITY OF CHARLES TOWN		$ -	$ 40.00	$ 40.00
076326	425	OLD CHARLES TOWN LIBRARY		$ -	$ 1,500.00	$ 1,500.00
076327	401	RICOH USA, INC		$ -	$ 29.06	$ 29.06
076327	403	RICOH USA, INC		$ -	$ 58.14	$ 58.14
076327	404	RICOH USA, INC		$ -	$ 29.07	$ 29.07
076327	405	RICOH USA, INC		$ -	$ 87.21	$ 87.21
076327	406	RICOH USA, INC		$ -	$ 29.07	$ 29.07
076327	425	RICOH USA, INC		$ -	$ 29.07	$ 29.07

076327	433	RICOH USA, INC		$ -	$ 29.07	$ 29.07
076327	440	RICOH USA, INC		$ -	$ 29.07	$ 29.07
076327	700	RICOH USA, INC		$ -	$ 58.14	$ 58.14
076327	712	RICOH USA, INC		$ -	$ 29.07	$ 29.07
076328	ALLOC	JEFFERSON COUNTY HISTORI		$ -	$ 1,134.72	$ 1,134.72
076329	401	THE SPIRIT OF JEFFERSON		$ -	$ 38.66	$ 38.66
076329	402	THE SPIRIT OF JEFFERSON		$ -	$ 220.70	$ 220.70
076330	PAYROLL	JEFFERSON SECURITY BANK		$ -	$ 5,460.00	$ 5,460.00
076331	PAYROLL	JASON MICKEY		$ -	$ 2,250.00	$ 2,250.00
076332	PAYROLL	HELEN M. MORRIS, TRUSTEE		$ -	$ 150.00	$ 150.00
076333	PAYROLL	NATIONWIDE RETIREMENT		$ -	$ 749.00	$ 749.00
076334	ALLOC	JEFF CO PARKS &		$ -	$ 17,256.87	$ 17,256.87
076335	413	PIFER OFFICE SUPPLY, INC		$ -	$ 10.95	$ 10.95
076336	PAYROLL	RETIREE HLTH BENEFIT TRS		$ -	$ 6,841.00	$ 6,841.00
076337	404	SHERIFF OF JEFFERSON CO		$ -	$ 54.37	$ 54.37
076338	404	SHERIFF OF JEFFERSON CO		$ -	$ 55.74	$ 55.74
076339	PAYROLL	SHERIFF OF JEFFERSON CO		$ -	$ 10,006.34	$ 10,006.34
076339	PAYROLL	SHERIFF OF JEFFERSON CO		$ -	$ 42,785.86	$ 42,785.86
076339	PAYROLL	SHERIFF OF JEFFERSON CO		$ -	$ 39,888.27	$ 39,888.27
076340	PAYROLL	WILLIAM SCHWEITZER		$ -	$ 1,038.63	$ 1,038.63
076341	PAYROLL	SHERIFF OF JEFFERSON CO		$ -	$ 114.75	$ 114.75
076342	PAYROLL	SHERIFF OF JEFFERSON CO		$ -	$ 2,985.00	$ 2,985.00
076343	ALLOC	JEFFERSON CO CONVENTION		$ -	$ 19,157.91	$ 19,157.91
076344	405	THOMSON REUTER - WEST		$ -	$ 1,238.50	$ 1,238.50
076345	402	XEROX CORPORATION		$ -	$ 1,428.04	$ 1,428.04
TOTAL					**$ 158,060.59**	**$ 158,060.59**

Motion by Mr. Bell to approve the Accounts Payable for May 5, 2016 in the amount of $158,060.59. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

COAL SEVERANCE			
OO2			
Date	Check #	VENDOR	Amount
4/29/2016	424	EASTRIDGE HEALTH SYSTEM	$ 800.00
4/29/2016	425	LEWIS CO. CIRCUIT CLERK	$ 44.06

TOTAL			$ 844.06

Motion by Mr. Bell to approve the Manual Checks for April 29, 2016 in the amount of $844.06. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – updated the Commission on his pending case concerning the Excess Levy.

PRESENTATIONS

1. Ralph Lorenzetti, Prosecuting Attorney – requested approval to hire a summer intern for the Victim's Advocate Office. This request is not within the Prosecuting Attorney's Office. As a result, the Prosecuting Attorney is requesting $10,188.00 to fund this position.

    - **Motion by Mr. Pellish to enter into Executive Session to discuss personnel matters. Motion seconded and unanimously approved.**

    - **Motion by Mr. Bell to come out of Executive Session. Motion seconded and unanimously approved.**

    - **Motion by Mr. Manuel to approve the request to hire Adoneijah Gilmore as a summer intern within the Victim's Advocate Office, beginning May 16, 2016 through September 2, 2016 at a salary of $16.90 an hour and transfer the requested $10,188.00 from the contingency fund to the Prosecuting Attorney's budget. Motion seconded.**

    - **Motion by Mr. Manuel to amend the previous motion to direct the Prosecuting Attorney to review all funding options for the hire of the summer intern. Motion seconded and unanimously approved.**

2. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management – requested approval to hire a Deputy Director/Planner/Program Manager at $40,996.80.

    - **Motion by Ms. Tabb to approve the hire of Stephen S. Allen as Deputy Director/Planner/Program Manager for the Homeland**

Security and Emergency Management Department at $40,996.80 (Grade 4, Step A). Motion seconded and unanimously approved.

3. Roger Goodwin, Chief County Engineer

   a. Requested the Complete Construction Bond Release for Asbury United Methodist Church/Asbury United Methodist Church Addition (File#S11-05) – Performance Bond No. 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 for Asbury United Methodist Church – Asbury United Methodist Church Addition (File #S11-05). Motion seconded and unanimously approved.**

   b. Requested the Complete Construction Bond Release for Colonial Hills Subdivision, Phase 1, Lots D1-D20 (File #00-03) – Letter of Credit #18107623-00-000 with PNC Bank, National Association, Pittsburgh, PA.

      - **Motion by Mr. Bell to authorize a complete release of the remaining $163,750.00 from the construction bond amount for Mark Colonial Hills, LLC – Colonial Hills Subdivision, Phase 1, Lots D1-D20 (File #00-03). Motion seconded and unanimously approved.**

   c. Requested the complete release of construction bond security for Kinsley Construction, Inc./Colonial Hills Subdivision, Phase 2, Lots TH1-TH60 – (File #04-33) Letter of Credit #SB1278560001 with M&T Bank, Baltimore, MD.

      - **Motion by Ms. Tabb to authorize a complete relase of the remaining $358,541.10 from the construction bond amount for Kinsley Construction, Inc. – Colonial Hills Subdivision, Phase 2, Lots TH1-TH60 (File #04-33). Motion seconded and unanimously approved.**

4. Nathan Cochran, Assistant Prosecuting Attorney – requested a review and report on the following cases: 15-AA-4; 16-AA-2; 15-C-282; 16-C-18; 13-C-432/15-1155; 16-C-43.

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

      - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to provide the Sheriff with $20,000 to obtain professional appraisal services to further the progress of the Kelch Estate with reimbursement to the Commission from the Estate once settled. Motion seconded and unanimously approved.**

5. The Commission recessed for break at 10:45 am.
   The Commission reconvened at 11:00 am.

6. Karen Olden, Probate Office – request to Probate in Solemn Form in the Estate of Lawrence L. Cook.

   - **Motion by Mr. Bell to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**

   - **Motion by Ms. Tabb to permit the copy of the Last Will and Testament of Lawrence L. Cook to be probated in Solemn Form. Motion seconded and unanimously approved.**

7. The Commission recessed for lunch at 12:00 pm.
   The Commission reconvened at 1:30 pm.

NEW BUSINESS

8. Discussion to determine the process and request support for placing on the November General Election Ballot a Levy to support the following organizations: Jefferson Arts Council, Parks and Recreation, Libraries, and Fire Departments.

   - It was the consensus of the Commission to delay discussion/action on this item until additional research has been conducted.

9. Discuss possibility of a public hearing for citizens to provide input regarding the restructuring of the Departments of Planning, Zoning, Engineering, Impact Fees, and GIS.

   - **Motion by Mr. Manuel to hold a public hearing regarding the restructuring of the Departments of Planning, Zoning, Engineering, Impact Fees, and GIS. Motion seconded but fails on a vote of 1-4 with Mr. Bell, Ms. Noland, Mr. Pellish, and Ms. Tabb opposing.**

10. Ratification of the motion made on April 21, 2016 to approve the hire of Noemi Brun for the custodial vacancy within the Maintenance Department.

    - **Motion by Mr. Bell to approve the hire of Noemi Brun for the custodial vacancy within the Maintenance Department. Motion seconded and unanimously approved.**

11. Discuss the appointment to the Harpers Ferry/Bolivar Public Service District – one unexpired term ending June 30, 2016.

- **Motion by Mr. Bell to delay action on this item until the June 30, 2016 expiration of the term. Motion seconded and unanimously approved.**

FINANCIAL DIRECTOR REPORTS

- Review of HRA 18 month impact for employees due to the Highmark Medical Insurance Renewal period change from calendar year to fiscal year (July 1, 2016 – June 30, 2017)

- Review WVCORP Self Insurance Renewal for Liability (Property, Automobile, Liability, Volunteer Accident & Sickness, and Line of Duty Act) and Workers' Compensation coverage for July 1, 2016 to July 1, 2017.

    - **Motion by Mr. Bell to approve the insurance renewals for FY17 as recommended by Ms. Gordon. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

Ambulance Fee Update – Ms. Grove stated 81% of the ambulance fee billing for 2015 has been collected to date with delinquent bills continuing to be paid. Also, $11,855 has been collected for 2016 due to the online payment option and delinquent payees opting to pay in advance of the issuance of the 2016 bills.

DEP Award for Jefferson County – Ms. Grove stated the County was the recipient of a WV Department of Environmental Protection Award due to their performance regarding the Stormwater Management regulations. Ms. Grove said Ms. Brockman from the Departments of Planning and Zoning would be happy to accept the award on the Commission's behalf during the awards ceremony in Charleston, WV on May 16.

12. Work Session – 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.

    - The Commission discussed possible changes to a number of elements within the ordinance, including setbacks, the size of campsites, landscaping buffers, and provisions for different types of campsites. Ms. Brockman will return with edits at a later date for final review.

COUNTY COMMISSION REPORTS

Dale Manuel

- Attended Local Business Earth Day at the Shepherdstown Train Station.
- Visited the Charles Town Farmer's Market.
- Attended a meeting on Courthouse Facilities.
- Attended the Animal Welfare Pancake Day.
- Attended Earth Day at Morgan's Grove Park.
- Attended a PSD meeting.
- Attended an Affordable Housing meeting.
- Attended the Public Service Commission hearing dealing with rate increases for PSD customers.

Patsy Noland

- Attended the Leadership WV Tour of the Eastern Panhandle which included a discussion about Economic Development with stops at local businesses including Bloomery Distillery and Plantation, The Hub (Berkeley County), Hollywood Casino at Charles Town Races, and American Public University.
- Attended a Courthouse Facilities meeting.

Jane Tabb

- Attended an ESA meeting.
- Attended Career Day at Wright Denny School.
- Attended the Public Service Commission hearing on PSD rate increases.
- Attended a PSD meeting.
- Attended the Homeland Security and Emergency Management Quarterly Partnership Luncheon.
- Participated in Early Voting week.

