

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JUNE 16, 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

- June 2, 2016 Regular Meeting

APPROVAL OF PURCHASE ORDERS

- June 16, 2016

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- June 9, 2016
- June 16, 2016

APPROVAL OF PAYROLL

- June 16, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Interviews and Appointment to the Jefferson County Board of Health - One 5-year term ending June 30, 2021 - Discussion/Action
2. 10:00 a.m. Interviews and Appointments to the following:
 - Eastern Panhandle Regional and Development Council - One 2-year term ending June 30, 2018 - Discussion/Action
 - Jefferson County Solid Waste Authority - One 4-year term ending June 30, 2020 - Discussion/Action

3. 10:15 a.m. Becky Burns, Office Manager, Engineering Department
- Refund of building permit fees for Cindy Fellers - Discussion/Action
4. 10:30 a.m. Roger Goodwin, Chief County Engineer
- Complete Construction Bond Release for Mark A. & Marci E. Cerasi - Lot 41 Burr Business Park (File #S15-06) - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Jennifer Brockman, Planing and Zoning
- Amendments to various sections of the Zoning and Land Development Ordinance (File #ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting Campgrounds in certain Rural and Commercial zoning districts - Work Session was held on May 5, 2016 - Discussion/Action
7. 11:30 a.m. Public Hearing - Amendments to the Hotel Occupancy Tax Ordinance
8. 11:45 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discuss Briel Building Lease/Purchase - Possible Executive Session - Discussion/Action
- Comcast Franchise Renewal - Possible Executive Session - Discussion/Action
- SB 648 - Traffic Signals - Possible Executive Session - Discussion/Action
- Legal Review of MOU with the American Public University - Discussion/Action

UNFINISHED BUSINESS

9. Formal action to reconsider decision made on March 31, 2015 to allow sale of the 1863 rock in the Sheriff's Auction - Discussion/Action (PN)

NEW BUSINESS

10. Commission letter for Shepherdstown Fire Department and Friendship Fire Company in good standing with the County - Discussion/Action (JT)
11. Reappointment of expiring members to the HOME Consortium Council - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Approval of 2016 Internal Budget Revisions General Fund - Discussion/Action
- Approval of 2016 State Budget Revisions General Fund - Discussion/Action
- Review of Budget to Actual as of May 31, 2016

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

12. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of Office Closure - Monday, June 20, 2016.

Impact Fee Status Report for May 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 & 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.

Letter from Peter Dougherty, Jefferson County Sheriff, re: police coverage for the Corporation of Bolivar.

Letter from H.S. Leigh Koonce, resident, re: inclusion of the Jefferson County Historic Landmarks as one of the receiving parties of a levy should the Commission vote for a levy on the ballot for the November 2016 General Election.

Letter from David Tabb, resident, regarding the 1863 rock.

E-mail from Manuell Alvarez, resident, regarding the 1863 rock.

E-mail from Ed Symons, resident, regarding the 1863 rock.

WV Lottery Weekly Settlement for Charles Town - week ending May 28, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending June 4, 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, June 2, 2016

A meeting of the Jefferson County Commission was held on Thursday, June 2, 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, June 2, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Bell to approve the May 16, 2016 Minutes of the Canvass for the 2016 Primary Election as presented. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the May 19, 2016 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the May 25, 2016 Minutes for the Certification of the Primary Election as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for May 19, 2016 in the amount of \$246,046.11. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076471	406	ANGELA L BANKS		\$ -	\$ 60.80	\$ 60.80
076472	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
076472	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
076473	413	CASTO & HARRIS INC		\$ -	\$ 2,933.24	\$ 2,933.24
076474	PAYROLL	COLONIAL LIFE		\$ -	\$ 385.42	\$ 385.42
076475	413	DODSON'S SEPTIC		\$ -	\$ 200.00	\$ 200.00
076475	425	DODSON'S SEPTIC		\$ -	\$ 285.00	\$ 285.00
076476	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,319.20	\$ 6,319.20
076477	PAYROLL	THE HARTFORD		\$ -	\$ 4,593.12	\$ 4,593.12
076477	PAYROLL	THE HARTFORD		\$ -	\$ 2,292.35	\$ 2,292.35
076478	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 77.32	\$ 77.32
076478	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 27.74	\$ 27.74
076478	413	THE SPIRIT OF JEFFERSON		\$ -	\$ 2,596.02	\$ 2,596.02
076479	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
076480	712	LANGUAGE LINE SERVICES		\$ -	\$ 169.42	\$ 169.42
076481	PAYROLL	GAIL MCMILLION		\$ -	\$ 2,250.00	\$ 2,250.00
076482	PAYROLL	HIGHMARK WV		\$ -	\$ 175,908.24	\$ 175,908.24
076483	413	MONACO TECHNOLOGY		\$ -	\$ 1,575.00	\$ 1,575.00
076484	404	TONI MILBOURNE		\$ -	\$ 850.00	\$ 850.00
076485	PAYROLL	MILLENIUM INSURANCE GROU		\$ -	\$ 600.00	\$ 600.00
076486	424	MILLER'S SUPPLIES AT WOR		\$ -	\$ 699.80	\$ 699.80
076487	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,827.96	\$ 1,827.96
076488	401	PATRICIA A. NOLAND		\$ -	\$ 369.44	\$ 369.44
076489	428	OFFICEMAX		\$ -	\$ 2,004.44	\$ 2,004.44
076489	428	OFFICEMAX		\$ -	\$ 685.85	\$ 685.85
076490	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 9.84	\$ 9.84
076491	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
076492	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 118.50	\$ 118.50

076492	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 737.00	\$ 737.00
076492	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 58.00	\$ 58.00
076492	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 392.00	\$ 392.00
076493	PAYROLL	LISA WALTERS		\$ -	\$ 716.76	\$ 716.76
076494	PAYROLL	TAMMY YOKLEY		\$ -	\$ 2,250.00	\$ 2,250.00
TOTAL					\$ 213,617.46	\$ 213,617.46

Motion by Mr. Bell to approve the Accounts Payable for May 26, 2016 in the amount of \$213,617.46. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076497	712	AT&T/GA		\$ -	\$ 40.83	\$ 40.83
076498	425	BIEDLERS ELEC MOTOR REP		\$ -	\$ 82.83	\$ 82.83
076499	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
076500	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
076501	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
076502	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
076503	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
076504	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
076505	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
076506	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
076507	440	DAVID M. CARTER		\$ -	\$ 178.50	\$ 178.50
076508	711	CERVIS TECHNOLOGIES, LLC		\$ -	\$ 1,500.00	\$ 1,500.00
076509	712	DENISE COOK		\$ -	\$ 80.25	\$ 80.25
076510	405	FEDEX		\$ -	\$ 143.20	\$ 143.20
076510	700	FEDEX		\$ -	\$ 152.13	\$ 152.13
076511	425	FIDELITY POWER SYSTEMS		\$ -	\$ 381.45	\$ 381.45
076512	440	ROGER GOODWIN		\$ -	\$ 127.50	\$ 127.50
076513	405	STEPHEN V GROH		\$ -	\$ 127.00	\$ 127.00
076514	405	CHARLES B HOWARD		\$ -	\$ 173.00	\$ 173.00
076515	712	RICHARD HAHN		\$ -	\$ 80.25	\$ 80.25
076516	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
076517	401	THE JOURNAL		\$ -	\$ 860.76	\$ 860.76
076518	425	JEFFERSON COUNTY SOLID		\$ -	\$ 29.23	\$ 29.23
076519	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,460.00	\$ 5,460.00
076520	405	RALPH A LORENZETTI JR		\$ -	\$ 127.00	\$ 127.00
076521	PAYROLL	SARAH LANNING		\$ -	\$ 1,893.78	\$ 1,893.78

076522	405	LYNDSEY W. MATSCHAT		\$ -	\$ 173.00	\$ 173.00
076523	403	MATTHEW BENDER & CO		\$ -	\$ 79.08	\$ 79.08
076524	405	GAIL MCMILLION		\$ -	\$ 127.00	\$ 127.00
076525	440	MICHAEL MONAGHAN		\$ -	\$ 115.50	\$ 115.50
076526	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
076527	712	MOBILE WIRELESS, LLC		\$ -	\$ 16,929.00	\$ 16,929.00
076528	401	PATRICIA A NOLAND		\$ -	\$ 400.68	\$ 400.68
076529	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
076530	425	OFFICEMAX		\$ -	\$ 50.56	\$ 50.56
076531	424	REESE'S NURSERY&LANDSCAP		\$ -	\$ 96.00	\$ 96.00
076532	403	LAURA STORM		\$ -	\$ 210.60	\$ 210.60
076533	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
076534	401	RICOH USA, INC./GA		\$ -	\$ 505.46	\$ 505.46
076534	403	RICOH USA, INC./GA		\$ -	\$ 575.16	\$ 575.16
076534	404	RICOH USA, INC./GA		\$ -	\$ 247.80	\$ 247.80
076534	405	RICOH USA, INC./GA		\$ -	\$ 847.80	\$ 847.80
076534	406	RICOH USA, INC./GA		\$ -	\$ 247.80	\$ 247.80
076534	425	RICOH USA, INC./GA		\$ -	\$ 96.20	\$ 96.20
076534	433	RICOH USA, INC./GA		\$ -	\$ 394.82	\$ 394.82
076534	440	RICOH USA, INC./GA		\$ -	\$ 394.82	\$ 394.82
076534	700	RICOH USA, INC./GA		\$ -	\$ 591.80	\$ 591.80
076534	712	RICOH USA, INC./GA		\$ -	\$ 534.16	\$ 534.16
076535	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 2,849.94	\$ 2,849.94
076536	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,006.56	\$ 10,006.56
076536	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,786.28	\$ 42,786.28
076536	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,903.60	\$ 39,903.60
076537	712	WILLIAM SCHWEITZER		\$ -	\$ 44.42	\$ 44.42
076538	428	STORAGE NETWORKS	52339	\$ 22,555.00	\$ -	\$ 22,555.00
076539	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,985.00	\$ 2,985.00
076540	428	WVNET		\$ -	\$ 200.00	\$ 200.00
076541	402	XEROX CORPORATION		\$ -	\$ 806.71	\$ 806.71
076541	402	XEROX CORPORATION		\$ -	\$ 518.06	\$ 518.06
076541	439	XEROX CORPORATION		\$ -	\$ 536.55	\$ 536.55
076542	405	DEBRA A. YOUNG		\$ -	\$ 127.00	\$ 127.00
076543	405	NEIL ZAHRADNIK		\$ -	\$ 127.00	\$ 127.00
TOTAL						\$ 171,026.54
TOTAL				\$ 22,555.00	\$ 148,471.54	\$ 171,026.54

Motion by Mr. Manuel to approve the Accounts Payable for June 2, 2016 in the amount of \$171,026.54. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Danny Lutz, resident – expressed disappointment that none of the Commissioners attended his Jefferson Forum with representatives from Frontier Communications.

Jennifer Maghan, County Clerk – spoke against the auction of the 1863 rock that was donated to the County Commission and removed from the courtyard of the Courthouse over two years ago.

PRESENTATIONS

1. Angela Banks, Assessor – requested the approval of the following Exonerations:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Potomac Edison Co.	Real Estate	CTD	5364	\$1408.64

- **Motion by Mr. Bell to approve the Exoneration as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Potomac Edison Co.	Real Estate	CTD	5351	\$1401.00

- **Motion by Ms. Tabb to approve the Exoneration as presented by Ms. Banks. Motion seconded and unanimously approved.**

2. Pete Dougherty, Sheriff – Approval of Reserves

- **Motion by Ms. Tabb to approve the instatement of the following in the Sheriff’s Reserves: Jaymee Craker, Gerald Craker, and Robert Peterson Sr. Motion seconded and unanimously approved.**

3. Dr. David Didden, Jefferson County Health Department, and Michele Goldman, Eastern Panhandle Care Clinic – provided the Commission with a brief on the closing of the Care Clinic in Ranson and the impact it may have on Jefferson County public health.

4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
5. Bill Polk and Laura Kuhn, Jefferson County Maintenance Department – requested the approval of the Architectural Services Contract with ZMM Architects & Engineers for the Renovation of the 3rd floor of the Judicial Building
 - **Motion by Mr. Bell to enter into an architectural contract with ZMM Architects & Engineers to provide architectural services to complete the 3rd floor renovation of the Judicial Building in order to accommodate the new Circuit Judge. Motion seconded and unanimously approved.**
6. Roger Goodwin, Chief County Engineer
 - a. Letter of Credits securing construction bonds
 - **Motion by Ms. Tabb to authorize staff to call any Letter of Credits that are due that have not been renewed by the close of business on Wednesday, July 6, 2016. Motion seconded and unanimously approved.**
 - b. Partial Release of construction bond security for APOARC, LLC – Summit Point Tactical Training Center, Phase 4 (File #S13-03)
 - **Motion by Mr. Manuel to authorize a partial release of \$73,797.00 from the construction bond amount for SPARC, LLC – Summit Point Tactical Training Center, Phase 4 (File #S13-03). Motion seconded and unanimously approved.**
 - c. Sink Hole Mitigation Proposal – Bardane Industrial Park
 - **Motion by Mr. Bell to accept the proposal from GeoConcepts Engineering Inc. in the amount of \$6,000 and the proposal from Kable Excavating, Inc. in the amount of \$5,200; and to budget \$15,000 total for the sinkhole mitigation project. Motion seconded and unanimously approved.**
 - d. Appointment of Members to the Building Code Board of Appeals
 - **Motion by Ms. Tabb to appoint the following to the Building Code Board of Appeals: Pete Kubic, Tim Offut, Sara Lambert, Alicia McCormick, and Tim McClenahan each for a two year term. Motion seconded and unanimously approved.**
 - e. Building Permit Applications Discussion

7. Paul Marshall, Jefferson County Parks and Recreation Commission – requested the County Commission revisit the imposed spending restrictions on the JCPRC use of impact fees collected for Parks and Recreation.
 - **Motion by Mr. Bell to deny the request to lift the imposed spending restrictions on the Jefferson County Parks and Recreation’s use of impact fee monies.**
 - **Motion by Mr. Manuel to delay action on this item until receiving more information from Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fee Specialist. Motion seconded and unanimously approved.**
8. The Commission recessed for lunch at 12:15 pm.
The Commission reconvened at 1:30 pm.

NEW BUSINESS

9. Discuss scheduling a date, time, and location for “Meet the Commissioners”
 - It was the consensus of the Commission to meet at 7:00 pm on Thursday, July 21, 2016 at the Harpers Ferry Train Station for a meet and greet with constituents.
10. Renew the Annual Mutual Aid Agreement between the City of Martinsburg and Jefferson County
 - **Motion by Ms. Tabb to approve the annual Mutual Aid Agreement with the City of Martinsburg as presented. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Discussion of specific parcels to be leased to the Jefferson County Animal Welfare Society
 - **Motion by Mr. Manuel to proceed with a long term lease for the Animal Welfare Society. Motion seconded.**
 - **Motion by Ms. Tabb to amend Mr. Manuel’s main motion to extend and “square off” the leased parcels to allow for a clear boundary line. Motion seconded and unanimously approved.**

- Impact of 3% raise for GIS Director and Planning and Zoning Director regarding the Departmental Reorganization
 - It was the consensus of the Commission to provide the 3% raise for the GIS Director and Planning and Zoning Director for FY17.

- Approval of FMLA Policy
 - **Motion by Mr. Bell to approve the revised FMLA Policy as presented by Ms. Grove. Motion seconded and unanimously approved.**

- Review of Hotel/Motel Code Changes and discussion of possible public hearing
 - **Motion by Mr. Bell to accept the changes to the Hotel/Motel Ordinance in compliance with the changes to State Code and schedule a public hearing on the changes on the afternoon of June 16, 2016. Motion seconded and unanimously approved.**

11. Public Hearing - Proposed Amendment to Affordable Housing Discount as of April 26, 2016 – Impact Fee Procedures Ordinance

President Noland called the hearing to order at 1:31 pm. Roger Goodwin, Chief County Engineer, provided the Commission with background information on the amendment, which would allow the Assessor to assess accessory agricultural dwelling units on agricultural property separately from the land value. President Noland then opened the floor for public comment. Comments were made by the following:

- Paul Raco, local land consultant, speaking on behalf of Leslie Kromer, owner of Majestic Reigns Stables – recommended the adoption of the amendment for the benefit of farmhands and requested the Commission take action as quickly as possible.

There being no further comments:

- **Motion by Mr. Bell to close the public hearing and suspend the normal procedure of leaving the record open for two weeks and take up the amendment for action immediately. Motion seconded and unanimously approved.**

- **Motion by Mr. Bell to adopt the amendment as presented, effective June 20, 2016. Motion seconded and unanimously approved.**

COUNTY COMMISSION REPORTS

Dale Manuel

- Attended the Go Girl 5k Run at Driswood.
- Attended levy meetings at City Hall.
- Attended Open Enrollment.
- Attended the Certification of the Primary Election results.
- Attended the Star Lodge Fish Fry.
- Attended a meeting on the renovation of the 3rd floor of the judicial center.
- Attended an Affordable Housing meeting.

Patsy Noland

- Attended Open Enrollment.
- Attended the Certification of the Primary Election results.
- Attended a meeting on the renovation of the 3rd floor of the judicial center.

Jane Tabb

- Attended a Homeland Security meeting.
- Attended a Continuity of Operations Plan meeting.
- Attended Open Enrollment.
- Attended the Certification of the Primary Election results.
- Attended the Kindergarten Graduation of her grandson.
- Attended a retirement party for Kim Walls.

Eric Bell

- Attended juvenile drug court proceedings.
- Attended adult drug court proceedings.
- Attended the Certification of the Primary Election results.
- Attended a meeting with Dr. Gibson from the Board of Education.

Walt Pellish

- Attended a Development Authority meeting.
- Attended a Board of Health meeting.
- Participated in a radio show.