Eric Bell

- Attended the Attorney General's press conference on predatory contractors in the area.
- Was the first ballot cast during Early Voting Week.
- Attended the opening of the Public Service Commission hearing on the PSD rate increases.
- Attended Juvenile and Adult Drug Court proceedings.
- Had a meeting with Bob Shefner of the Jefferson County Board of Health.
- Participated in a conference call with the County Commission of San Bernardino, California.

Walt Pellish

- Attended an Open House at the Child Advocacy Center in Martinsburg.
- Spent time with his grandson in Savannah at the Savannah College of Art and Design.

13. The meeting was adjourned at 2:40 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **May 19, 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*):

- **Certificate of Oaths**

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: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **May 19, 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 sell a Utility Vehicle and transfer proceeds from the sale from General Fund-General Revenue to the Capital Outlay Fund for FY17 Utility Vehicle Purchase approved in the FY17 Budget

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? $N/A
Provide exact financial impact/request: N/A

Recommended motion (*Please type out the wording of the motion that you would like*

- Motion to approve the sale of a utility vehicle and transfer of sales proceeds from the General Fund-General Revenues to the Capital Outlay Fund for the FY17 purchase of a replacement utility vehicle.

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

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

To: Jefferson County Commission

From: Michelle Gordon, Finance Director

Date: May 11, 2016

Subject: Sale of Utility Vehicle and Transfer Proceeds

The FY17 approved Capital Outlay budget includes $28,000 in funding for the purchase of a replacement utility vehicle for the Bardane Campus, Maintenance Department. The estimated cost of $28,000 was reduced by an estimated trade in value of $4,000 for the existing utility vehicle.

The maintenance department would like permission to sell the existing utility vehicle next month as part of the County's excess and obsolete equipment sale/auction. Utility vehicles are in high demand and resell well in our area. The Maintenance Director believes that by selling this utility vehicle at auction, the County could realize approximately $6,000 in proceeds.

Additionally, because the proceeds from this sale are deposited into the General Fund – General Revenues, the Maintenance Department would like approval to transfer the entire proceeds from the sale of the utility vehicle to the Capital Outlay Fund. Those funds would be designated for the purchase of a replacement utility vehicle in FY17. In the event that this project is not completed, the funds would revert back to the Capital Outlay Fund, undesignated fund balance. I recommend approval of this item.

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

cc: Bill Polk, Director of Maintenance

Capital Improvement Program

FY'17 thru FY'21

Jefferson County Commission, West Virginia

Project Name New utilitiy vehicle
Project Number

Type Replacement
Useful Life 10+ years
Category
Location Bardane Campus
Fiscal Year Submitted FY16

Department Maintenance
Contact Bill Polk
Priority 1

Project Picture

Project Description

Replace the existing utility vehicle.

Justification

By removing the trash dumpsters from the communications building and the Public Services Center, we funded this vehicle in 2008. It has served well but is having issues. There are better units out there with better attachments than the present unit.

Estimated Project Time

Budget Impact/Other

Expenditures	FY'17	FY'18	FY'19	FY'20	FY'21	Total
Vehicles	28,000					28,000
						-
						-
						-
Total	**28,000**	-	-	-	-	**28,000**

Funding Sources	FY'17	FY'18	FY'19	FY'20	FY'21	Total
General Fund	28,000					28,000
State Grant						-
						-
						-
Total	28,000	-	-	-	-	**28,000**

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: **May 19, 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 #6 General Fund
Review of Budget to Actual as of April 30, 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? $ 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 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

Jefferson County, West Virginia

Department of Financial Management

Budget Revision for Fiscal Year Ending June 30, 2014

Internal Budget Revision

IRB #________

Narrative:

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget	
406/341	Materials/Supplies	4,000		300	3700	0
						0
206/212	Printing	6000	300		6300	0
						0
						0
						0
						0
						0
						0
						0
						0
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						0
						0
						0
						0
						0
						0
Totals		10,000 0	300 0	300 0	10,000	0

IBR Prepared by: Angela Banks

Approved by:(department head/elected): Angela Banks

Date: 4/22/16

Reviewed by: ________ Date:

Date Submitted to County Commission: ________

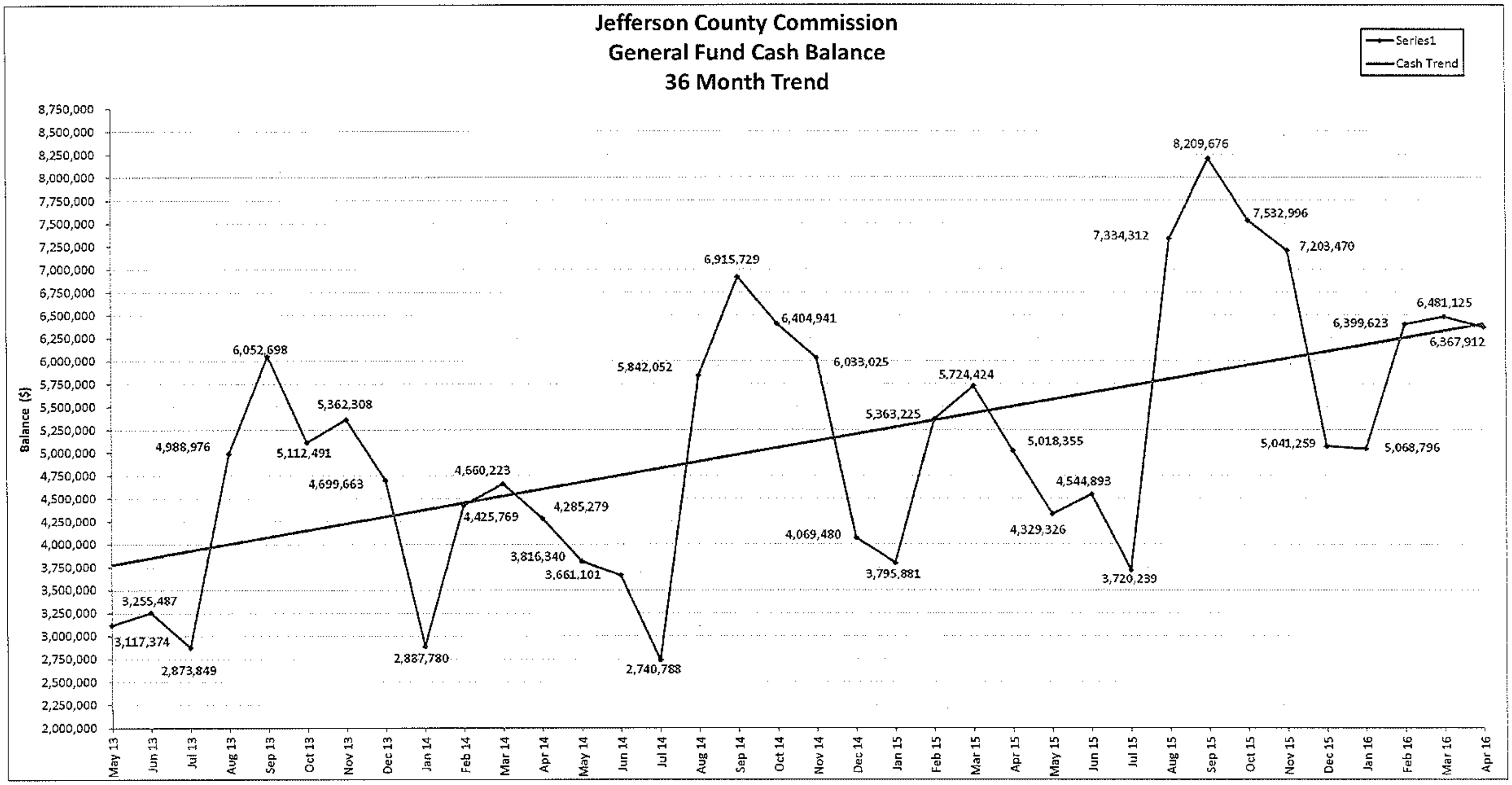
Date Approved: ________

Authorizing Signature: ________

Jefferson County Commission

Cash Balances by Fund
As of 04-30-2016

Fund	Discription	Balance
001	General Operating	$ 6,367,912
002	Coal Severance	107,245
003	Dog & Kennel	37,224
004	General School	-
005	Magistrate Court	1,028
006	Worthless Check	31,326
008	Home Confinement	35,895
009	Federal Grants	-
010	State Grant	-
023	Flood Mitigation	34,959
039	Waste Coal	8,383
056	Assessor Valuation	761,324
057	Farmland Protection	1
059	Concealed Weapons	66,352
063	Voter Registration	486
074	Drug Forfeiture	14,248
075	Sub Division Bond Forfeiture	172
077	Teen Court	-
244	Bardane Public Health Center	43,956
246	Capital Outlay	4,102,839
247	Parks Land Fund	-
249	Impact Fees	2,299,497
315	State Police	60
369	Deputy Sheriff Retire	1
Total Cash all Funds		$ 13,912,908



Jefferson County Commission
General Fund Cash Balance
36 Month Trend
Series1
Cash Trend
Balance ($)
8,750,000
8,500,000
8,250,000
8,000,000
7,750,000
7,500,000
7,250,000
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2,000,000
3,117,374
3,255,487
2,873,849
4,988,976
6,052,698
5,112,491
5,362,308
4,699,663
2,887,780
4,425,769
4,660,223
4,285,279
3,816,340
3,661,101
2,740,788
5,842,052
6,915,729
6,404,941
6,033,025
4,069,480
3,795,881
5,363,225
5,724,424
5,018,355
4,329,326
4,544,893
3,720,239
7,334,312
8,209,676
7,532,996
7,203,470
5,041,259
5,068,796
6,399,623
6,481,125
6,367,912
May 13
Jun 13
Jul 13
Aug 13
Sep 13
Oct 13
Nov 13
Dec 13
Jan 14
Feb 14
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Oct 15
Nov 15
Dec 15
Jan 16
Feb 16
Mar 16
Apr 16

Jefferson County Commission
FY16 General Fund Revenues and Expenditures
Compiled May 13, 2016
Expenditures by Department