12. The meeting was adjourned at 1:36 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

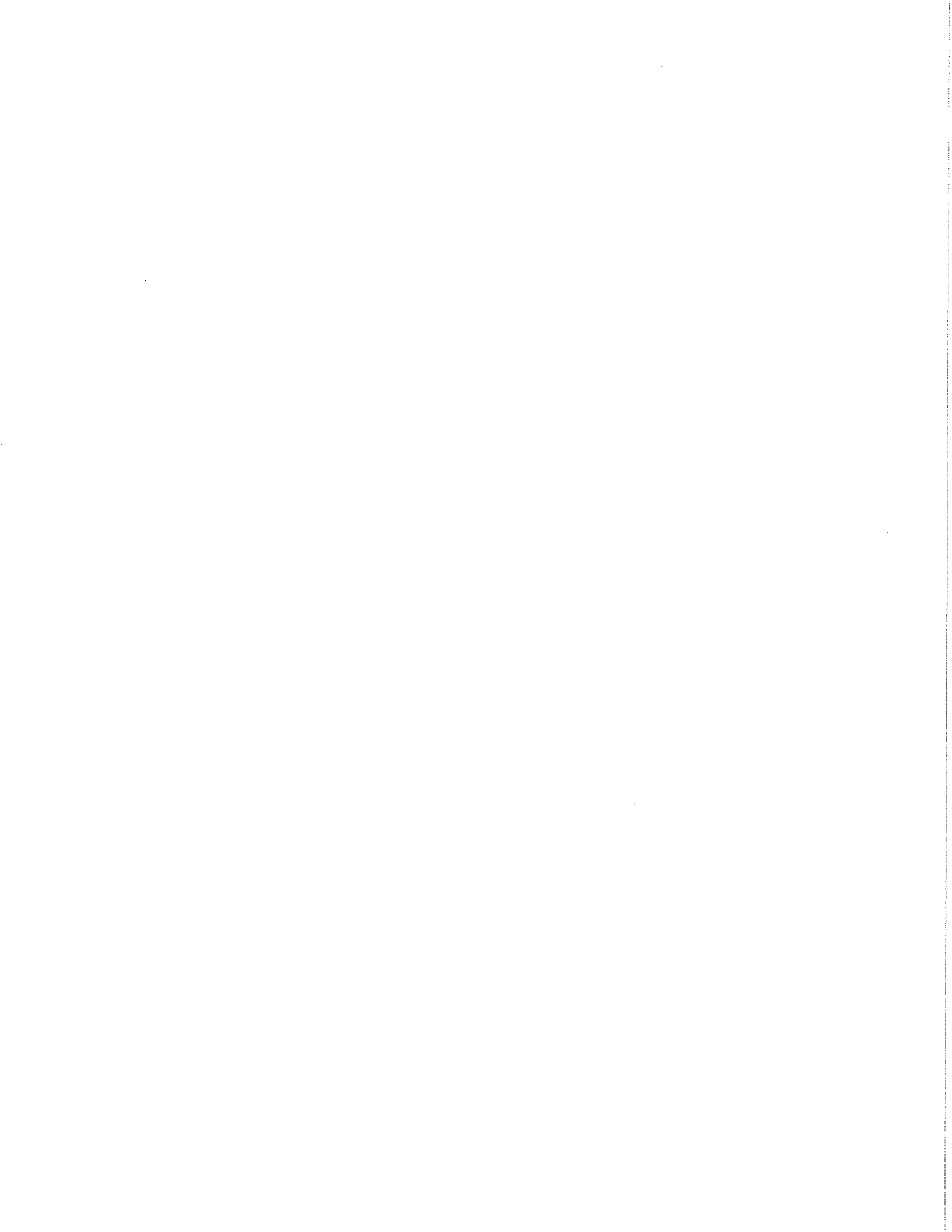
Respectfully submitted

Jessica D. Carroll
Administrative Assistant

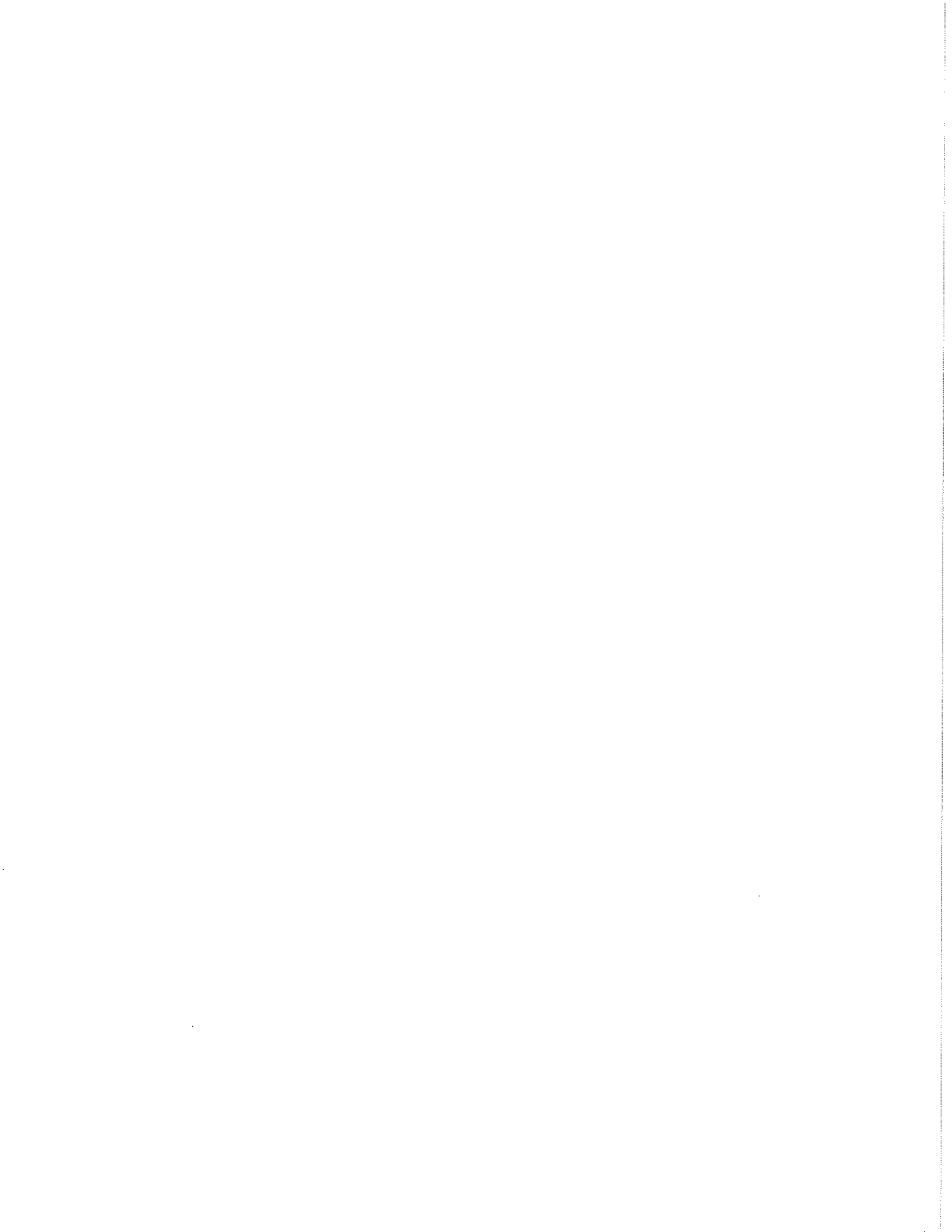
PURCHASE ORDERS TO BE APPROVED

June 16, 2016

DEPARTMENT	PURCHASE ORDER NUMBER	AMOUNT	VENDOR	DESCRIPTION
COUNTY CLERK - ELECTIONS	52481	\$ 79,600.88	Casto & Harris	2016 Primary Ballots
HSEM	52436	\$ 8,500.00	JH Consulting	Update to COOP Plan
IT	52821	\$ 26,446.50	CDW-G	MS Office Software License Renewal
GRAND TOTAL		\$ 114,547.38		



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 359,859.80		\$ 359,859.80
6.2% Tax Payable OASDI	21,424.81		\$ 21,424.81
1.45% Tax Payable HI	5,010.65		\$ 5,010.65
Fed Withholding	40,219.30		\$ 40,219.30
WV State Withholding	15,215.06		\$ 15,215.06
PERS Retirement Deduct 4.5%	11,796.32		\$ 11,796.32
PERS Retirement Deduct 6%	1,129.39		\$ 1,129.39
Hosp. Pre-Tax	11,715.00		\$ 11,715.00
Cancer/ICU Pre-Taxed	1,042.09		\$ 1,042.09
Cancer/ICU Not Pre-Taxed	813.17		\$ 813.17
Optional Life Not Pre-Taxed	2,288.55		\$ 2,288.55
Christmas Club	5,460.00		\$ 5,460.00
Wage Attach #1	1,173.24		\$ 1,173.24
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,233.47		\$ 5,233.47
457 - Nationwide	749.00		\$ 749.00
457I - Empower	2,985.00		\$ 2,985.00
MD State Tax	461.39		\$ 461.39
D/VF	1,542.40		\$ 1,542.40
VA. State Tax	105.37		\$ 105.37
COLONIAL(PLUS)	192.71		\$ 192.71
Total Deductions	\$ 128,769.23	\$ -	\$ 128,769.23
Net Wages Total	\$ 231,090.57	\$ -	\$ 231,090.57
Payroll Date	16-Jun-2016		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **June 16, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews & Appointment to the Jefferson County Board of Health – one five-year term ending June 30, 2021.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, **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

June 10, 2016

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

Dear Members of the Jefferson County Commission,

Please consider this my letter of interest in being appointed to serve on the Jefferson County, WV Board of Health. Since 1993 I have lived in Jefferson County, WV with my husband, S. Andrew Arnold. We have three teenage daughters who attend the public schools. We also attend St. Agnes Catholic Church in Shepherdstown, WV. My work qualifications include having practiced all aspects of criminal law in both West Virginia State and Federal Courts for over twenty years. My legal knowledge would be valuable should I be selected to serve on the Board of Health. I served the community during my legal career by taking court-appointed indigent cases and by working as a felony level prosecutor. In 2014, having received a Masters degree in Therapeutic Herbalism from the Maryland University of Integrative Health, I began shifting my work interests to incorporate the area of health care. The insight into health care provided to me by this degree is an asset that may also benefit the Board of Health. Currently, I co-own Tonic which is a medicinal herb store located in Shepherdstown, WV that is dedicated to empowering people to take responsibility for maintaining their personal health and wellness. I believe that participating as a member of the Jefferson County, WV Board of Health will enable me to continue to serve our community by supporting the Board's efforts to provide a healthy environment for its residents.

Thank you for your consideration.

Sincerely,
Carmela Cesare

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **June 16, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews & Appointment to the following:**

- **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.**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, **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

Jessica Carroll

From: John Reisenweber <john@jcda.net>
Sent: Thursday, June 02, 2016 3:22 PM
To: Jessica Carroll
Cc: Jane Jones
Subject: RE: Appointment to Region 9

Hey Jessica,

Thanks for the reminder.

I would like to be re-appointed to the Region 9 Board of Directors.

Is this simple expression of interest sufficient ?

Thanks
John

From: Jessica Carroll [mailto:jcarroll@jeffersoncountywv.org]
Sent: Thursday, June 2, 2016 3:17 PM
To: John Reisenweber <john@jcda.net>
Cc: Jane Jones <janejones@jcda.net>
Subject: Appointment to Region 9

John –

Did you receive my letter regarding your expiration on the Region 9 Board? If you'd like to be considered for reappointment, please submit a brief e-mail or letter to me stating such. The Commission is planning to make the appointment during the next County Commission meeting – June 16, 2016.

Thanks, let me know if you have any questions.

Jessica

William W. Weston
665 Pheasant Hill Road
Summit Point, WV 25446

703-629-3061
wwweston@ix.netcom.com

May 17, 2016

Ms. Jessica Carroll
Executive Administrative Assistant
Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

Ref; Letter dated 5/4/2016

Subject; Jefferson County Solid Waste Authority

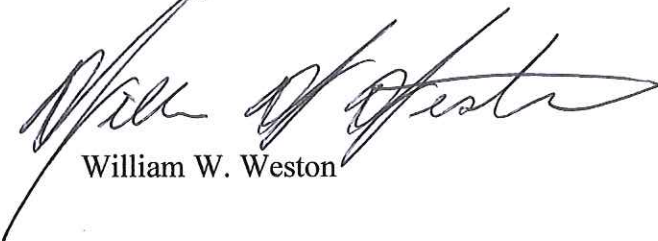
Dear Ms. Carroll,

In response to the notification of my term expiring on 6/30/2016, I would like to notify the Commission of my desire to continue as a member of the JCSWA Board.

We have accomplished a lot during the over 8 years I have served. The new Transfer Station, the expanded recycling program, expanded the yard waste and mulch sales. We are on the verge of having a Litter Patrol Offices with help from Pete Dougherty and the financial assistance from the Commission. Currently a new building is being erected for the storage of waste oil and antifreeze prior to recycling. Community events such as Shred-it and electronic recycling days are well received by the citizens of our county.

I would be pleased to serve another term if appointed. Our board is made up of those that want to give back including myself.

Sincerely,



William W. Weston

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Becky Burns, Office Manager

Department or Organization: Engineering Department

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: 6/16/16

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Refund of building permit fees for Cindy Fellers

Please provide the County Commission with a description of your request or presentation, including any background information: Cindy Fellers applied for a building permit for an above ground pool. Upon researching the permit application for compliance with the county requirements it was determined the property is within the Corporation of Ranson.

Is this a funding request? Y/N YES

If so, how much? \$80.36

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Full refund of building permit fees for Cindy Fellers in the amount \$80.36.

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

If not attached, explain: Staff Memo Seeking Fee Reimbursement

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: Becky Burns

Email address: engineering@jeffersoncountywv.org Phone Number: 304-725-2998

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

JEFFERSON COUNTY, WEST VIRGINIA

Engineering Department

116 East Washington Street

P.O. Box 716

Charles Town, West Virginia 25414

Phone: 304-728-3257

Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

MEMORANDUM

TO: SANDY MCDONALD, DEPUTY COUNTY ADMINISTRATOR
JEFFERSON COUNTY COMMISSION

FROM: REBECCA F. BURNS, OFFICE MANAGER
DEPARTMENT OF ENGINEERING *Becky*

DATE: JUNE 16, 2016

SUBJECT: CINDY FELLERS PERMIT FEE REFUND REQUEST

Cindy Fellers applied for a building permit for an above ground pool and paid a permit fee of \$80.36 on May 6, 2016. The fees were deposited on the same day. During the course of researching the permit for compliance with the county requirements it was determined the property is located within the City of Ranson and does not fall under our purview, therefore, we are requesting the building permit fees be fully refunded to Ms. Fellers.

If you have any questions please give me a call.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin
Department or Organization: Engineering
Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: June 16, 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*): 3 Bond Release Requests for: Complete Construction Bond Release for Mark A. & Marci E. Cerasi – Lot 41 Burr Business Park (File #S15-06)

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of construction bond security for Mark A. & Marci E. Cerasi – Lot 41 Burr Business Park (File #S15-06) – Letter of Credit #4519518-4401 with United Bank, Inc., Shepherdstown, WV

Is this a funding request? Y/NO
If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I authorize a complete release of the remaining \$121,900.00 from the construction bond for Mark A. & Marci E. Cerasi – Lot 41 Burr Business Park (File #S15-06).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

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

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Patricia A. Noland

June 16, 2016

VICE PRESIDENT

Walt Pellish

Mr. Chris Colbert, VP

COMMISSIONER

Eric Bell

United Bank, Inc.

7867 Martinsburg Pike

COMMISSIONER

Dale Manuel

Shepherdstown, West Virginia 25443

COMMISSIONER

Jane Tabb

RE: Irrevocable Letter of Credit #4519518-4401 dated December 28, 2015
Construction Bond Surety for MARK A. & MARCI E. CERASI – LOT 41 BURR
BUSINESS PARK (File #S15-06).

Dear Mr. Colbert:

The Jefferson County Commission authorizes a complete release of the remaining \$121,900.00 from the construction bond for MARK A. & MARCI E. CERASI – LOT 41 BURR BUSINESS PARK (File #S15-06). This project is located at the intersection of Steeley Way and James Burr Boulevard and is designated as Lot 41 of the Burr Business Park. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Letter of Credit, originally issued in the amount of \$121,900.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Patricia Noland, President
Jefferson County Commission

PN:rfb

cc: Mr. Peter Kubic
Kubic Construction, Inc.
241 Edmond Road
Kearneysville, WV 25430
Department of Engineering

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 04 / 22 / 2016 J.C.P.C. File No. S 15 - 06

Consultant/Engineer/Firm Name: GORDON

Mailing Address: 301 N. MILDRED ST.

City: CHARLES TOWN State: WV Zip: 25414

Contact Person: JASON GERHART Phone: 304-725-8456

Project/Subdivision Name: BUAR BUSINESS PARK LOT 41

Section/Phase: _____ Lots: _____

Review Comments:

The bond release/reduction is Approved as Submitted. _____ The bond release/reduction request is Denied.

_____ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

_____ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: "RED LINE" REVIEW HAS BEEN APPROVED. ALL WORK APPEARS TO BE COMPLETE

REQUEST RELEASE OF BOND

Approved for:

BOND RELEASE
[Signature] 06/10/2016

Original Bond Amt. \$ 105,825 + 15% Cont. \$ 15,873 = Total Original Bond Amt. \$ 121,699

Total Current Bond Amount \$ 121,900.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

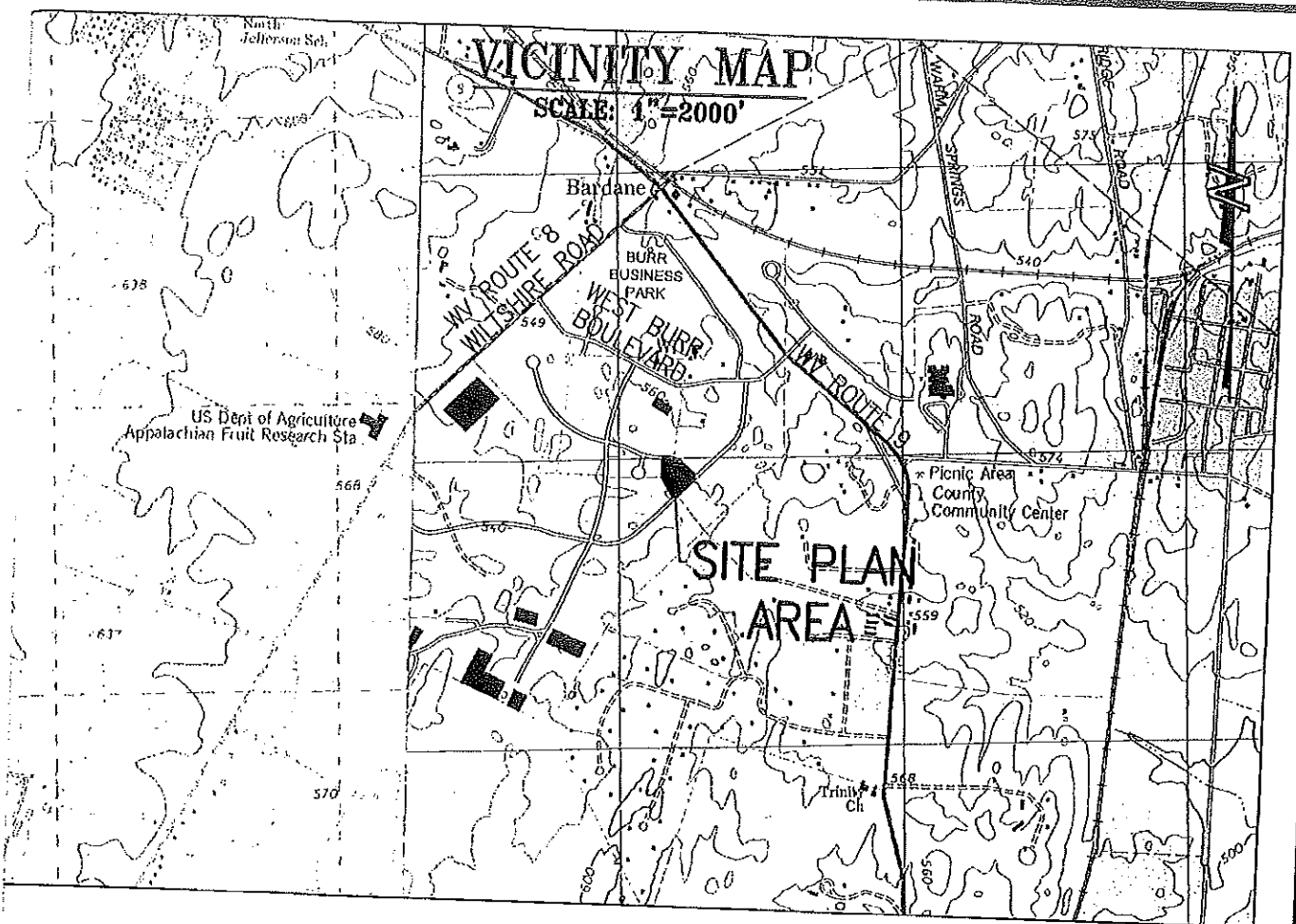
= Approved for Revised Bond Amount \$ 0.00

Reviewed By: JOSEPH W. KENT Title: L.D.I.

Signature: [Signature] Date: 06 / 10 / 2016

VICINITY MAP

SCALE: 1" = 2000'



SITE PLAN AREA

US Dept of Agriculture
Appalachian Fruit Research Sta.

* Picnic Area
County Community Center

Trinity Ch.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Jennifer Brockman, Director**

Department or Organization: **Planning and Zoning**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 16, 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*): Amendments to various sections of the Zoning and Land Development Ordinance (file #ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting Campgrounds in certain Rural and Commercial zoning districts – Work Session was held May 5, 2016

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

Proposed Amendments (ZTA 15-02) to
Jefferson County Zoning and Land Development Ordinance
Amendments adopted by the County Commission, June 1, 2014

ARTICLE 2: DEFINITIONS

Section 2.2 Terms Defined

Campground²⁷ An area or premises located on a single lot operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient occupancy or use by customers ~~tourists~~ occupying camping units such as trailers, self-propelled campers, tents, cabins and/or lodges. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.17 of this Ordinance and relevant sections of the Subdivision Regulations.

** See attached for additional definitions recommended to be included in either the Zoning Ordinance or Sub Regs by staff.

ARTICLE 8: SUPPLEMENTAL USE REGULATIONS²³

Section 8.17 Campgrounds

Campground facilities provide tourism related accommodations for visitors to Jefferson County. The level of amenities at these facilities can vary greatly in relation to the type of camping facility proposed. Campground facilities may include both commercial and non-profit operations. Campgrounds are identified as Principal Permitted Uses in Appendix C in the General Commercial (GC), Residential-Light Industrial-Commercial (RLIC), Industrial-Commercial (IC) and Rural (R) zoning districts.

A. The following uses are identified as Permitted Uses within a campground:

1. Campsites, cabins, campers and recreational vehicles sites, which shall not be divided into individual lots for sale.
2. Campground residency shall be temporary, limited to a 180 days per calendar year. Campground residency shall be limited to 14 overnight stays in any 60-day period and a total of 30 overnight stays per calendar year.
3. Caretaker residence
4. Shelters, gathering halls, bathhouses, pools, recreational areas and other ~~uses~~ amenities related to the campground.
5. Such campground amenities may be rented out to the general public without the rental of a campsite, however the primary use of the amenity must be for the use and enjoyment of campers. River access shall be restricted to use by the campers and their guests.

Commented [JB1]: Reflects CC input 5/5/16

Commented [JB2]: Staff recommended

Any campground wishing to host an event or activity open to the public at the campground shall process a Zoning Certificate application prior to commencement.

Commented [JB3]: Staff recommended

*For County Commission 06/16/16 discussion and possible action
reflects changes to public hearing version highlighted in yellow*

6. A campground shall not be used as a primary residence on either a temporary or permanent basis, except as provided for a caretaker residence.

B. Development Guidelines

1. Campgrounds shall be located on properties a minimum of 10 acres in size and shall meet all of the following setbacks.

2. A variance to the minimum campground size may be granted by the Board of Zoning Appeals.

3. When campsites or amenities are within 1,000' of private property, the perimeter of all campgrounds must be defined by fencing, posting, natural barriers or other methods to prevent unintentional trespass.

4. All campgrounds shall have direct access from WV State roads or roads that meet the Jefferson County Subdivision Ordinance standards. A variance to this standard may be granted by the Board of Zoning Appeals.

5. All camp sites shall be located a minimum setback of 50200' from existing residential dwellings property lines.

6. All camp sites shall be visually screened from existing residential dwellings within 500'. All campsites and amenities shall be screened by a 10 foot vegetative buffer utilizing the Narrow Standard Detail; provided that if the campground abuts the river or has a mountain view, no vegetative screen is required in this area. A 10 foot buffer of natural vegetation (evergreen or hardwood) may be administratively approved in place of a planted buffer.

7. Camp sites within 100' of the Potomac or Shenandoah River shall be limited to tent camping.

8. Section 4.13 does not apply to campgrounds, which may be located within 500' of the Potomac and Shenandoah Rivers.

9. Camp sites may be located within floodplain areas, provided all regulations applying to permanent structures are followed.

10. Campgrounds may be served by well and drain fields.

C. Regulatory Approval

1. Campgrounds users must submit a Concept Plan and be approved by the Board of Zoning Appeals Planning Commission pursuant to a public hearing.

2. Upon approval of the Concept Plan a site plan must be processed in accordance with Jefferson County regulations.

3. All state regulations pertaining to the operation and licensing of a campground must be followed.

Commented [JB4]: This statement is not required as all standards in the zoning ordinance may be varied by the BZA

Commented [JB5]: This statement is not required as all standards in the zoning ordinance may be varied by the BZA.

Commented [JB6]: Reflects CC input 5/5/16

Commented [JB7]: Reflects CC input 5/5/16 -- please confirm buffer is what was agreed to

Commented [JB8]: Staff recommended change: Concept plans are generally approved by the Planning Commission, not the BZA. The BZA is involved if someone want to vary from the Zoning r requirements or if the use is considered a Conditional Use or Special exception

APPENDIX C: PRINCIPAL PERMITTED USES TABLE^{23, 27}

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses Continued													Sec. 8.9
Bail Bond Services	NP	P	P	P	PC	NP	NP	NP	NP	PC	P	NP	
Bank	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Bank with Drive-Through Facility	PC	P	P	P	PC	P	P	NP	NP	P	P	NP	
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	NP	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	NP	NP	P	P	PC	
Bed and Breakfast	P	NP	NP	NP	NP	NP	NP	P	NP	NP	NP	PC	Sec. 8.3
Business Equipment Sales and Service	PC	P	P	P	PC	P	P	NP	NP	P	P	NP	
Building Maintenance Services	PC	P	P	P	P	P	P	NP	NP	P	P	NP	
Building Materials and Supplies	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Campground	NP PC	P	NP	NP	NP	NP P	NP	P NP	NP	P	P	NP	Sec. 8.16
Car Wash	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Commercial Blood Plasma Center	NP	P	P	P	NP	PC	PC	NP	NP	PC	P	NP	
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	NP	NP	P	P	NP	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Convenience Store, Limited	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Convenience Store	PC	P	P	P	PC	P	NP	NP	NP	PC	P	NP	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	NP	NP	P	P	PC	
Custom Manufacturing	P	P	P	P	P	P	P	NP	NP	P	P	PC	
Dry cleaning and Laundry Services	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Exterminating Services	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Florist	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Food Preparation	P	P	P	P	PC	P	P	NP	NP	P	P	NP	
Hotel/Motel	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Gambling Facilities	NP	NP	NP	NP	PC	NP	NP	NP	NP	NP	PC	NP	Sec. 4.4G
Gas Station, Limited	P	P	P	P	PC	P	P	NP	NP	P	P	NP	
Gas Station	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Gas Station, Large	NP	PC	P	P	PC	PC	PC	NP	NP	P	P	NP	
Golf Course	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Grocery Store	P	P	P	P	PC	P	NP	NP	NP	P	P	NP	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	NP	NP	P	P	NP	
Kennel	NP	P	P	P	PC	P	P	P	NP	P	P	NP	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	PC	P	P	NP	NP	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	PC	P	NP	NP	NP	PC	P	NP	
Movie Theater	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	
Nightclub	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	
Non Profit Commercial Uses	P	P	P	P	NP	P	P	NP	NP	P	P	NP	
Non-Profit Community Centers	P	P	P	P	PC	P	NP	P	NP	P	P	NP	
Parking, Commercial Offsite Accessory	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Pawn Shop Services	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	

Commented [JB9]: Staff comment: Note that the Ordinance currently permits campgrounds in NC (conditionally), GC, PND, RLIC and IC. The Committee was not specific to what zones they recommend that campgrounds should be permitted in but did state verbally that they would like for campgrounds to occur in the Rural zone. Staff has added it as "P" in Rural and changed it to "NP" in NC and PND. It is still listed as "P" in GC, RLIC, and IC.