	FY16 Budget	FY16 YTD Actual as of 04/30/16	Budget Variance Favorable / (Unfavorable)	% Rec'd /Exp'd	FY15 YTD Actual as of 04/30/15	YTD Actual FY16-FY15 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
REVENUE							
UNENCUMBERED BALANCE	3,951,985	-	(3,951,985)	-			
AD VALOREM TAXES	12,582,514	11,995,735	(586,779)	95.34 %	11,586,668	409,067	3.53 %
TAX PENALTIES	295,000	241,660	(53,340)	81.92 %	242,022	(362)	(0.15) %
PROPERTY TRANSFER TAX	598,000	516,481	(81,519)	86.37 %	471,356	45,125	9.57 %
GAS & OIL SEVERANCE TAX	41,000	95,320	54,320	232.49 %	81,957	13,363	16.30 %
HORSE & DOG RACING TAX	12,686	10,536	(2,150)	83.05 %	10,426	110	1.06 %
WINE & LIQUOR TAX	32,000	28,007	(3,993)	87.52 %	32,965	(4,958)	(15.04) %
HOTEL OCCUPANCY TAX	549,500	523,754	(25,746)	95.31 %	489,202	34,552	7.06 %
LICENSE/DECALS	65	64	(1)	98.46 %	32	32	100.00 %
BUILDING PERMIT FEES	200,000	249,678	49,678	124.84 %	150,197	99,481	66.23 %
MISC. RENTS	131	136	5	103.82 %	132	4	3.03 %
FEDERAL GOV GRANTS	160,462	160,570	108	100.07 %	145,742	14,828	10.17 %
FED PYMNT IN LIEU OF TAXS	11,676	516	(11,160)	4.42 %	11,676	(11,160)	(95.58) %
SHERIFF'S SRVC OF PROCESS	17,600	16,769	(831)	95.28 %	15,326	1,442	9.41 %
SHERIFF EARNINGS	30,000	17,527	(12,473)	58.42 %	24,206	(6,679)	(27.59) %
COUNTY CLERK'S EARNING	192,375	168,169	(24,206)	87.42 %	142,901	25,268	17.68 %
CIRCUIT CLERK'S EARNING	65,815	49,991	(15,824)	75.96 %	51,614	(1,623)	(3.14) %
PROSECUTING ATTY EARNINGS	1,278	987	(291)	77.24 %	1,123	(136)	(12.11) %
ACCIDENT REPORTS	3,500	3,370	(130)	96.29 %	3,300	70	2.12 %
MAP SALES	2,700	2,157	(543)	79.89 %	2,241	(84)	(3.75) %
RENT - CONCESSIONS	47,400	31,775	(15,625)	67.04 %	35,525	(3,750)	(10.56) %
AMBULANCE FEES	675,000	800,460	125,460	118.59 %	675,000	125,460	18.59 %
EMG COMM - 911 FEE	1,760,000	1,489,132	(270,868)	84.61 %	1,418,456	70,676	4.98 %
FRANCHISE FEES	400,000	340,381	(59,619)	85.10 %	317,551	22,830	7.19 %
IRP FEES-INTNATL REG PGM	8,000	12,864	4,864	160.81 %	5,909	6,955	117.70 %
JAIL FEES	95,000	97,813	2,813	102.96 %	96,912	901	0.93 %
INTEREST EARNED	20,290	25,562	5,272	125.98 %	21,302	4,260	20.00 %
MISCELLANEOUS REVENUE	100	29	(71)	29.04 %	417	(388)	(93.04) %
SHERIFF'S COMMISSION	15,000	11,563	(3,437)	77.09 %	11,619	(56)	(0.48) %
FILING FEES					3,542	(3,542)	(100.00) %
REIMBURSEMENTS	277,873	352,866	74,993	126.99 %	213,309	139,557	65.42 %
GAIN/LOSS SALE-FIX ASSETS	10,950	10,950	-	100.00 %		-	-
GEN SCHOOL FUND REIMB	250,000	178,539	(71,461)	71.42 %	236,281	(57,742)	(24.44) %
TRANS/ASSR VAL FUND	430,228	-	(430,228)	-	-	-	-
TOTAL REVENUES	22,738,128	17,433,362	(5,304,766)	76.67 %	16,498,911	923,501	5.66 %
EXPENDITURES							
COUNTY COMMISSION	1,774,171	1,520,780	253,391	85.72 %	1,419,018	(101,763)	(7.17) %
COUNTY CLERK	753,392	586,211	167,181	77.81 %	569,027	(17,184)	(3.02) %
CIRCUIT CLERK	632,182	481,838	150,344	76.22 %	505,993	24,155	4.77 %
SHERIFF AND TREASURER	575,687	447,817	127,870	77.79 %	483,221	35,404	7.33 %
PROSECUTING ATTORNEY	1,799,740	1,420,737	379,003	78.94 %	1,414,391	(6,346)	(0.45) %
ASSESSOR	526,372	420,317	106,055	79.85 %	438,214	17,897	4.08 %
ASSESSOR'S VALUATION FUND	430,228	348,494	81,734	81.00 %	370,135	21,642	5.85 %
STATEWIDE COMPUTER NET	63,100	27,616	35,484	43.77 %	33,417	5,802	17.36 %
AGRICULTURAL AGENT	129,461	94,144	35,317	72.72 %	95,378	1,234	1.29 %
ELECTIONS COUNTY CLERK	336,434	178,574	157,860	53.08 %	221,405	42,830	19.34 %
MAGISTRATE COURT	1,000	1,568	(568)	156.82 %	749	(819)	(109.28) %

Jefferson County Commission
FY16 General Fund Revenues and Expenditures
Compiled May 13, 2016
Expenditures by Department

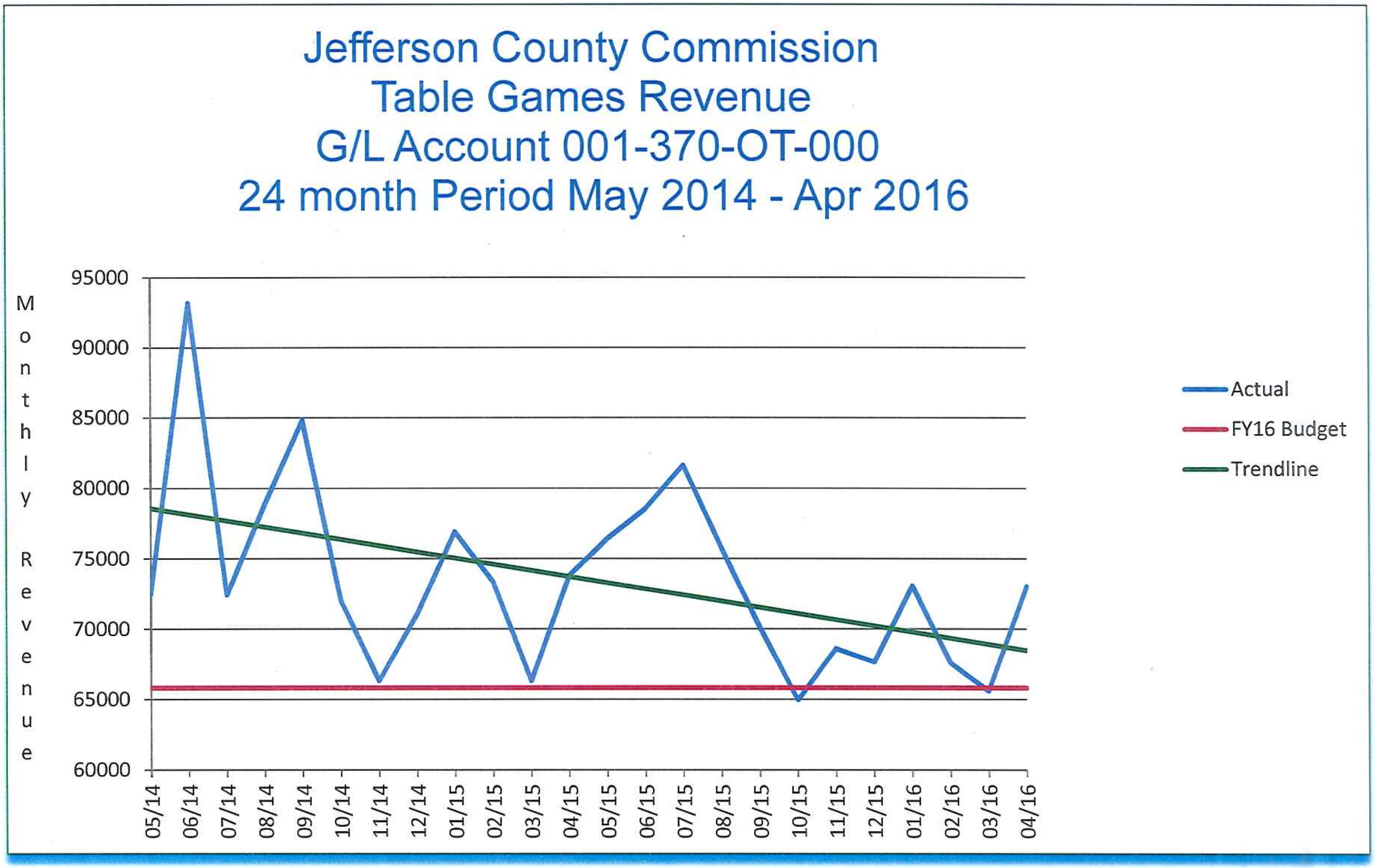
	FY16 Budget	FY16 YTD Actual as of 04/30/16	Budget Variance Favorable / (Unfavorable)	% Rec'd /Exp'd	FY15 YTD Actual as of 04/30/15	YTD Actual FY16-FY15 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
COURTHOUSE (MAINTENANCE)	1,130,004	931,366	198,638	82.42 %	885,630	(45,736)	(5.16) %
OTHER BUILDINGS	634,750	434,903	199,847	68.52 %	453,547	18,643	4.11 %
DATA PROCESSING	335,993	186,210	149,783	55.42 %	203,923	17,713	8.69 %
REGIONAL DEVELOPMENT AUTH	19,795	19,794	1	100.00 %	19,794	-	-
ECONOMIC DEVELOPMENT	429,155	356,094	73,061	82.98 %	400,750	44,656	11.14 %
GIS DEPT	246,674	196,201	50,473	79.54 %	197,493	1,292	0.65 %
PLANNING AND ZONING	315,787	247,036	68,751	78.23 %	268,963	21,926	8.15 %
ENGINEERING	770,404	605,349	165,055	78.58 %	590,012	(15,337)	(2.60) %
DEPT OF ZONING	149,360	107,000	42,360	71.64 %	58,193	(48,807)	(83.87) %
FINANCIAL STABALIZATION	2,106,758	-	2,106,758	-	-	-	-
CONTINGENCIES	2,073,354	-	2,073,354	-	-	-	-
SHERIFF LAW ENFORCEMENT	3,531,984	2,947,745	584,239	83.46 %	2,694,646	(253,099)	(9.39) %
SHERIFF SVC OF PROCESS	18,000	17,564	436	97.58 %	3,198	(14,366)	(449.23) %
REGIONAL JAIL	1,350,000	930,164	419,837	68.90 %	980,537	50,373	5.14 %
EMERGENCY SERVICES	274,197	177,700	96,497	64.81 %	175,106	(2,594)	(1.48) %
COMMUNICATIONS CENTER	1,991,164	1,446,884	544,280	72.67 %	1,547,896	101,011	6.53 %
FIRE DEPARTMENTS	420,000	370,000	50,000	88.10 %	330,250	(39,750)	(12.04) %
AMBULANCE AUTHORITY	2,123,312	2,248,312	(125,000)	105.89 %	1,972,562	(275,750)	(13.98) %
ANIMAL CONTROL	325,809	247,367	78,442	75.92 %	248,726	1,359	0.55 %
CENTRAL GARAGE	306,979	191,974	115,005	62.54 %	206,501	14,528	7.04 %
SOLID WASTE AUTHORITY					1,500	1,500	100.00 %
PARKS AND RECREATION	505,160	453,803	51,357	89.83 %	448,459	(5,345)	(1.19) %
ARTS AND HUMANITIES	10,990	9,477	1,513	86.23 %	8,808	(669)	(7.60) %
HISTORICAL COMMISSION	15,900	14,033	1,867	88.26 %	13,041	(992)	(7.61) %
VISITOR'S BUREAU	275,110	236,922	38,188	86.12 %	220,176	(16,746)	(7.61) %
LIBRARIES	250,000	250,000	-	100.00 %	234,000	(16,000)	(6.84) %
PUBLIC TRANSPORTATION	10,275	10,275	-	100.00 %	10,275	-	-
TOTAL EXPENDITURES	26,642,681	18,164,271	8,478,410	68.18 %	17,724,933	(439,338)	(2.48) %
NET PRIOR TO GAMING REVENUE	(3,904,553)	(730,909)	(3,173,644)		(1,226,022)	495,113	-40.38 %
TABLE GAMES	790,000	708,257	(81,743)	89.65 %	736,181	(27,925)	(3.79) %
VIDEO LOTTERY	3,114,553	2,844,732	(269,821)	91.34 %	2,761,441	83,291	3.02 %
NET REVENUE LESS EXPENDITURES	-	2,822,079	(2,822,079)		2,271,600	550,479	24.23 %