Additional definitions that staff recommends need to be added to Article 2 for ZTA15-02 (for 6/16/16 CC Meeting) -- reflects changes to public hearing version highlighted in yellow

ARTICLE 2: DEFINITIONS

Section 2.2 Terms Defined

<u>Cabin</u>	<u>A temporary or permanent structure for the purposes expressly permitted in Article 8 of the Zoning Ordinance and Division 8 of the Subdivision Regulations. Cabins are intended for temporary occupancy, not permanent residency; and shall not sleep more than 8 people per cabin. Cabins shall not be sold separately from the parent parcel without further processing under the appropriate land use ordinances in effect at that time. This structure shall at least provide a sleeping and bathroom area with appropriate campground health department approval for water and wastewater services and may provide an indoor kitchen/cooking area. Structures shall be built to current applicable Jefferson County Building code with the issuance of a Building Permit. A cabin permitted under the Campground articles of the Jefferson County Ordinances, shall not need to be located on a separate parcel and multiple cabins can be located on the same parcel as the parent parcel.</u>
<u>Camping Cabin</u>	<u>A temporary or permanent structure for the purposes expressly permitted in Article 8 of the Zoning Ordinance and Division 8 of the Subdivision Regulations. A cabin which provides a sleeping area only, requires separate outdoor meal preparation and the use of a common bathhouse. Such cabin may include heating and/or air conditioning. Structures shall be built to current applicable Jefferson County Building code with the issuance of a Building Permit.</u>
Campground ²⁷	<u>An area or premises located on a single lot operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient occupancy or use by customertourists occupying camping units such as trailers, self-propelled campers, tents, cabins and/or lodges. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.17 of this Ordinance and relevant sections of the Subdivision Regulations.</u>
<u>Camping Units</u>	<u>Individual units designed for temporary occupancy within an approved campground such trailers, self-propelled campers, recreational vehicles, tents, cabins, camping cabins, fifth wheels, pop-up campers, and/or lodges</u>

Additional definitions that staff recommends need to be added to Article 2 for ZTA15-02 (for 6/16/16 CC Meeting) -- reflects changes to public hearing version highlighted in yellow

Campsite	Generally means an area where an individual, family or group can pitch or place a camping unit; a campground may contain many campsites
Campsite Pad	An area within a camp site intended for the exclusive occupancy by a camping unit or units under the control of a camper.
Caretaker Residence	A permanent or temporary residential structure that is secondary or accessory to the primary use of the property for the use of a caretaker or security guard.
RV Park	A recreational vehicle park (RV park) is a campground where privately owned recreational vehicles can stay overnight, or longer, in allotted spaces known as "sites".

Commented [JB1]: It is important to divide campsite and campsite pad due to the use of the terms in the regulations

**Proposed Amendment (STA15-04) to
Subdivision and Land Development Regulations
(Effective January 1, 2014)**

C

Campground.

An area or premises located on a single lot operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient occupancy or use by customers occupying camping units. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Sections 2.2 and 8.17 of the Zoning Ordinance and relevant sections of these Subdivision Regulations.

Commented [JB1]: added definition to the Sub Regs similar to that in the Zoning Ordinance

Division 7.0 Mobile/Manufactured Home Parks & Campgrounds

Section 7.1 Minimum Requirements and Standards

- A. The requirements and standards of Division 7.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results. The Planning Commission may specify additional requirements where, owing to unique or unusual characteristics, the purposes of these Regulations can be better served.
- B. Mobile/Manufactured home parks ~~and campgrounds~~ are subdivisions with special requirements of their own. The provisions of Division 7.0 are in addition to the requirements for subdivisions found in Appendix A and Appendix B. In the event of a conflict between a requirement of the Appendices and Division 7.0, then the requirement of Division 7.0 shall apply.

Section 7.3 Campground Requirements

- A. ~~The following provisions supplement the provisions of the Jefferson County Zoning Ordinance.~~

Division 8.0 Campgrounds

Section 8.1 Minimum Requirements and Standards

- A. The requirements and standards of Division 8.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results. The Planning Commission may specify additional requirements where, owing to unique or unusual characteristics, the purposes of these Regulations can be better served.
- B. Campgrounds are developments with special requirements of their own. The provisions of Division 8.0 are in addition to the requirements for subdivisions found in Appendix A and Appendix B. In the event of a conflict between a requirement of the Appendices and Division 8.0, then the requirement of Division 8.0 shall apply.

Section 8.2 Campground Requirements

- A. The following provisions supplement the provisions of the Jefferson County Zoning Ordinance.
Campground facilities benefit from flexible design criteria that allow them to preserve and integrate natural features into the site design. All campground facilities shall be designed in a manner which meets the following standards:

1. Safe access and egress to state roads (WVDOH, JC Engineering)
2. Storm water quality and quantity control (JC Engineering)
3. Erosion and sediment control (WVDEP, JC Engineering)
4. Zoning Ordinance compliance (JC Planning and Engineering)
5. Wells and drain fields (JC Health Department)
6. Public water and sewer (JC Engineering Department, JC Public Service District, WV Health Department)

If any of these provisions or standards conflict with those contained in the Zoning Ordinance, the provisions contained within this section shall apply. West Virginia Regulations pertaining to Campgrounds apply to all facilities.

B. Dimensional Requirements

1. Campgrounds shall be located on properties a minimum of 10 acres in size and shall meet the setback requirements in Section 8.17 of the Zoning Ordinance.
2. The area of each campsite shall be a minimum of ~~1,500~~ 1,200 square feet not to include road rights-of-way or road easement.
3. Each campsite shall have a minimum road frontage (width) of 20 feet along a platted road easement ~~right-of-way.~~
4. No more than 15 campsites per acre are permitted.
5. All campsite pads shall be a minimum of 20' apart.
6. Each campsite shall provide an adequate stand-pad for the placement of a camping unit. A campsite stand shall be at least 15 feet by 25 feet in size, shall be flat, and shall not exceed a 3 percent slope in any direction.
7. No more than one camping unit shall be placed on or above a campsite.

Commented [JB2]: Staff comment: Campgrounds are typically processed as site plans held in single ownership. In such case roads would be in an easement located on the site and not created as a separate dedicated right-of-way. Staff recommends changing this to platted road easement.

~~D. A campsite may contain any combination of water, sewerage or electrical connections. If not provided at campsites, water and sewerage facilities must be provided at convenient comfort stations as determined by the Planning Commission.~~

Commented [JB3]: Moved and modified to E2 below

C.E. Road and Access Requirements

1. Campground roads that serve have less than 300 vehicle trips per day shall meet the following standards:
 - a. Existing roads may be used to access campsites without meeting road standards.
 - b. May have asphalt or gravel surface.
 - c. 12 foot width with 3 foot pull off areas that allow larger vehicles to pass.
 - d. Maximum slope 15%
 - e. Road section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
 - f. No ditches are required, all drainage from campground roads must be managed to prevent erosion.
2. Campground roads that serve more than 300 vehicle trips per day:
 - a. May have asphalt or gravel surface
 - b. 15 foot minimum width.
 - c. Maximum slope 15%
 - d. Paving section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.

- e. No ditches are required, all drainage from campground roads must be managed to prevent erosion.

~~Main entrance and primary looping roads— as determined by the County Engineer— within a campground, shall be minimum 22-foot-wide asphalt paved with shoulders and ditch lines, the same as the asphalt roadway requirements of Appendix B, Section 2.2.C.2.b, Residential Subdivision with more than 12 lots.~~

- ~~F. Roads within a campground that are not main entrance or primary looping roads— as determined by the County Engineer— shall be a minimum of 20-foot wide gravel with shoulders and ditch lines are required, the same as the gravel roadway requirements of Appendix B, Section 2.2.C.2.a, Residential Subdivision with a maximum of 12 lots.~~

D.G. Parking Requirements

1. Campsites accessed by vehicles shall provide **one a level parking area at each site.**
2. If parking is not provided at the camp site, one space per camp site shall be provided **in a common parking area.**
3. Public parking shall be provided at the campground office or facilities open to the public in sufficient quantity to serve the users.

~~Convenient off-street parking shall be provided at the rate of 1 space at each campsite, plus 3 additional spaces for each 50 campsites to be located at or near the campground office. Each parking space shall have a minimum dimension of 9 feet by 20 feet. As a minimum, designated parking areas shall be surfaced according to the surfacing requirements for gravel roads. Designated parking areas may not be used for overnight camping or occupancy.~~

E.H. Sanitation

1. Sanitation facilities shall be provided as required by Jefferson County Health Department and WV State Regulations.
2. A campsite may contain any combination of water, sewerage or electrical connections. If not provided at campsites, water and sewerage facilities must be provided at convenient comfort stations within 500' of all campsites.
3. Each campsite shall be provided with a sanitary, covered garbage can.
4. I. — A campground shall provide at least one sanitary sewerage dump station for every forty (40) or fraction thereof trailer or recreational vehicle hookups, one water refill station and one solid waste disposal collection facility.
5. J. — As a minimum, design capacities for centralized water and sewerage systems shall be based on the total number of campsites proposed **plus 25 percent again to accommodate the tent area (if any), plus capacity to accommodate any public buildings** an allowance for a sewerage dump station and a water refill station.

- F.K. All power lines shall be placed underground in a campground. Overhead power lines may be permitted by the Planning Commission where such lines can be effectively screened from view by trees.

~~L. Road rights-of-way in a campground shall be a minimum of 50 feet in width.~~

~~M. One-way roads shall be at least 12 feet in width with 3-foot wide gravel shoulders. Drainage ditch lines 1-1/2 feet deep shall be provided at a 4:1 slope from the edge of the shoulder, with a 2:1 return slope back to existing grade.~~

- G. Fire Pits (if provided) for campsite must be shown on the site plan. A detail of the fire pit must also be provided.

H. Camping associated with short term, temporary uses, approved by Jefferson County, are not subject to these regulations.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 16, 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*): **Public Hearing – Amendments to the Hotel Occupancy Tax Ordinance**

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 HOTEL OCCUPANCY TAX ORDINANCE

As Amended June 16, 2016

An Ordinance establishing a room occupancy tax on hotels located within the unincorporated areas of Jefferson County, West Virginia; establishing procedures for the collection, distribution and administration of such tax and establishing penalties for failure to comply with the requirements or provisions of this ordinance.

Be it enacted and ordained by the Jefferson County Commission of Jefferson County, Charles Town, West Virginia, as follows:

ARTICLE I – GENERAL PROVISIONS

Section 1.1- Authority

This ordinance is adopted by the Jefferson County Commission in accordance with the provisions of Article 18, Chapter 7 of the Code of West Virginia, as amended.

Section 1.2 - Purpose

The purpose of this ordinance is to levy an occupancy tax on hotel rooms located in the unincorporated areas of Jefferson County for the following purposes:

- (a) At least fifty (50%) percent of the net received during the fiscal year by the County, pursuant to requirement of the Code of the State of West Virginia shall be appropriated to a Convention and Visitor's Bureau approved by the Commission and established as required by state law.
- (b) The remaining portion of the net revenues receivable during the fiscal year by the County may be expended for one or more of the following purposes:
 - (1) The planning, construction, reconstruction, establishment, acquisition, improvement, renovation, extension, enlargement, equipment, maintenance, repair and operation of publicly owned convention facilities including, but not limited to, arenas, auditoriums, civic centers and convention centers;
 - (2) The payment of principal or interest or both on revenue bonds issued to finance such convention facilities;
 - (3) The promotion of conventions;
 - (4) The construction or maintenance of public parks, tourist information centers and recreation facilities (including land acquisition); or
 - (5) The promotion of the arts.

ARTICLE II - DEFINITIONS

Section 2.1

For the purposes of this ordinance the following words, phrases, and terms are defined:

- (a) "Consideration paid" or "consideration" means the amount received in money, credits, property or other consideration for or in exchange for the right to occupy a hotel room as herein defined.

(b) "Consumer" means a person who pays the consideration for the use or occupancy of a hotel room. (The term "consumer" shall not be construed to mean the government of the United States of America, its agencies or instrumentalities, or the government of the State of West Virginia or political subdivision thereof.)

(c) "Convention center"- means a convention facility owned by state, county, municipality or other public entity or Instrumentality and shall include all facilities, including armories, commercial, office, community service and parking facilities, and publicly owned facilities constructed or used for the accommodation and entertainment of tourist and visitors. In conjunction with the convention center and forming reasonable appurtenances thereto.

(d) "Convention and Visitor's Bureau" shall mean a nonstock, nonprofit corporation with a full-time staff working exclusively to promote tourism and to attract conventions, conferences and visitors to the county In which the bureau is located.