Jefferson County Commission
FY16 General Fund Revenues and Expenditures
Compiled May 13, 2016
General Fund Expenditures by Object Code

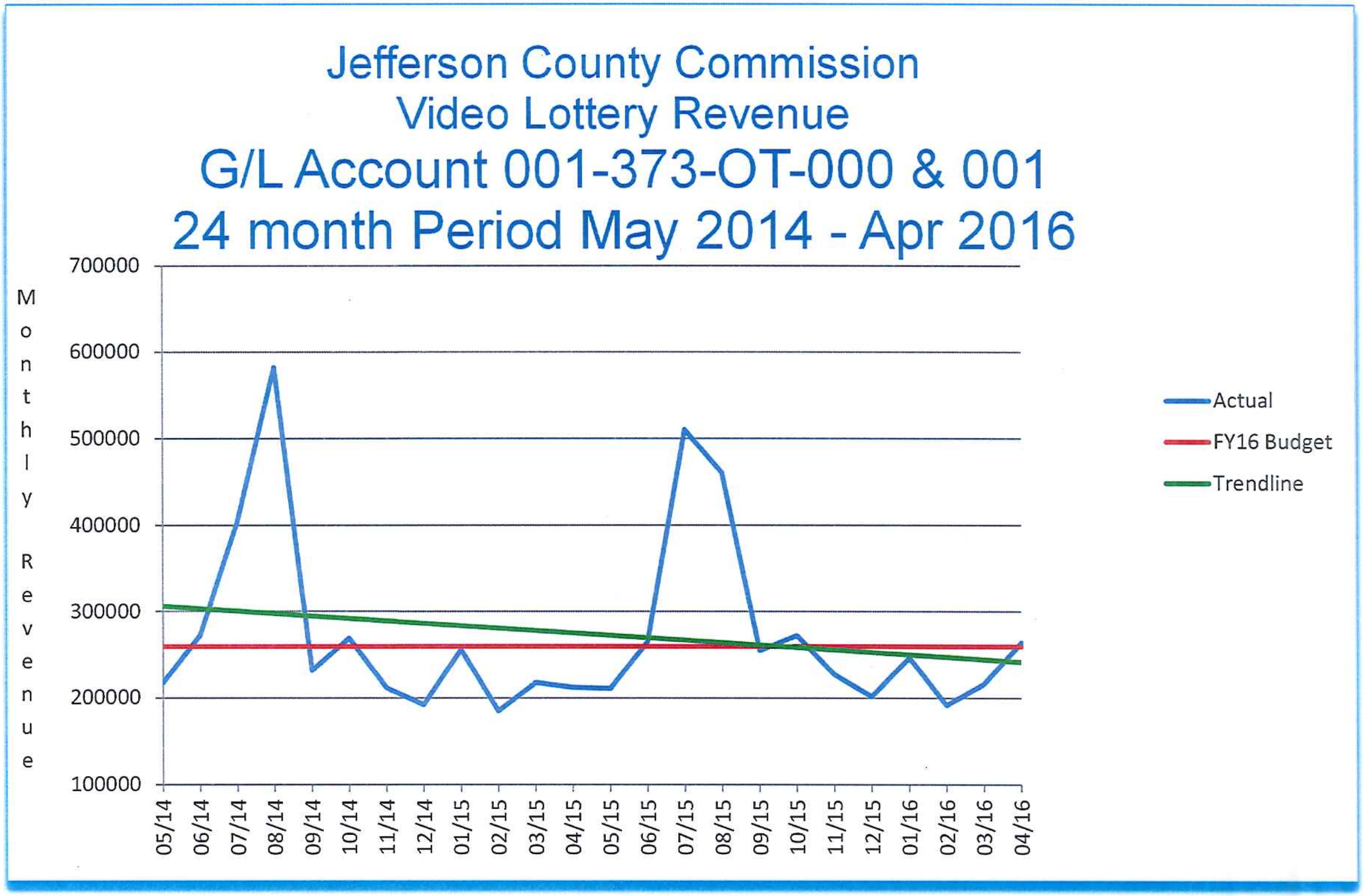
	FY16 Budget	FY16 YTD Actual as of 04/30/16	Budget Variance Favorable / (Unfavorable)	% Rec'd /Exp'd	FY15 YTD Actual as of 04/30/15	YTD Actual FY16-FY15 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
REVENUES							
UNENCUMBERED BALANCE	3,951,985	-	(3,951,985)	-	-	-	-
AD VALOREM TAXES	12,582,514	11,995,735	(586,779)	95.34 %	11,586,668	409,067	3.53 %
TAX PENALTIES	295,000	241,660	(53,340)	81.92 %	242,022	(362)	(0.15) %
PROPERTY TRANSFER TAX	598,000	516,481	(81,519)	86.37 %	471,356	45,125	9.57 %
GAS & OIL SEVERANCE TAX	41,000	95,320	54,320	232.49 %	81,957	13,363	16.30 %
HORSE & DOG RACING TAX	12,686	10,536	(2,150)	83.05 %	10,426	110	1.06 %
WINE & LIQUOR TAX	32,000	28,007	(3,993)	87.52 %	32,965	(4,958)	(15.04) %
HOTEL OCCUPANCY TAX	549,500	523,754	(25,746)	95.31 %	489,202	34,552	7.06 %
LICENSE/DECALS	65	64	(1)	98.46 %	32	32	100.00 %
BUILDING PERMIT FEES	200,000	249,678	49,678	124.84 %	150,197	99,481	66.23 %
MISC. RENTS	131	136	5	103.82 %	132	4	3.03 %
FEDERAL GOV GRANTS	160,462	160,570	108	100.07 %	145,742	14,828	10.17 %
FED PYMNT IN LIEU OF TAXS	11,676	516	(11,160)	4.42 %	11,676	(11,160)	(95.58) %
SHERIFF'S SRVC OF PROCESS	17,600	16,769	(831)	95.28 %	15,326	1,442	9.41 %
SHERIFF EARNINGS	30,000	17,527	(12,473)	58.42 %	24,206	(6,679)	(27.59) %
COUNTY CLERK'S EARNING	192,375	168,169	(24,206)	87.42 %	142,901	25,268	17.68 %
CIRCUIT CLERK'S EARNING	65,815	49,991	(15,824)	75.96 %	51,614	(1,623)	(3.14) %
PROSECUTING ATTY EARNINGS	1,278	987	(291)	77.24 %	1,123	(136)	(12.11) %
ACCIDENT REPORTS	3,500	3,370	(130)	96.29 %	3,300	70	2.12 %
MAP SALES	2,700	2,157	(543)	79.89 %	2,241	(84)	(3.75) %
RENT - CONCESSIONS	47,400	31,775	(15,625)	67.04 %	35,525	(3,750)	(10.56) %
AMBULANCE FEES	675,000	800,460	125,460	118.59 %	675,000	125,460	18.59 %
EMG COMM - 911 FEE	1,760,000	1,489,132	(270,868)	84.61 %	1,418,456	70,676	4.98 %
FRANCHISE FEES	400,000	340,381	(59,619)	85.10 %	317,551	22,830	7.19 %
IRP FEES-INTNATL REG PGM	8,000	12,864	4,864	160.81 %	5,909	6,955	117.70 %
JAIL FEES	95,000	97,813	2,813	102.96 %	96,912	901	0.93 %
INTEREST EARNED	20,290	25,562	5,272	125.98 %	21,302	4,260	20.00 %
MISCELLANEOUS REVENUE	100	29	(71)	29.04 %	417	(388)	(93.04) %
SHERIFF'S COMMISSION	15,000	11,563	(3,437)	77.09 %	11,619	(56)	(0.48) %
FILING FEES					3,542	(3,542)	(100.00) %
REIMBURSEMENTS	277,873	352,866	74,993	126.99 %	213,309	139,557	65.42 %
GAIN/LOSS SALE-FIX ASSETS	10,950	10,950	-	100.00 %	-	10,950	-
GEN SCHOOL FUND REIMB	250,000	178,539	(71,461)	71.42 %	236,281	(57,742)	(24.44) %
TRANS/ASSR VAL FUND	430,228	-	(430,228)	-	-	-	-
TOTAL REVENUES	22,738,128	17,433,362	(5,304,766)	76.67 %	16,498,911	934,451	5.66 %
EXPENDITURES							
SALARIES	1,775,821	1,479,126	296,695	83.29 %	1,522,877	43,752	2.87 %
FICA	8,426,298	6,588,124	1,838,174	78.19 %	6,602,705	14,581	0.22 %
HEALTH INSURANCE	746,935	597,319	149,616	79.97 %	594,225	(3,094)	(0.52) %
RETIREMENT	1,860,168	1,543,767	316,401	82.99 %	1,522,290	(21,477)	(1.41) %
OVERTIME/EXTRA HELP	774,940	660,640	114,300	85.25 %	602,304	(58,336)	(9.69) %
TELEPHONE	222,272	181,332	40,940	81.58 %	176,617	(4,715)	(2.67) %
PRINTING	24,920	11,576	13,344	46.45 %	10,339	(1,237)	(11.96) %
UTILITIES	284,700	250,190	34,510	87.88 %	238,856	(11,334)	(4.75) %
TRAVEL	61,814	37,189	24,625	60.16 %	28,723	(8,466)	(29.47) %
MAINT/REP BLDG & GRNDS	60,000	39,329	20,671	65.55 %	21,401	(17,928)	(83.77) %
MAINT/REP EQUIPMENT	192,721	104,509	88,212	54.23 %	113,241	8,732	7.71 %
MAINT/REP AUTO	8,000	1,608	6,392	20.10 %	1,051	(557)	(52.94) %
POSTAGE	123,763	81,686	42,077	66.00 %	102,331	20,646	20.18 %
BLDG/EQUIP RENTAL	140,717	123,220	17,497	87.57 %	125,199	1,980	1.58 %
ADVERTISING/LEGAL PUBS	48,184	23,284	24,900	48.32 %	21,206	(2,078)	(9.80) %
TRAINING AND EDUCATION	50,767	25,728	25,039	50.68 %	18,926	(6,802)	(35.94) %
DUES AND SUBSCRIPTIONS	72,990	55,994	16,996	76.71 %	55,665	(329)	(0.59) %
PROFESSIONAL SERVICES	270,928	178,438	92,490	65.86 %	148,809	(29,630)	(19.91) %
AUDIT COSTS	70,000	37,152	32,848	53.07 %	34,600	(2,552)	(7.38) %
INSURANCE AND BONDS	479,379	468,695	10,684	97.77 %	430,141	(38,553)	(8.96) %

Jefferson County Commission
FY16 General Fund Revenues and Expenditures
Compiled May 13, 2016
General Fund Expenditures by Object Code

	FY16 Budget	FY16 YTD Actual as of 04/30/16	Budget Variance Favorable / (Unfavorable)	% Rec'd /Exp'd	FY15 YTD Actual as of 04/30/15	YTD Actual FY16-FY15 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
COURT COSTS AND DAMAGES	1,200	200	1,000	16.67 %	-	(200)	-
CONTRACTED SERVICES	342,372	194,924	147,448	56.93 %	223,725	28,802	12.87 %
BANK CHARGES	500	218	282	43.57 %	181	(37)	(20.42) %
REMITTANCE FEES COLLECTED	675,000	800,000	(125,000)	-	675,000	(125,000)	(18.52) %
REFUNDING ERRONEOUS PMTS	-	69	(69)	(100.00) %	96	27	27.99 %
INSURANCE PREMIUM RETIREE	89,484	71,130	18,354	79.49 %	72,293	1,163	1.61 %
REFUNDS / REIMBURSEMENTS	-	10	(10)	(100.00) %	300	290	96.67 %
MATERIALS AND SUPPLIES	381,574	217,614	163,960	57.03 %	225,895	8,281	3.67 %
RECORD BOOKS	6,450	1,876	4,574	29.08 %	5,189	3,313	63.85 %
AUTO SUPPLIES	198,744	105,756	92,988	53.21 %	137,438	31,681	23.05 %
C/F PRISONRS REG JAIL FEE	1,350,000	930,164	419,837	68.90 %	980,537	50,373	5.14 %
UNIFORMS	25,875	26,247	(372)	101.44 %	13,188	(13,059)	(99.03) %
CHARGES BY OTHR GOV UNITS	63,100	27,616	35,484	43.77 %	33,417	5,802	17.36 %
COMPUTER SOFTWARE	48,160	3,165	44,995	6.57 %	5,181	2,015	38.90 %
COMPUTER HARDWARE	50,907	18,917	31,990	37.16 %	31,045	12,127	39.06 %
CONTRIBUTIONS TO OTHER ENTITIES	206,893	164,938	41,955	79.72 %	42,425	(122,513)	(288.78) %
IT SUPPORT	102,500	64,995	37,505	63.41 %	59,728	(5,267)	(8.82) %
CONTR/TRSFR TO OTHR FUNDS	2,106,758	-	2,106,758	-	11,936	11,936	100.00 %
CONTR/TRSFR OTHR GOV UNIT	2,995,065	2,843,100	151,965	94.93 %	2,601,818	(241,282)	(9.27) %
CONTR/TRSFR OTHER	229,428	204,428	25,000	89.10 %	234,036	29,608	12.65 %
CONTINGENCY RESERVE	2,073,354	-	2,073,354	-	-	-	-
TOTAL EXPENDITURES	26,642,681	18,164,271	8,478,410	68.18 %	17,724,933	(439,338)	(2.48) %
NET PRIOR TO GAMING REVENUE	(3,904,553)	(730,909)	(3,173,644)		(1,226,022)	495,113	
TABLE GAMES	790,000	708,257	(81,743)	89.65 %	736,181	(27,925)	(3.79) %
VIDEO LOTTERY	3,114,553	2,844,732	(269,821)	91.34 %	2,761,441	83,291	3.02 %
NET REVENUE LESS EXPENDITURES	-	2,822,079	2,822,079		2,271,600	550,479	24.23



Jefferson County Commission
Table Games Revenue
G/L Account 001-370-OT-000
24 month Period May 2014 - Apr 2016
Monthly Revenue
95000
90000
85000
80000
75000
70000
65000
60000
05/14
06/14
07/14
08/14
09/14
10/14
11/14
12/14
01/15
02/15
03/15
04/15
05/15
06/15
07/15
08/15
09/15
10/15
11/15
12/15
01/16
02/16
03/16
04/16
Actual
FY16 Budget
Trendline


Jefferson County Commission
Video Lottery Revenue
G/L Account 001-373-OT-000 & 001
24 month Period May 2014 - Apr 2016
Monthly Revenue
700000
600000
500000
400000
300000
200000
100000
05/14
06/14
07/14
08/14
09/14
10/14
11/14
12/14
01/15
02/15
03/15
04/15
05/15
06/15
07/15
08/15
09/15
10/15
11/15
12/15
01/16
02/16
03/16
04/16
Actual
FY16 Budget
Trendline

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name:

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **May 19, 2016**

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

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

Subject (*Wording to be placed on agenda*): Decision on the proposed amendments to the E9-1-1 Addressing Ordinance – Public hearing was held on April 21, 2016 – 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.

Jefferson County GIS/Addressing Office
DEPARTMENTAL MEMORANDUM

TO: Jefferson County Commission
Stephanie Grove, County Administrator

FROM: Todd Fagan, GIS Director

DATE: May12th, 2016

SUBJECT: Staff Review and Comments on Public Hearing for Amendment #4 to E9-1-1 Addressing Ordinance 01-2002

Staff has reviewed the sole comment submitted during the public hearing on 4/21/16. Jefferson County resident and EPOHOA representative, Nance Briscoe, expressed concern that mailbox clusters are considered non-addressable structures per County Ordinance.

Our County's Addressing Ordinance references a policy guideline on addressable/non-addressable structures. Addressable structures are commonly where people live, work, worship or play (homes, offices, stores, schools, churches, etc). Group mail delivery containers, or cluster boxes, typically providing service to a subdivision, neighborhood or apartment complex are considered non-addressable.

Additionally, there is a US Postal Service policy that disallows mailing addresses to be given to mail sheds or Home Owner Associations for the sole purpose of receiving mail. Even if the County assigned an address to this non-addressable structure, the Postmaster would not deliver mail to it.

Regarding Ms. Briscoe's concern about 911 calls from the mail shed or bus stop; a physical address is not required to get the help you need in this scenario. A caller can report their location to the dispatcher in several ways: 1. the entrance to the subdivision (names are searchable as points of interest in CAD), 2. the nearest intersection or known address, 3. or even if the caller is lost or unable to speak, CAD will pinpoint their wireless call through smartphone GPS or cell tower triangulation.

In conclusion, the County has carefully considered the matter by surveying surrounding jurisdictions (none issue addresses to mail cluster boxes) and consulting with the USPS. Our Ordinance and supporting policies intend to provide addresses for qualifying emergency response purposes. 911 physical location addresses may be used as mailing addresses, but are not issued solely for such a purpose. While the County understands the inconvenience of the HOA getting a post office box, staff stands with the USPS and existing County policy in our determination that mail sheds and cluster boxes are non-addressable.

Staff recommends that the Commission move to adopt the proposed Ordinance Amendment, as presented.

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_Addressing_Ordinance_Amendment_No4-20160324.pdf is the marked-up, highlighted changes in context of current Ordinance.
Attach2_Addressing 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, works 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 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 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 ¼" x 2 ¼" 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_Addressing_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 (3)**~~ **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 XX[th] day of April, 2016.**

Line for latest amendment of ordinance

Amended this ________ day of ____________________, ____________.

____
President of the Commission

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: **May 19, 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*):
- **County Administrator Leave - Possible Executive Session**
- **Approval of Temporary Assignment - County Commission office - Discussion/Action**
- **Update on Social Media**
- **Transferring water buffalo to Bakerton Fire Department - Discussion/Action**
- **Discuss possibility sending a letter to DEP concerning inspections of county properties - Possible Executive Session**

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.

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 programing - 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: Stephanie Grove, County Administrator

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

DATE: May 11, 2016

SUBJECT: Building Inspector Certification

I'm glad to report that Ron Garza, Building Inspector, passed the exam (see attached exam result) for certification as a Residential Building Inspector on May 9^{th}. He is now in compliance with West Virginia State Code, Title 87-7, "Standards for Certification and Continuing Education of Municipal, County, and other Public Sector Building Code Officials, Building Code Inspectors and Plans Examiners."

Ron will now work on getting certified as a Plans Examiner.

INTERNATIONAL
CODE COUNCIL®

Residential Building Inspector

Candidate ID: ICC00247549

Name: Ronald Garza Date: 5/9/2016

Address:

Charles Town WV 25414

EXAMINATION RESULT: PASS

Congratulations! You have passed the above-named examination. Your wallet card will be forwarded to you by ICC within six weeks from the last day of the month in which you tested. This certification is current for three years.

You may request a wall certificate from ICC as well. This certificate will be provided at no cost to you, if you request it within 90 days of your exam. Only one wall certificate per exam passed will be provided to you at no charge. For more information on requesting a wall certificate, go to www.iccsafe.org/inspector.

It is extremely important that you notify Pearson VUE and ICC of any changes in name and/or address to avoid the possibility of your wallet card and/or certificate not being received. There may be an additional fee if a certification is re-issued due to a misspelled name or incorrect address. Please note that name changes may require additional information.

For exams taken in the U.S: Please contact Pearson VUE at 800-275-8301 and ICC at certexam@iccsafe.org.

For international exams: Please go to www.pearsonvue.com/icc/cert/contact/.

The authenticity of this score report can be validated by using Pearson VUE's Online Score Report Authentication found at:
www.PearsonVUE.com/authenticate
Digital embossing eliminates the possibility of unauthorized embossing of counterfeit score reports.

Registration Number: ***298805480*** *Validation Number:* ***754056705***

Impact Fee Status Report
April 2016

Office of Impact Fees

Summary

Date Range: Friday 1 through Saturday 30 April 2016
Report Date: 1 April 2016
Process Number Range: 1600045-1600060

Total Applications: 16

Total Non-Exempt: 15
Of which:
Commercial: 1
Residential: 14
Of which:
County: 14
Municipal: 1

Total Exempt: 1
Of which:
Commercial: 0
Residential: 1
Of which:
County: 1
Municipal: 0

Tables 1 through 7 summarize impact fee processing for April 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 – 30 April 2016	1	1	15	**16**
Fees collected		$16.00	$86,031.00	**$86,047.00**
Of which				
School Impact Fee			$77,406.00	**$77,406.00**
Law Enforcement Fee		$9.00	$2,025.00	**$2,034.00**
Parks & Recreation Fee			$5,948.00	**$5,948.00**
EMS Fee		$7.00	$652.00	**$659.00**

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

Description	Amount
Opening Statement Balance (1 April 2016)	$106,645.18
April Deposits (1 – 30 April 2016)	$86,047.00
School March Transactions (withdraws via transfer on 13 April 2016)	($96,928.38)
Law March Transactions (withdraws via transfer on 13 April 2016)	($1,451.31)
Parks & Rec March Transactions (withdraws via transfer on 13 April 2016)	($7,448.18)
EMS March Transactions (withdraws via transfer on 13 April 2016)	($817.31)
Interest Earned (30 April 2016)	$38.71
Ending Statement Balance (30 April 2016)	**$86,085.71**
Outstanding Credits (deposits through 1 May 2016)	*$0.00*

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

Description	Amount
Opening Balance (1 April 2016)	$2,001,651.57
March Transactions (deposits via transfer on 13 April 2016)	$96,928.38
Interest Earned (30 April 2016)	$846.49
Ending Balance (30 April 2016)	**$2,099,426.44**