(3) "County" means the County of Jefferson.

(f) "Evade" means to willfully and fraudulently commit any act with the intent of depriving the County of payment of any tax which there is a known legal duty to pay.

(g) "Fraud" means any false representation or concealment as to any material fact made by any person with the knowledge that it is not true and correct, with the Intention that such representation or concealment be relied upon by the County.

(h) "Fiscal year" means the year beginning July first and ending June thirtieth of the next calendar year.

(I) "Hotel" means any facility, building or buildings, publicly or privately owned (including a facility located In a state or county park), in which the public may, for a consideration, obtain sleeping accommodations. The term shall include, but not limited to, boarding houses, hotels, motels, inns, courts, lodges, cabins, and tourist homes. The term "hotel" shall not be construed to mean any hospital, sanitarium, extended care facility, nursing home or university or college housing unit or any facility providing fewer than three (3) hotel rooms, nor any tent, trailer or camper per campsites: Provided, that where a university or college housing unit provides sleeping accommodations for the general nonstudent public for a consideration, the term "hotel" shall, if otherwise applicable, apply to such accommodations for the purpose of this tax.

(o) "Hotel operator" means the person who Is proprietor of a hotel, whether in the capacity of owner, lessee, mortgagee In possession, licensee, trustee in possession, trustee in bankruptcy, receiver, executor or in any other capacity. Where the hotel operator performs his functions through a managing agent of any type or character other than an employee, the managing agent shall also be deemed a hotel operator for the purposes of this ordinance and shall have the same duties and liabilities as his principal. Compliance with the provisions of this ordinance by either the principal or the managing agent shall, however, be considered to be compliance by both.

(k) "Hotel room" means any room or suite of rooms or other facility affording sleeping accommodations to the general public and situated within a hotel. The term "hotel room" shall not be construed to mean a banquet room, meeting room or any other room not primarily used for, or In conjunction with, sleeping accommodations.

(I) "Net proceeds" means the gross amount of tax collections less the amount of state tax lawfully refunded.

(m) "Person" means any individual, firm, partnership, joint venture, association, syndicate, social club, fraternal organization, joint stock company, receiver, corporation, guardian, trust, business trust, trustee, committee, estate, executor, administrator or any other group or combination acting as a unit.

(n) "Promotion of the arts" means activity to promote public appreciation and

interest in one or more of the arts. It includes the promotion of music of all types, the dramatic arts, dancing, painting, and the creative arts through shows, exhibits, festivals, concerts, musicals and plays.

(o) "Recreational facilities" means and Includes any public park, parkway, playground, public recreation center, athletic field, sports arena, stadium, skating rink or arena, golf course, tennis courts and other park and recreation facilities, whether of a like or different nature, that are owned by the County.

(p) "Tax"- "taxes", or "this tax" means the hotel occupancy tax authorized by the ordinance.

(q) "Taxing authority" means the County of Jefferson.

(r) "Taxpayer" means any person liable for the tax authorized by this ordinance. (s)

"Willfully" means the intentional violation of a known legal duty to perform any act, required to be performed by any provision of this ordinance, in respect of which the violation occurs: Provided, that the mere failure to perform any act shall not be a willful violation under this ordinance. A willful violation of this ordinance requires that the defendant have had knowledge of or notice of a duty to perform such act, and that the defendant, with knowledge of or notice of such duty, intentionally failed to perform such act.

ARTICLE III-INCORPORATION OF TAX

Section 3.1.- Levv of Tax

There Is hereby levied a County hotel tax, as hereinafter described, upon all hotels located within the unincorporated limits of Jefferson County, including any hotels owned by the state or by any political subdivision of this state. The tax shall be imposed on the consumer and shall be collected by the hotel operator as part of the consideration paid for the occupancy of a hotel room.

Section 3.2 - Rate of Tax

The rate of tax imposed shall be six (6) percent of the consideration paid for the use or occupancy of a hotel room. Such consideration shall not include the amount of tax imposed on the transaction under Article 15, Chapter 11, of the Code of West Virginia for charges for meals, valet service, room service, telephone service or other charges or consideration not paid for use or occupancy of a hotel room.

ARTICLE IV - DUTIES AND PROCEDURES FOR HOTEL OPERATORS

Section 4.1.- Consumer to Pay Tax; Hotel Operator Not To Represent That It Will Absorb Tax; Accounting By Hotel

(a) The consumer shall pay to the hotel operator the amount of tax imposed by the County of Jefferson, which tax shall be added to and shall constitute a part of the consideration paid for the use and occupancy of the hotel room, and which tax shall be collectible as such by the hotel operator who shall account for, and remit to the County, all taxes paid by consumers. The hotel operator shall separately state the tax authorized by this ordinance on all bills, invoices, accounts, books of account and records relating to consideration paid for occupancy or use of a hotel room. The hotel operator may commingle tax collected hereunder with the

proceeds of the rental of hotel accommodations. The County's claim shall be enforceable against, and shall be superior to, all other claims against the moneys so commingled excepting only claims of the state for moneys held by the hotel pursuant to the provisions of Article 15, Chapter 11.1 of the Code of West Virginia. All taxes collected pursuant to the provisions of this ordinance shall be deemed to be held in trust by the hotel until the same shall have been remitted to the by the hotel until the same shall have been remitted to the taxing authority as hereinafter provided.

(b) A hotel operator shall not represent to the public in any manner, directly or indirectly, that it will absorb all or any part of the tax or that the tax is not be considered an element in the price to be collected from the consumer.

Section 4.2 - Occupancy Billed To Government Agencies or Employees

(a) Hotel room occupancy billed directly to the federal government shall be exempt from this tax; Provided, that rooms paid for by a federal government employee for which reimbursement is made shall be subject to this tax.

(b) Hotel room occupancy billed directly to this state or its political subdivisions shall be exempt from this tax; Provided, that room paid for by an employee of this state for which reimbursement is made shall be subject to this tax.

Section 4.3 - Collection of Tax When Sale on Credit

A hotel operator doing business wholly or partially on a credit basis shall require the consumer to pay the full amount of tax due upon a credit sale at the time such sale is made or within thirty (30) days thereafter.

Section 4.4 - Receivership Bankruptcy; Priority of Tax

In the distribution, voluntary or compulsory, in receivership, bankruptcy or otherwise, of the property or estate of any person, all taxes due and unpaid authorized under this ordinance shall be paid from first money available for distribution in priority to all claims and liens except taxes and debts due to the United States which under federal law are given priority over the debts and liens created by municipal ordinance or order of the County Commission for this tax and taxes and debts due to the State of West Virginia. Any person charged with the administration or distribution of any such property or estate who shall violate the provisions of this section shall be personally liable for any taxes accrued and unpaid which are chargeable against the person whose property or estate is in administration or distribution.

Section 4.5 - Failure to Collect Or Remit Tax; liability of Hotel Operator

If any hotel operator fails to collect the tax authorized by the ordinance and levied pursuant to this ordinance or shall fail to properly remit such tax to the taxing authority, he shall be personally liable for such amount as he failed to collect or remit; Provided that such hotel operator shall not be held liable for failure to collect such tax if the hotel operator can by good and substantial evidence prove the refusal of the purchaser to pay this tax despite the diligent effort in good faith of the hotel operator to collect the tax.

Section 4.6- Total Amount Collected To Be Remitted

No profit shall accrue to any person as a result of the collection of the tax authorized under this ordinance. Notwithstanding that the total amount of such taxes collected by a hotel operator may be in excess of the amount for which a consumer would be liable by the application of the levy of three (3) percent for the occupancy of a hotel room or rooms, the total amount of all taxes collected by any hotel operator shall be remitted to the taxing authority as hereinafter provided.

Section 4.7- Tax Return And Payment

(a) The tax authorized by this ordinance shall be due and payable in monthly installments on or before the fifteenth (15th) day of the calendar month next succeeding the month in which the tax accrued; Provided, that for credit in which the tax authorized by this ordinance is not collected by the hotel operator at the time of such sales, such tax shall not, for purposes of this ordinance, be regarded as having accrued until the date on which it is either received by the hotel operator or upon the expiration of the thirty (30) day payment period set forth in Section 4.3 of this ordinance, whichever shall first occur. The hotel operator shall, on or before the fifteenth (15th) day of each month, prepare and deliver to the Treasurer of Jefferson County a return for the preceding month, in the form prescribed by the County Commission. Such form shall include all information necessary for the computation, collection and subsequent distribution of the tax as the County may require. A remittance for the amount of the tax due shall accompany each return. Each return shall be signed by the hotel operator or his duly authorized agent.

(b) For this first month that the tax is delinquent, there shall be assessed a penalty in the amount of five (5) percent of the tax due for the delinquent period. For each additional month that the tax remains delinquent, there shall be further assessed an additional one (1) percent penalty per month until the tax is paid. No payment for a subsequent period shall be collected until all prior delinquent taxes have been paid in full with all penalties assessed thereto.

Section 4.8 - Special Rule for Taxes Due In Amounts Less Than TEN DOLLARS (\$10.00) Per Month

In the event that the tax due for any reporting period is less than ten dollars (\$10.00), the reporting requirements as stated under Section 4.7 of this ordinance are hereby waived and no reporting shall be required until such time that the tax liability exceeds ten dollars (\$10.00).

Section 4.9 - Keeping and Preserving of Records

Each hotel operator shall keep complete and accurate records of taxable sales and of charges, together with a record of the tax collected thereon, and shall keep all invoices and other pertinent documents in such form as the taxing authority may require. Such records and other documents shall be preserved for a period of not less than three (3) years, unless the taxing authority shall consent in writing to their destruction within that period or shall require that they be kept for a longer period. Such records shall be made available to the taxing authority upon demand in writing within a reasonable period of time.

Section 4.10 - Liability of Officers

If the taxpayer is an association or corporation, the officer thereof actually participating in the management or operation of the association or corporation shall be personally liable,

jointly and severally, for any default on the part of the association or corporation; and payment of tax, fines, additions to tax or penalties which may be imposed by state law, city ordinance, order of the County Commission or other authority may be enforced against such officers as against the association or corporation which they represent.

ARTICLE V- ADMINISTRATION

Section 5.1 - General Procedure And Administration

The administrative procedure for the assessment, collection and refund of the tax authorized by this ordinance shall be established by the County to aid in the efficient administration of the tax and distribution of its proceeds.

Section 5.2 - Proceeds Of Tax: Application Of Proceeds

(a) Application of proceeds The net of the tax collected and remitted to the taxing authority pursuant to this ordinance shall be deposited into the general revenue fund of the County and alter appropriation thereof shall be expended only as provided in subsection (b) and (c) of this section.

(b) At least fifty (50%) percent of the net received during the fiscal year by the County, pursuant to requirement of the Code of the State of West Virginia shall be appropriated to a Convention and Visitor's Bureau approved by the Commission and established as required by state law.

(c) Permissible expenditures After making the appropriation required by subsection (b) of this section, the remaining portion of the net revenues receivable during the fiscal year by the County, pursuant to this ordinance, may be expended for one or more of the purposes set forth in this subsection, but for no other purpose. The purposes for which expenditures may be made pursuant to this subsection are as follows:

(1) The planning, construction, reconstruction, establishment, acquisition, improvement, renovation, extension, enlargement, equipment, maintenance, repair and operation of publicly owned convention facilities including, but not limited to, arenas, auditoriums, civic centers and convention centers;

(2) The payment of principal or interest or both on revenue bonds issued to finance such convention facilities;

(3) The promotion of conventions;

(4) The construction or maintenance of public parks, tourist information centers and recreation facilities (including land acquisition); or

(5) The promotion of the arts.

ARTICLE VI • EXCLUSIONS

Section 6.1

The following exclusions shall apply in the administration of this tax.

(a) The term "consumer" shall not be construed to mean the government of the United States of America, its agencies or instrumentalities, or the government of the State of West Virginia or a political subdivision thereof;

(b) Hotel room occupancy billed directly to the federal government shall be exempt from this tax.

(c) Hotel room occupancy billed directly to the State of West Virginia or its political subdivisions shall be exempt from this tax.