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

Description	Amount
Opening Balance (1 April 2016)	$65,005.99
March Transactions (deposits via transfer on 13 April 2016)	$1,451.31
Interest Earned (30 April 2016)	$27.07
Ending Balance (30 April 2016)	**$66,484.37**

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

Description	Amount
Opening Balance (1 April 2016)	$36,894.94
March Transactions (deposits via transfer on 13 April 2016)	$7,448.18
Interest Earned (30 April 2016)	$17.00
Ending Balance (30 April 2016)	**$44,360.12**

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

Description	Amount
Opening Balance (1 April 2016)	$88,371.77
March Transactions (deposits via transfer on 13 April 2016)	$817.31
Interest Earned (30 April 2016)	$36.52
Ending Balance (30 April 2016)	**$89,225.60**

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

Description	Amount
Office of Impact Fees General Account	$86,031.34
School Impact Fee Account	$2,099,426.44
Law Enforcement Fee Account	$66,484.37
Parks & Recreation Impact Fee Account	$44,360.12
EMS Impact Fee Account	$89,225.60
Total Impact Fees	**$2,385,527.87**

/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 May 2016 Fee Transfers /1

Account	30 April 2016 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	$2,099,426.44	$77,440.84	$2,176,867.28
Law Enforcement Fee Account	$66,484.37	$2,034.77	$68,519.14
Parks & Recreation Impact Fee Account	$44,360.12	$5,950.71	$50,310.83
EMS Impact Fee Account	$89,225.60	$659.39	$89,884.99
Total Impact Fees	**$2,299,496.53**	**$86,085.71**	**$2,385,582.24**

/1 This table represents each of the impact fee category account totals as of 30 April 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 May 2016. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

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Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Friday 1 through Saturday 30 April 2016

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
1600056	04/15/2016	McGinn	Dan	02 Charles Town	1118	669	19	41	$0.00	04/15/2016	Form 200
Category Count: 1								**Category Total**	**$0.00**		
Non-Exempt Applications											
1600045	04/01/2016		Dan Ryan	04 Harpers Ferry	1156	294	9D	21	$6,347.00	04/01/2016	N/A
1600046	04/01/2016		Dan Ryan	09 Shepherdstown	.	.	.	9	$6,347.00	04/01/2016	N/A
1600047	04/01/2016		Slonaker	06 Kabletown	1082	742	15	3.26	$6,347.00	04/01/2016	N/A
1600048	04/04/2016	Cisar	Jeff and Laura	09 Shepherdstown	1164	446	7	6.13	$6,347.00	04/04/2016	N/A
1600049	04/05/2016	Godfrey	Richard	07 Middleway	1052	23	18	56	$6,347.00	04/05/2016	N/A
1600050	04/06/2016		THZ Enterprises,	09 Shepherdstown	975	69	8C	345	$6,347.00	04/06/2016	N/A
1600051	04/11/2016		K Hovnanian	03 Charles Town	1095	342	11B	316	$6,186.00	04/11/2016	N/A
1600052	04/13/2016	Meeks	Jonathan	06 Kabletown	1169	405	1	3.01	$6,347.00	04/13/2016	N/A
1600053	04/14/2016	Dodson	Robert	07 Middleway	1170	437	19	35	$3,681.00	04/14/2016	N/A
1600054	04/14/2016	Hite	Hope	07 Middleway	1148	254	20	1.31	$6,347.00	04/14/2016	N/A
1600055	04/15/2016	Sirbaugh	Troy	07 Middleway	1163	571	18	79	$6,347.00	04/15/2016	N/A
1600057	04/21/2016		Decker Holdings	02 Charles Town	678	92	1	102-103	$16.00	04/21/2016	N/A
1600058	04/22/2016		Dan Ryan	07 Middleway	1172	738	2B	60	$6,347.00	04/22/2016	N/A
1600059	04/22/2016		Dan Ryan	07 Middleway	1172	738	2B	58	$6,347.00	04/22/2016	N/A
1600060	04/27/2016	Propst	Paul	02 Charles Town	1115	465	10A	92.1	$6,347.00	04/27/2016	N/A
Category Count: 15								**Category Total**	**$86,047.00**		
TOTAL APPLICATIONS: 16								**Grand Total**	**$86,047.00**		

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks

FROM: Michelle Mason

DATE: Monday, 2 May 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 April 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600045** through **1600060**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **$77,406.00**.
- Interest earned by the Office of Impact Fees General Account in April 2016 amounts to **$38.71**, of which **$34.84** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is $77,440.84.

Check # 1040

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

Invoice

Number: 16017
Date: 5/3/2016

Bill To:	**Pay To:**
Office of Impact Fees 116 East Washington Street Suite 100 Charles Town, WV 25414	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 April 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).	$77,406.00
Interest earned by the Office of Impact Fees General Account April 2016.	$34.84
Impact Fee Process Numbers 1600045 through 1600060, inclusive. Within this range, there were 14 non-exempt impact fee payments.	
Total:	**$77,440.84**

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

Check Number: **1040**

655

Account Withdraws

Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1040

Trace 20160503:40816.92
Date 5/3/2016 **Series** 1

Recipient Sheriff of Jefferson County
Amount $77,406.00

Account 3107582
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 April 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
4/4/2016	1600045	2003-3	11/24/2005	$5,700.00
4/4/2016	1600046	2003-3	11/24/2005	$5,700.00
4/4/2016	1600047	2003-3	11/24/2005	$5,700.00
4/5/2016	1600048	2003-3	11/24/2005	$5,700.00
4/6/2016	1600049	2003-3	11/24/2005	$5,700.00
4/7/2016	1600050	2003-3	11/24/2005	$5,700.00
4/12/2016	1600051	2003-3	11/24/2005	$5,700.00
4/14/2016	1600052	2003-3	11/24/2005	$5,700.00
4/15/2016	1600053	2003-3	11/24/2005	$3,306.00
4/15/2016	1600054	2003-3	11/24/2005	$5,700.00
4/19/2016	1600055	2003-3	11/24/2005	$5,700.00
4/22/2016	1600057	2003-3	11/24/2005	$0.00
4/25/2016	1600058	2003-3	11/24/2005	$5,700.00
4/25/2016	1600059	2003-3	11/24/2005	$5,700.00
4/28/2016	1600060	2003-3	11/24/2005	$5,700.00

Total amount for this withdraw $77,406.00

Total amount for this account $77,406.00
Total amount all accounts $77,406.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks

FROM: Michelle Mason

DATE: Monday, 2 May 2016

SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

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

This transfer consists of two components:

- Impact Fee Process Numbers **1600045** through **1600060**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **$2,034.00**.
- Interest earned by the Office of Impact Fees General Account in April 2016 amounts to **$38.71**, of which **$0.77** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is $2,034.77.

Check # 1041

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

Invoice

Number: 16018
Date: 5/3/2016

Bill To:	**Pay To:**
Office of Impact Fees 116 East Washington Street Suite 100 Charles Town, WV 25414	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 April 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).	$2,034.00
Interest earned by the Office of Impact Fees General Account April 2016.	$0.77
Impact Fee Process Numbers 1600045 through 1600060, inclusive. Within this range, there were 14 non-exempt impact fee payments.	
Total:	**$2,034.77**

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

Check Number: **1041**

655

Account Withdraws

Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 1041

Trace 20160503:40900.67

Date 5/3/2016 **Series** 2

Recipient Sheriff of Jefferson County

Amount $2,034.00

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 April 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
4/4/2016	1600045	2005-1	3/22/2005	$161.00
4/4/2016	1600046	2005-1	3/22/2005	$161.00
4/4/2016	1600047	2005-1	3/22/2005	$161.00
4/5/2016	1600048	2005-1	3/22/2005	$161.00
4/6/2016	1600049	2005-1	3/22/2005	$161.00
4/7/2016	1600050	2005-1	3/22/2005	$161.00
4/12/2016	1600051	2005-1	3/22/2005	$0.00
4/14/2016	1600052	2005-1	3/22/2005	$161.00
4/15/2016	1600053	2005-1	3/22/2005	$93.00
4/15/2016	1600054	2005-1	3/22/2005	$161.00
4/19/2016	1600055	2005-1	3/22/2005	$161.00
4/22/2016	1600057	2005-1	3/22/2005	$9.00
4/25/2016	1600058	2005-1	3/22/2005	$161.00
4/25/2016	1600059	2005-1	3/22/2005	$161.00
4/28/2016	1600060	2005-1	3/22/2005	$161.00

Total amount for this withdraw $2,034.00

Total amount for this account $2,034.00

Total amount all accounts $2,034.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks

FROM: Michelle Mason

DATE: Monday, 2 May 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 April 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600045** through **1600060**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **$5,948.00.**

- Interest earned by the Office of Impact Fees General Account in April 2016 amounts to **$38.71**, of which **$2.71** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is $5,950.71.

Check # 1042

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

Invoice

Number: 16019
Date: 5/3/2016

Bill To:	**Pay To:**
Office of Impact Fees 116 East Washington Street Suite 100 Charles Town, WV 25414	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 April 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).	$5,948.00
Interest earned by the Office of Impact Fees General Account April 2016.	$2.71
Impact Fee Process Numbers 1600045 through 1600060, inclusive. Within this range, there were 14 non-exempt impact fee payments.	
Total:	**$5,950.71**

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

Check Number: **1042**

655

Account Withdraws

Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1042

Trace 20160503:40944.04
Date 5/3/2016 **Series** 3

Recipient Sheriff of Jefferson County
Amount $5,948.00

Account 3122808
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 April 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
4/4/2016	1600045	2005-2	5/12/2005	$438.00
4/4/2016	1600046	2005-2	5/12/2005	$438.00
4/4/2016	1600047	2005-2	5/12/2005	$438.00
4/5/2016	1600048	2005-2	5/12/2005	$438.00
4/6/2016	1600049	2005-2	5/12/2005	$438.00
4/7/2016	1600050	2005-2	5/12/2005	$438.00
4/12/2016	1600051	2005-2	5/12/2005	$438.00
4/14/2016	1600052	2005-2	5/12/2005	$438.00
4/15/2016	1600053	2005-2	5/12/2005	$254.00
4/15/2016	1600054	2005-2	5/12/2005	$438.00
4/19/2016	1600055	2005-2	5/12/2005	$438.00
4/22/2016	1600057	2005-2	5/12/2005	$0.00
4/25/2016	1600058	2005-2	5/12/2005	$438.00
4/25/2016	1600059	2005-2	5/12/2005	$438.00
4/28/2016	1600060	2005-2	5/12/2005	$438.00

Total amount for this withdraw $5,948.00

Total amount for this account $5,948.00
Total amount all accounts $5,948.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks

FROM: Michelle Mason

DATE: Monday, 2 May 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 April 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600045** through **1600060**, inclusive. Within this range there were 15 non-exempt impact fee payments. This amounts to **$659.00.**
- Interest earned by the Office of Impact Fees General Account in April 2016 amounts to **$38.71**, of which **$0.39** is attributed to fees collected for EMS.

As per the attached invoice, the total amount of this transfer is $659.39.

Check # 1043

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

Invoice

Number: 16020
Date: 5/3/2016

Bill To:	**Pay To:**
Office of Impact Fees 116 East Washington Street Suite 100 Charles Town, WV 25414	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 April 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).	$659.00
Interest earned by the Office of Impact Fees General Account April 2016.	$0.39
Impact Fee Process Numbers 1600045 through 1600060, inclusive. Within this range, there were 15 non-exempt impact fee payments.	
Total:	**$659.39**

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

Check Number: **1043**

655

Account Withdraws

Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 1043

Trace 20160503:40981.65
Date 5/3/2016 **Series** 4

Recipient Sheriff of Jefferson County
Amount $659.00

Account 3122816
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 April 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
4/4/2016	1600045	2005-3	5/12/2005	$48.00
4/4/2016	1600046	2005-3	5/12/2005	$48.00
4/4/2016	1600047	2005-3	5/12/2005	$48.00
4/5/2016	1600048	2005-3	5/12/2005	$48.00
4/6/2016	1600049	2005-3	5/12/2005	$48.00
4/7/2016	1600050	2005-3	5/12/2005	$48.00
4/12/2016	1600051	2005-3	5/12/2005	$48.00
4/14/2016	1600052	2005-3	5/12/2005	$48.00
4/15/2016	1600053	2005-3	5/12/2005	$28.00
4/15/2016	1600054	2005-3	5/12/2005	$48.00
4/19/2016	1600055	2005-3	5/12/2005	$48.00
4/22/2016	1600057	2005-3	5/12/2005	$7.00
4/25/2016	1600058	2005-3	5/12/2005	$48.00
4/25/2016	1600059	2005-3	5/12/2005	$48.00
4/28/2016	1600060	2005-3	5/12/2005	$48.00

Total amount for this withdraw $659.00

Total amount for this account $659.00
Total amount all accounts $659.00

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 16, 2016, or as soon thereafter as the Commission may decide:

Eastern Panhandle Regional Planning and Development Council: one two-year term ending June 30, 2018.

Jefferson County Solid Waste Authority: one four year term ending June 30, 2020.

Harpers Ferry/Bolivar Public Service District: one six-year term ending June 30, 2022.

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

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 1 and June 8

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 16, 2016, or as soon thereafter as the Commission may decide:

Jefferson County Board of Health: one five-year term ending June 30, 2021.

§ 16-2-7. Appointment to and Composition of County Boards of Health; Qualifications; Number of Appointees

A county board of health is composed of five members selected and appointed by vote of the county commission. Each member appointed to the county board of health shall be a resident of the county. No more than two members who reside in the same magisterial district may be appointed and no more than two members may be appointed who are personally licensed or certified in, engaged in, or actively participating in the same business, profession or occupation. No more than three members of a county board of health may belong to the same political party.

Currently seeking qualified applicants who reside in the following districts: Shepherdstown District, Kabletown District, Harpers Ferry District, and Middleway District.

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

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 1st and 8th 2016

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 16, 2015, or as soon thereafter as the Commission may decide:

> **Summit Point Library Committee: one five-year term ending June 30, 2021.**

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

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 1 and 8

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 30, 2016, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: four 3-year terms ending June 30, 2019.

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

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 15 and June 22 2016

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 30, 2016 or as soon thereafter as the Commission may decide:

Jefferson County Emergency Services Agency Board - one 3-year term for Citizen Representative, ending June 30, 2019.

Per the Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency: Section 3 - Joint Emergency Services Board

(f) No citizen member of the Board may provide fire service or emergency ambulance service in Jefferson County. Nor may any member of the Board have any immediate family member who provides fire service or emergency ambulance service in Jefferson County.

(g) No member of the Board, nor their immediate family member, shall have any interest in any firm, partnership, corporation or association engaged in the business of providing ambulance or fire service, nor in the manufacture, sale or lease of ambulance or fire equipment or facilities. For purposes of this ordinance, immediate family member shall mean a spouse or other person with whom a member is living as husband and wife and any child or children, grandchild or grandchildren and parent or parents.

(h) Employees of the Agency are not eligible to serve as members of the Board.

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

June 15 and June 22 2016

Jefferson County Public Service District
Regular Board Meeting
April 4, 2016

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, April 4, 2016 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; Secretary, Richard Weese (speakerphone); General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemyer; Operations Manager, Joe Freeze; from Thrasher Engineering, Wayne Morgan; and liaison for the County Commission, Commissioner Jane Tabb. Attorney, Tyler Mayhew from Bowles Rice filled in for Mr. Kelsh.

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

Approval of agenda
The first item under new business, "Filing a petition to the PSC to terminate sewer service for non-payment by one customer" was deleted from the agenda.

OLD BUSINESS

Review Minutes of March 7 regular board meeting
The minutes of the March 7, 2016 regular board meeting were approved as presented.

Action: **Motion made by Mr. Strider and seconded by Mr. Appignani to accept the March 7, 2016 regular board meeting minutes as presented. Unanimously approved.**

Discuss sewer collection and transmission project

- Consider approving revised post-project rate of $18.32 per 1000 gallons to reflect increased bulk charges from Charles Town

Ms. Lawton and staff are continuing to work on the project and are hoping to be ready to file with the Public Service Commission later this month. She explained that since Charles Town is increasing their rates the District will need to increase the post project rates from $17.92 to 18.32 per 1000 gallons.

Action: **Motion by Mr. Strider and seconded by Mr. Weese to approve an increase to post project rates of $17.92 to $18.32 per 1000 gallons to reflect the increase in bulk rate charges from Charles Town.**

A brief discussion was held. Mr. Appignani understands that the 30-B pass through is required, but doesn't want to see subsequent Rule 42 exhibits, more attorney fees, and more public notices that have to be published. He spoke with Ron Roberson at the Public Service Commission and he explained that if the 42R, 30B and project rates are put in the Rule 42 with worst case scenario rates and since the Charles Town rates become final April 20th, to file the District rate increase after that date. Mr. Appignani would have no objections approving the rate increase if the suggestions from Mr. Roberson occur. Ms. Lawton and Mr. Strider were under the assumption that the Charles Town rates were effective after the second reading on March 21st, but don't have a problem waiting to file April 20th.

Action: **The original motion was amended by Mr. Strider and seconded by Mr. Weese to approve the post project rates from $17.92 to $18.32/1000 due to the bulk rate increase from Charles Town with the criteria being met that rates do go into effect in Charles Town on April 20th and the Districts filing of the 30B pass through is approved by the Public Service Commission. Unanimously approved.**

Discuss the District's financial status (status of paying bills)
Ms. Lawton stated that the District will need an estimated $33,000 in payments to cover the disbursements for sewer and $6,700 for water.

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

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

There being no further business at this time, the meeting was adjourned at 7:21PM.

The next regular meeting is scheduled for Monday, May 2, 2016 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,

Peter L. Appignani
Chairman

William H. Strider
Treasurer

United States Department of the Interior
NATIONAL PARK SERVICE
National Capital Region
1100 Ohio Drive, S.W.
Washington, D.C. 20242

IN REPLY REFER TO:
1.A.2.(NCR-RESS)

MAY 0 5 2016

Dear Stakeholder:

The National Park Service (NPS) invites you to review and provide comments on an Invasive Plant Management Plan and Environmental Assessment (plan/EA) for 15 national parks in the National Capital Region (NCR), which is based in the greater Washington, D.C. area. National parks within the region face threats from nearly 200 species of damaging, invasive plants. The purpose of the plan/EA is to protect and restore natural and cultural resources in the 15 NCR parks by controlling, containing, or substantially minimizing populations of non-native invasive plant species through targeted treatment. The NPS needs the plan/EA because non-native invasive plant species in the 15 NCR parks disrupt ecosystems, degrade cultural resources, and diminish visitor use and experience. The plan/EA also identifies long-term invasive plant management strategies that would reduce the negative impacts of invasive plants. The plan will provide park managers with the information and tools they need to protect parks' natural ecosystems, restore native plants and help people enjoy these special places.

The 15 parks included in the plan/EA are: Antietam National Battlefield, Catoctin Mountain Park, Chesapeake & Ohio Canal National Historical Park, George Washington Memorial Parkway, Greenbelt Park and Baltimore-Washington Parkway, Harpers Ferry National Historical Park, Manassas National Battlefield Park, Monocacy National Battlefield, National Capital Parks – East, National Mall and Memorial Parks, Piscataway and Fort Washington Park, Prince William Forest Park, Rock Creek Park, President's Park, and Wolf Trap National Park for the Performing Arts.

Individuals, government agencies, organizations, and interested parties are encouraged to review the plan/EA online at the NPS Planning, Environment and Public Comment (PEPC) website at *http://parkplanning.nps.gov/ncr_ipmpea.* To review and provide comments, navigate the menu on the left hand side of the page and select "Document List," then "IPMP/EA," and then "Comment on Document." You can also send comments by U.S. mail to:

National Park Service
National Capital Region
c/o Mark Frey, Exotic Plant Management Team Liaison
4598 MacArthur Blvd NW
Washington, DC 20007

Comments must be submitted online or post-marked by June 8th. The NPS will review and address all comments on the plan/EA before a final decision is made.

Please be aware that your comments, including personal identifying information such as address, phone number, and e-mail address, may be made publicly available. Requests to withhold such personal identifying information from public release will be considered, but there is no guarantee that personal information will be withheld. For further information, please contact Mark Frey at 202-339-8317 or at <Mark_Frey@nps.gov>.

Thank you for your interest in the National Park Service and this important project.

Sincerely,

Robert A. Vogel
Regional Director

WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN

Week Ending Date	April 30, 2016
To be Deposited on:	May 6, 2016
Amount Played	60,375,100.57
Amount Won	54,170,216.06
Amount Promo	314,691.00
MWAP Contribution	2,177.24
Adjusted Gross Terminal Revenue	5,888,016.27
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	235,520.66
Net Terminal Revenue	5,652,495.61
Surcharge @ 10%	565,249.57
State Share Excess @ 58% & 10% of 42%	351,585.23
Track Share of Capital Reinvestment @ 90% of 42%	213,664.34
Track Share of Capital Reinvestment @ 96%	*205,117.77*
Track Share of Capital Reinvestment @ 4%	*8,546.57*
Adjusted Net Terminal Revenue	5,087,246.04
Racetrack @ 46.50% / 42%	2,136,643.34
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,085,770.87
Excess Lottery Fund @ 12.85% / 9.55%	485,832.00
Race Track Purses @ 90% of 7% / 4%	183,140.86
Employee Pension Fund @ 1% / .5%	25,436.23
Greyhound Development @ 90% of .75%	34,338.91
Thoroughbred Development @ 90% of .75%	34,338.91
County/Municipality @ 2%	101,744.92
	5,087,246.04

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	$ 8,556.06
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
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
04/16/16	$ 98,143.64	$ 49,071.82	$ 49,071.82	$ 3,891.39	$ 19,579.66	$ 1,064.86	$ 16,527.39	$ 8,008.52
04/23/16	$ 98,971.56	$ 49,485.78	$ 49,485.78	$ 3,924.22	$ 19,744.83	$ 1,073.84	$ 16,666.81	$ 8,076.08
04/30/16	$ 101,744.92	$ 50,872.46	$ 50,872.46	$ 4,034.19	$ 20,298.11	$ 1,103.93	$ 17,133.84	$ 8,302.39
Subtotal	$ 4,571,643.16	$ 2,741,853.32	$ 1,829,789.84	$ 145,102.33	$ 730,086.15	$ 39,706.43	$ 616,273.24	$ 298,621.69

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	4/9/2016	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	4/16/2016	49,071.82
4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78