ARTICLE VII • PENALTIES

Section 7.1 Criminal Penalties

(a) It shall be unlawful for any person to willfully refuse to collect or to pay the tax or to willfully refuse to make the return required to be made by this ordinance; or to willfully make any false or fraudulent return or false statement in any return with the intent to defraud any taxing authority, or to willfully evade the payment of the tax, or any part thereof; or for any persons to willfully aid or abet another in any attempt to evade the payment of the tax, or any part thereof; or for any officer, partner or principal of any corporation or association to willfully make or willfully permit to be made for such corporation or association any false return, or any false statement in any return authorized by this ordinance, with the intent to evade the payment of this tax.

(b) Any person willfully violating any of the provisions of this ordinance shall for the first offense be guilty of a misdemeanor, and, upon conviction thereof, shall be fined not more than five hundred (\$500.00) or imprisoned for a period of not more than thirty (30) days, or both fined and imprisoned. For each offense after the first offense, such person shall be guilty of a felony, and, upon conviction thereof, shall be fined not less than one thousand (\$1,000.00) nor more than ten thousand dollars (\$10,000.00), or imprisoned in the penitentiary not less than one (1) nor more than three (3) years, or in the discretion of the Court be confined in the County Jail not more than one (1) year, or both fined and imprisoned.

(c) Every prosecution for any offense arising under this ordinance shall be commenced within three (3) years after the offense was committed, notwithstanding any provision of this ordinance to the contrary.

(d) Proceedings against any person under this section shall be initiated in the county of this state wherein such person resides if any element of the offense occurs in such county of residence, or if no element of the offense occurs in such county of residence, then in the county where the offense was committed.

ARTICLE VIII- SEVERABILITY

Section 8.1- Severability

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall be declared invalid for any reason whatsoever such decision shall not affect the remaining portions of this ordinance which shall remain in force and effect, and for this purpose the revisions of this ordinance are hereby declared to be severable.

ARTICLE IX- ENACTMENT

Section 9.1- Effective Date

The original ordinance shall took effect July 1, 1987.

Section 9.2- Enactment Date

The Original Ordinance was enacted and ordained by motion on the 4th day of June, 1987 as recorded In Order Book, Page 91.

Section 9.3 – Prior Revisions

The Ordinance was revised and ordered entered of record on the 17th day of March, 1988, as recorded in Order Book, Page 244.

The Ordinance was amended and ordered entered of record on the 21st day of June, 2007, as recorded in Order Book EE, Page 151. This amendment took effect July 1, 2007.

ARTICLE X - AUTHORITY:

WV Code Chapter 7-18-1, et. seq; and related statutes.

Amended, enacted and ordained by lawful majority vote at a duly called meeting this 16th day of June, 2016, effective July 1st, 2016.

JEFFERSON COUNTY COMMISSION

BY:

Patsy Noland, President

Attest:

Clerk

Amendment to the Jefferson County Hotel Occupancy Tax Ordinance Article III-
INCORPORATION OF TAX, Section 3.2 - Rate of Tax

Section 3.2 - Rate of Tax

The rate of tax imposed shall be six (6) percent of the consideration paid for the use or occupancy of a hotel room. Such consideration shall not include the amount of tax imposed on the transaction under Article 15, Chapter 11, of the Code of West Virginia or charges for meals, valet service, room service, telephone service or other charges or consideration not paid for use or occupancy of a hotel room.

Section 9.4 - Amendment

Amended and ordered entered of record this 21st day of June, 2007, as recorded in Order Book EE, Page 151. This amendment shall take effect July 1, 2007.

WEST VIRGINIA LEGISLATURE

2016 REGULAR SESSION

Introduced

Senate Bill 521

**FISCAL
NOTE**

BY SENATORS HALL, BLAIR, PREZIOSO, KESSLER,

FACEMIRE, BOLEY AND ROMANO

[Introduced February 5, 2016;

Referred to the Committee on Government Organization;

and then to the Committee on Finance.]

1 A BILL to repeal §7-18-5 of the Code of West Virginia, 1931, as amended; and to amend and
 2 reenact §7-18-1 and §7-18-3 of said code, all relating to eliminating exemption from hotel
 3 occupancy taxes on rental of hotel and motel rooms for thirty or more consecutive days;
 4 redefining certain terms; and exempting hotel rooms occupied by government officials on
 5 official business under certain circumstances.

Be it enacted by the Legislature of West Virginia:

1 That §7-18-5 of the Code of West Virginia, 1931, as amended, be repealed; and that §7-
 2 18-1 and §7-18-3 of said code be amended and reenacted, all to read as follows:

ARTICLE 18. HOTEL OCCUPANCY TAX.

§7-18-1. Hotel occupancy tax.

1 (a) *Authority to impose.* -- On and after July 1, 1985, any county or municipality may
 2 impose and collect a privilege tax upon the occupancy of hotel rooms located within its taxing
 3 jurisdiction. ~~Such~~ The tax shall be imposed and collected as provided in this article.

4 (b) *Municipal tax.* -- A municipal hotel tax shall be imposed by ordinance enacted by the
 5 governing body of the municipality, in accordance with the provisions of article eleven, chapter
 6 eight of this code. ~~Such~~ The tax shall be imposed uniformly throughout the municipality; and the
 7 tax shall apply to all hotels located within the corporate limits of the municipality, including hotels
 8 owned by the state or by any political subdivision of this state.

9 (c) *County tax.* -- A county hotel tax shall be imposed by order of the county commission
 10 duly entered of record. ~~Such~~ The tax shall be imposed uniformly throughout the county: *Provided,*
 11 That no county commission may impose its tax on hotels located within the corporate limits of any
 12 municipality situated, in whole or in part, within the county: *Provided, however,* That the tax
 13 collected by a hotel owned by a municipality but located outside the corporate limits of ~~such~~ the
 14 municipality pursuant to this article shall be remitted to the municipality owning ~~such~~ the hotel for
 15 expenditure pursuant to the provisions of section fourteen of this article. The tax shall apply to all
 16 hotels located outside the corporate limits of a municipality, including hotels owned by the state

17 or any political subdivision of this state.

18 (d) The tax shall be imposed on the consumer and shall be collected by the hotel operator
19 as part of the consideration paid for the occupancy of a hotel room: *Provided*, That the tax shall
20 may not be imposed on any consumer occupying a hotel room for thirty or more consecutive days
21 federal or state officials occupying a hotel room for official federal or state business: *Provided*,
22 however, That a room paid for by a federal official for which reimbursement is made is subject to
23 the Hotel Occupancy Tax under this article.

§7-18-3. Definitions.

1 For the purposes of this article:

2 (a) "Consideration paid" or "consideration" means the amount received in money, credits,
3 property or other consideration for or in exchange for the right to occupy a hotel room as herein
4 defined.

5 (b) "Consumer" means a person who pays the consideration for the use or occupancy of
6 a hotel room. The term "consumer" ~~shall~~ does not be construed to mean the government of the
7 United States of America, its agencies or instrumentalities, or the government of the State of West
8 Virginia or political subdivisions thereof.

9 (c) "Hotel" means any facility, building or buildings, publicly or privately owned (including
10 a facility located in a state, county or municipal park), in which the public may, for a consideration,
11 obtain sleeping accommodations. The term ~~shall include~~ includes but ~~is~~ not be limited to, boarding
12 houses, hotels, motels, inns, courts, condominiums, lodges, cabins and tourist homes. The term
13 "hotel" ~~shall include~~ includes state, county and city parks offering accommodations as herein set
14 forth. The term "hotel" ~~shall not be construed to~~ does not mean any a hospital, sanitarium,
15 extended care facility, nursing home or university or college housing unit, or any facility providing
16 fewer than three in private homes, not exceeding a total of ten days in a calendar year, nor any
17 tent, trailer or camper campsites: *Provided*, That where a university or college housing unit
18 provides sleeping accommodations for the general nonstudent public for a consideration, the term

19 "hotel" shall does, if otherwise applicable, apply to such those accommodations for the purposes
20 of this tax.

21 (d) "Hotel operator" means the person who is proprietor of a hotel, whether in the capacity
22 of owner, lessee, mortgagee in possession, licensee, trustee in possession, trustee in bankruptcy,
23 receiver, executor or in any other capacity. Where the hotel operator performs his or her functions
24 through a managing agent of any type or character other than an employee, the managing agent
25 ~~shall also be deemed~~ is a hotel operator for the purposes of this article and ~~shall have~~ has the
26 same duties and liabilities as his or her principal. Compliance with the provisions of this article by
27 either the principal or the managing agent ~~shall~~ is, however, be considered to be compliance by
28 both.

29 (e) "Hotel room" means any room or suite of rooms or other facility affording sleeping
30 accommodations to the general public and situated within a hotel. The term "hotel room" ~~shall not~~
31 ~~be construed to mean~~ does not include:

32 (1) A banquet room, meeting room or any other room not primarily used for, or in
33 conjunction with, sleeping accommodations; or

34 (2) Sleeping accommodations rented on a month-to-month basis or other rental
35 arrangement for thirty days or longer at the inception at a boarding house, condominium, cabin,
36 tourist home, apartment or home.

37 (f) "Person" means any individual, firm, partnership, joint venture, association, syndicate,
38 social club, fraternal organization, joint stock company, receiver, corporation, guardian, trust,
39 business trust, trustee, committee, estate, executor, administrator or any other group or
40 combination acting as a unit.

41 (g) "State park" means any state-owned facility which is part of this state's park and
42 recreation system established pursuant to this code. For purposes of this article, any recreational
43 facility otherwise qualifying as a "hotel" and situated within a state park ~~shall be deemed~~ is
44 considered to be solely within the county in which the building or buildings comprising said the

45 facility are physically situated, notwithstanding the fact that the state park within which ~~said~~ the
46 facility is located may lie within the jurisdiction of more than one county.

47 (h) "Tax," "taxes" or "this tax" means the hotel occupancy tax authorized by this article.

48 (i) "Taxing authority" means a municipality or county levying or imposing the tax authorized
49 by this article.

50 (j) "Taxpayer" means any person liable for the tax authorized by this article.

NOTE: The purpose of this bill is to allow county commissions and municipalities to impose their hotel occupancy taxes on hotel and motel rooms regardless of the length of time for which the hotel or motel room is rented. It also provides that the tax is not imposed on rooms rented to government officials on official business who are not reimbursed for the stay.

Strike-throughs indicate language that would be stricken from a heading or the present law, and underscoring indicates new language that would be added.





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization: **Prosecuting Attorney's Office**





Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 16, 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*):

-  Discuss Briel Bulding Lease/Purchase – Possible Executive Session
-  Comcast Franchise Renewal – Possible Executive Session
-  SB 648 – Traffic Signals – Possible Executive Session
-  Review of MOU with the American Public University

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.

May 19, 2016

Mr. Tim Boyde
Jefferson County Administrator
124 East Washington Street
Charlestown, WV 25414

Subject: FRANCHISE RENEWAL

Dear Mr. Boyde

We at Comcast appreciate the opportunity to serve the citizens of Jefferson County. It is our credo that *we will deliver a superior experience to our customers every day. Our products will be the best and we will offer the most customer-friendly and reliable services in the market.* In living our credo, we look forward to providing broadband services to our customers in the Jefferson County for many years to come. Therefore, we are taking this step to ensure the renewal of our franchise with you that expires April 29, 2019.

The Cable Communications Policy Act of 1984 ("the 1984 Cable Act") encourages franchisors and cable operators to reach renewal agreements at any time through an informal process of discussion. However, Section 626 of the 1984 Cable Act also provides for commencement of a formal renewal procedure. To preserve our statutory rights to this formal procedure, this letter is our official notice to you invoking that provision.

This letter is not intended to introduce a new formality into our discussions, nor is that the intention of the 1984 Cable Act. In fact, we prefer to reach a mutually satisfactory agreement through informal negotiations, thus making many of the 1984 Cable Act's formal procedures unnecessary.

I will be happy to discuss this matter with you, or provide any additional information that you may require. My direct line is 540-974-5123. I look forward to meeting with you in the near future and to continuing a relationship that, we believe, benefits both the community and the residents of Jefferson County.