4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46
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**		**2,741,853.32**

Table Game Revenue

Date	Amount
July/August, 2010	154,185.68
September, 2010	94,247.84
October, 2010	105,903.60
November, 2010	108,717.67
December, 2010	118,721.11
January, 2011	106,189.21
February, 2011	105,776.45
March, 2011	120,927.10
April, 2011	130,654.61
May, 2011	130,492.02
June, 2011	121,576.41
Total 2010-2011	**1,297,391.70**

Date	Amount
July, 2011	141,718.01
August, 2011	137,473.92
September, 2011	110,375.25
October, 2011	124,273.94
November, 2011	121,118.87
December, 2011	140,509.93
January, 2012	137,812.68
February, 2012	142,770.01
March, 2012	151,845.46
April, 2012	127,862.26
May, 2012	137,905.13
June, 2012	129,235.38
Total 2011-2012	**1,602,900.84**

Date	Amount
July, 2012	138,663.64
August, 2012	133,245.83
September, 2012	127,532.40
October, 2012	126,482.02
November, 2012	134,443.93
December, 2012	146,677.92
January, 2013	132,650.35
February, 2013	121,636.62
March, 2013	149,033.62
April, 2013	105,545.23
May, 2013	109,747.38
June, 2013	104,803.37
Total 2012-2013	**1,530,462.31**

Date	Amount
July, 2013	99,274.36
August, 2013	111,427.75
September, 2013	80,857.74
October, 2013	81,066.09
November, 2013	79,853.94
December, 2013	79,617.31
January, 2014	75,093.81
February, 2014	75,170.90
March, 2014	78,201.51
April, 2014	72,380.72
May, 2014	93,191.89
June, 2014	72,350.70
Total 2013-2014	**998,486.72**

Date	Amount
July, 2014	78,639.07
August, 2014	84,726.51
September, 2014	71,967.51
October, 2014	66,257.02
November, 2014	71,046.66
December. 2014	76,797.24
January, 2015	73,346.66
February, 2015	66,262.78
March, 2015	73,747.70
April, 2015	76,343.68
May, 2015	78,424.23
June, 2015	81,569.83
Total 2014-2015	**899,128.89**

Date	Amount
July, 2015	75,674.79
August, 2015	70,064.73
September, 2015	64,845.44
October, 2015	68,440.97
November, 2015	67,488.54
December, 2015	73,055.05
January, 2016	67,545.11
February, 2016	65,518.59
March, 2016	72,986.23
Total 2015-2016	**625,619.45**

Table Game Revenue Distribution - Jefferson County School Board

Date	Amount
July, 2011	425,154.03
August, 2011	412,421.76
September, 2011	331,125.75
October, 2011	372,821.82
November, 2011	363,356.61
December, 2011	421,529.79
January, 2012	413,438.04
February, 2012	428,310.03
March, 2012	455,536.38
April, 2012	383,586.78
May, 2012	413,715.39
June, 2012	387,706.12
Total 2011-2012	**4,808,702.50**

Date	Amount
July, 2012	415,990.92
August, 2012	399,737.49
September, 2012	382,597.20
October, 2012	379,446.06
November, 2012	403,331.79
December, 2012	440,033.75
January, 2013	397,951.05
February, 2013	381,857.07
March, 2013	447,100.86
April, 2013	316,635.69
May, 2013	329,242.14
June, 2013	314,410.11
Total 2012-2013	**4,608,334.13**

Date	Amount
July, 2013	297,823.08
August, 2013	334,283.25
September, 2013	242,573.22
October, 2013	243,198.27
November, 2013	239,561.82
December, 2013	238,851.93
January, 2014	225,281.43
February, 2014	225,512.70
March, 2014	234,604.53
April, 2014	217,142.18
May, 2014	279,575.67
June, 2014	217,052.10
Total 2013-2014	**2,995,460.18**

Date	Amount
July, 2014	235,917.21
August, 2014	254,179.53
September, 2014	215,902.53
October, 2014	198,771.06
November, 2014	213,139.98
December, 2014	230,391.72
January, 2015	220,039.98
February, 2015	198,788.34
March, 2015	221,243.10
April, 2015	229,031.04
May, 2015	235,272.69
June, 2015	244,709.49
Total 2014-2015	**2,697,386.67**

Date	Amount
July, 2015	227,024.37
August, 2015	210,194.19
September, 2015	194,536.32
October, 2015	205,322.91
November, 2015	202,465.62
December, 2015	219,165.15
January, 2016	202,635.33
February, 2016	196,555.77
March, 2016	218,958.69
Total 2015-2016	**1,876,858.35**

WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN

Week Ending Date	May 7, 2016
To be Deposited on:	May 16, 2016
Amount Played	60,770,257.63
Amount Won	54,397,737.97
Amount Promo	336,087.00
MWAP Contribution	2,262.74
Adjusted Gross Terminal Revenue	6,034,169.92
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	241,366.78
Net Terminal Revenue	5,792,803.14
Surcharge @ 10%	579,280.31
State Share Excess @ 58% & 10% of 42%	360,312.35
Track Share of Capital Reinvestment @ 90% of 42%	218,967.96
Track Share of Capital Reinvestment @ 96%	*210,209.24*
Track Share of Capital Reinvestment @ 4%	*8,758.72*
Adjusted Net Terminal Revenue	5,213,522.83
Racetrack @ 46.50% / 42%	2,189,679.59
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,137,544.41
Excess Lottery Fund @ 12.85% / 9.55%	497,891.40
Race Track Purses @ 90% of 7% / 4%	187,686.82
Employee Pension Fund @ 1% / .5%	26,067.61
Greyhound Development @ 90% of .75%	35,191.28
Thoroughbred Development @ 90% of .75%	35,191.28
County/Municipality @ 2%	104,270.44
	5,213,522.83

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	$ 8,556.06
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
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
04/16/16	$ 98,143.64	$ 49,071.82	$ 49,071.82	$ 3,891.39	$ 19,579.66	$ 1,064.86	$ 16,527.39	$ 8,008.52
04/23/16	$ 98,971.56	$ 49,485.78	$ 49,485.78	$ 3,924.22	$ 19,744.83	$ 1,073.84	$ 16,666.81	$ 8,076.08
04/30/16	$ 101,744.92	$ 50,872.46	$ 50,872.46	$ 4,034.19	$ 20,298.11	$ 1,103.93	$ 17,133.84	$ 8,302.39
05/07/16	$ 104,270.44	$ 52,135.22	$ 52,135.22	$ 4,134.32	$ 20,801.95	$ 1,131.34	$ 17,559.14	$ 8,508.47
Subtotal	$ 4,675,913.60	$ 2,793,988.54	$ 1,881,925.06	$ 149,236.65	$ 750,888.10	$ 40,837.77	$ 633,832.38	$ 307,130.16

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	4/9/2016	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	4/16/2016	49,071.82
4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78

4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46
5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22
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**		**2,793,988.54**

Table Game Revenue

Date	Amount
July/August, 2010	154,185.68
September, 2010	94,247.84
October, 2010	105,903.60
November, 2010	108,717.67
December, 2010	118,721.11
January, 2011	106,189.21
February, 2011	105,776.45
March, 2011	120,927.10
April, 2011	130,654.61
May, 2011	130,492.02
June, 2011	121,576.41
Total 2010-2011	**1,297,391.70**

Date	Amount
July, 2011	141,718.01
August, 2011	137,473.92
September, 2011	110,375.25
October, 2011	124,273.94
November, 2011	121,118.87
December, 2011	140,509.93
January, 2012	137,812.68
February, 2012	142,770.01
March, 2012	151,845.46
April, 2012	127,862.26
May, 2012	137,905.13
June, 2012	129,235.38
Total 2011-2012	**1,602,900.84**

Date	Amount
July, 2012	138,663.64
August, 2012	133,245.83
September, 2012	127,532.40
October, 2012	126,482.02
November, 2012	134,443.93
December, 2012	146,677.92
January, 2013	132,650.35
February, 2013	121,636.62
March, 2013	149,033.62
April, 2013	105,545.23
May, 2013	109,747.38
June, 2013	104,803.37
Total 2012-2013	**1,530,462.31**

Date	Amount
July, 2013	99,274.36
August, 2013	111,427.75
September, 2013	80,857.74
October, 2013	81,066.09
November, 2013	79,853.94
December, 2013	79,617.31
January, 2014	75,093.81
February, 2014	75,170.90
March, 2014	78,201.51
April, 2014	72,380.72
May, 2014	93,191.89
June, 2014	72,350.70
Total 2013-2014	**998,486.72**

Date	Amount
July, 2014	78,639.07
August, 2014	84,726.51
September, 2014	71,967.51
October, 2014	66,257.02
November, 2014	71,046.66
December. 2014	76,797.24
January, 2015	73,346.66
February, 2015	66,262.78
March, 2015	73,747.70
April, 2015	76,343.68
May, 2015	78,424.23
June, 2015	81,569.83
Total 2014-2015	**899,128.89**

Date	Amount
July, 2015	75,674.79
August, 2015	70,064.73
September, 2015	64,845.44
October, 2015	68,440.97
November, 2015	67,488.54
December, 2015	73,055.05
January, 2016	67,545.11
February, 2016	65,518.59
March, 2016	72,986.23
Total 2015-2016	**625,619.45**

Table Game Revenue Distribution - Jefferson County School Board

Date	Amount
July, 2011	425,154.03
August, 2011	412,421.76
September, 2011	331,125.75
October, 2011	372,821.82
November, 2011	363,356.61
December, 2011	421,529.79
January, 2012	413,438.04
February, 2012	428,310.03
March, 2012	455,536.38
April, 2012	383,586.78
May, 2012	413,715.39
June, 2012	387,706.12
Total 2011-2012	**4,808,702.50**

Date	Amount
July, 2012	415,990.92
August, 2012	399,737.49
September, 2012	382,597.20
October, 2012	379,446.06
November, 2012	403,331.79
December, 2012	440,033.75
January, 2013	397,951.05
February, 2013	381,857.07
March, 2013	447,100.86
April, 2013	316,635.69
May, 2013	329,242.14
June, 2013	314,410.11
Total 2012-2013	**4,608,334.13**

Date	Amount
July, 2013	297,823.08
August, 2013	334,283.25
September, 2013	242,573.22
October, 2013	243,198.27
November, 2013	239,561.82
December, 2013	238,851.93
January, 2014	225,281.43
February, 2014	225,512.70
March, 2014	234,604.53
April, 2014	217,142.18
May, 2014	279,575.67
June, 2014	217,052.10
Total 2013-2014	**2,995,460.18**

Date	Amount
July, 2014	235,917.21
August, 2014	254,179.53
September, 2014	215,902.53
October, 2014	198,771.06
November, 2014	213,139.98
December, 2014	230,391.72
January, 2015	220,039.98
February, 2015	198,788.34
March, 2015	221,243.10
April, 2015	229,031.04
May, 2015	235,272.69
June, 2015	244,709.49
Total 2014-2015	**2,697,386.67**

Date	Amount
July, 2015	227,024.37
August, 2015	210,194.19
September, 2015	194,536.32
October, 2015	205,322.91
November, 2015	202,465.62
December, 2015	219,165.15
January, 2016	202,635.33
February, 2016	196,555.77
March, 2016	218,958.69
Total 2015-2016	**1,876,858.35**