Sincerely,



Paul Comes
Director, Government & Regulatory Affairs

cc: Donna Rattley Washington, Beltway Division Vice President of Government Affairs
Michael Ruger, Senior Director of Government Affairs

The Senate of West Virginia
Charleston

SENATOR CRAIG BLAIR
CHAIRMAN
COMMITTEE ON GOVERNMENT ORGANIZATION

STATE CAPITOL, ROOM 217-W
304-357-7867

Received

APR 18 2016

Jefferson County Commission

April 12, 2016

Commissioner Jane Tabb
PO Box 250
Charles Town, WV 25414

Dear Commissioner Tabb:

A very exciting piece of legislation has passed that will have a huge impact on the citizens of West Virginia, especially those who work on second and third shifts. Senate Bill 648, which becomes effective on June 6, 2016, allows local authorities to permit traffic signals to flash during low traffic times.

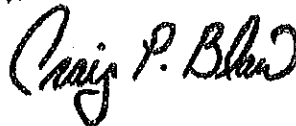
Traffic signals can be reprogrammed at your request, which will allow lights to flash yellow one way and red the other or the lights can flash red both ways. This may occur between the hours of 11:00 p.m. and 6:00 a.m.

It's now up to our local authorities to conduct surveys to determine which traffic lights should be reprogrammed to flash during low traffic times. Once the information is gathered, the West Virginia Division of Highways can begin programming those lights.

West Virginia Division of Highways, District Contact: J. Lee Thorne, District Engineer, (304) 289-3521.

This bill provides a common-sense approach to improving the lives of the people of West Virginia.

Sincerely,



Senator Craig P. Blair, Chairman
Senate Committee on Government Organization

CPB/ik

NETSCAN

2016 West Virginia Senate Bill No. 648, West Virginia Eighty-Third Legislature - Regular Session, 2016


WEST VIRGINIA BILL TEXT

TITLE: Allowing local authorities permit flashing traffic signals during low traffic times

VERSION: Enrolled

March 08, 2016

Blair

 Image 1 within document in PDF format.

SUMMARY: AN ACT to amend and reenact 17C-3-7 of the Code of West Virginia, 1931, as amended, relating to allowing local authorities to permit flashing traffic signals during low traffic times.

TEXT:

WEST virginia Legislature

2016 regular session

Enrolled

Senate Bill 648

By Senator Blair

[Passed March 8, 2016;

in effect 90 days from passage]

AN ACT to amend and reenact §17C-3-7 of the Code of West Virginia, 1931, as amended, relating to allowing local authorities to permit flashing traffic signals during low traffic times.

Be it enacted by the Legislature of West Virginia:

That §17C-3-7 of the Code of West Virginia, 1931, as amended, be amended and reenacted to read as follows:

ARTICLE 3. TRAFFIC SIGNS, SIGNALS AND MARKINGS.

§17C-3-7. Flashing signals.

Whenever an illuminated flashing red or yellow signal is used in a traffic sign or signal it requires obedience by vehicular traffic as follows:

(1) Flashing red (stop signal). - When a red lens is illuminated with rapid intermittent flashes, drivers of vehicles shall stop before entering the nearest crosswalk at an intersection or at a limit line when marked, or, if none, then before entering the intersection, and the right to proceed is subject to the rules applicable after making a stop at a stop sign.

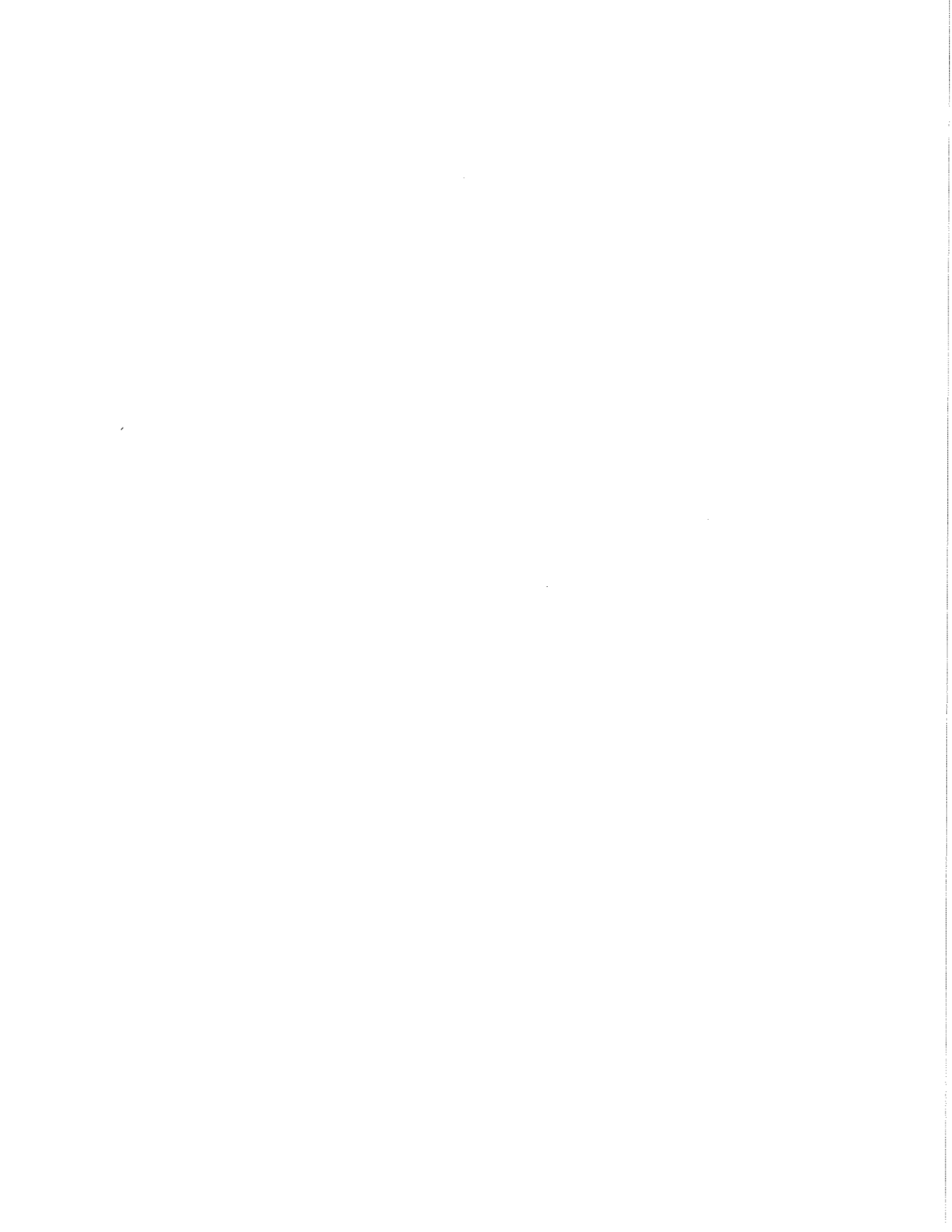
(2) Flashing yellow (caution signal). - When a yellow lens is illuminated with rapid intermittent flashes, drivers of vehicles may proceed through the intersection or past the signal only with caution.

(3) Local authorities, in areas that experience low traffic times, may permit flashing signals between the hours of eleven o'clock p.m. and six o'clock a.m.

End of Document

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NETSCAN



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jane Tabb, Commissioner**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 16, 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*): **Commission letter for Shepherdstown Fire Dept. and Friendship Fire Company in good standing with the County**

Please provide the County Commission with a description of your request or presentation, including any background information:
EMS licensure renewal requires a letter stating that Shepherdstown Fire Dept and Friendship Fire Company is a community organization and in good standing with the County

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.

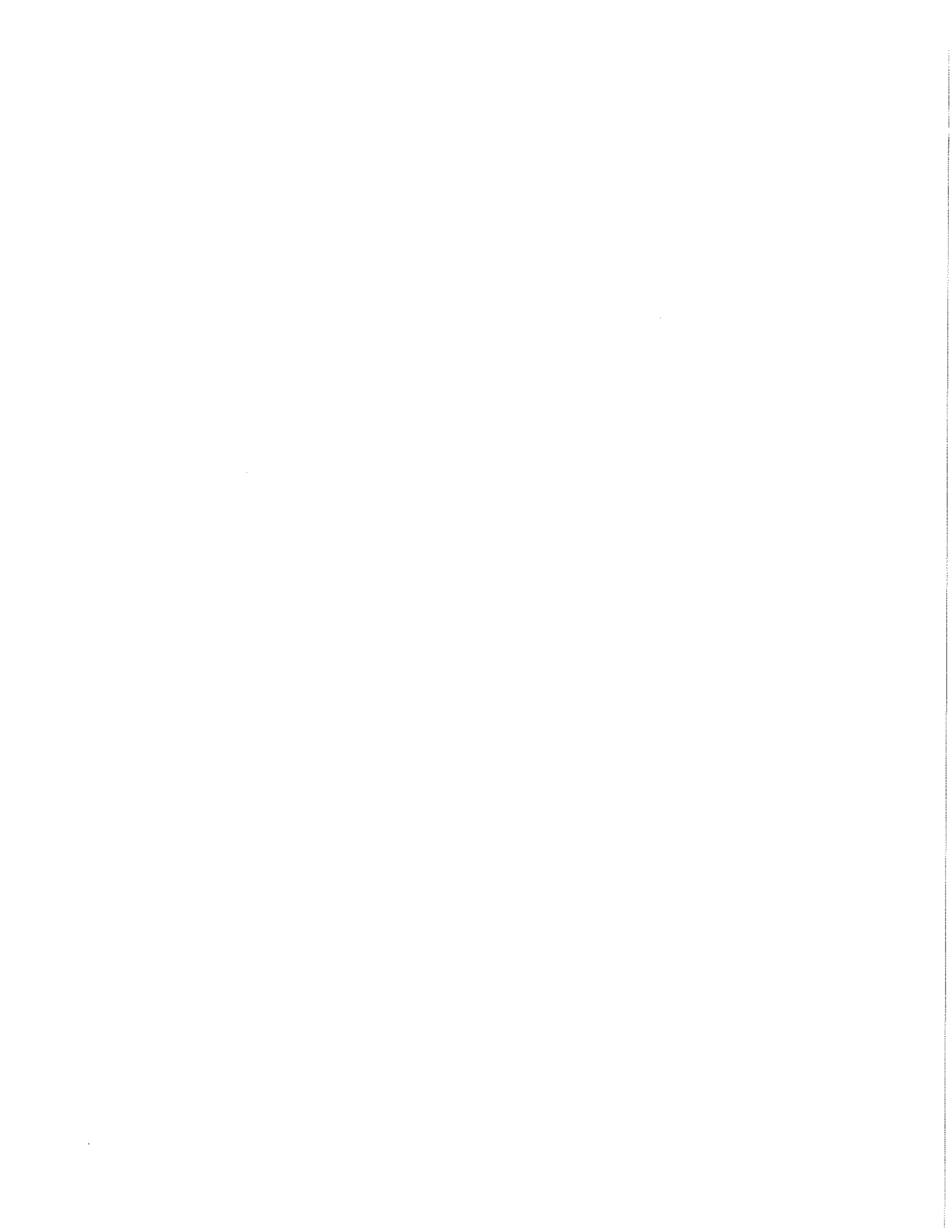
Telephone for conference call Y/N Click here to enter text.

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: Patricia Noland

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **June 16, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Formal action to reconsider decision made on March 31, 2016 to allow the sale of the 1863 rock in the Sheriff's Auction.**

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

- ✦ Though it was the consensus of the Commission to keep the 1863 rock in the June 10, 2016 Sheriff's Auction during the June 2, 2016 County Commission meeting, no formal action was taken at that time. Since the June 2, 2016 regular meeting, it has come to the Commission's attention that Wildwood Middle School is interested in obtaining the 1863 rock.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the donation of the 1863 rock to the Jefferson County Board of Education to be placed at Wildwood Middle School.

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

If not attached, explain:

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

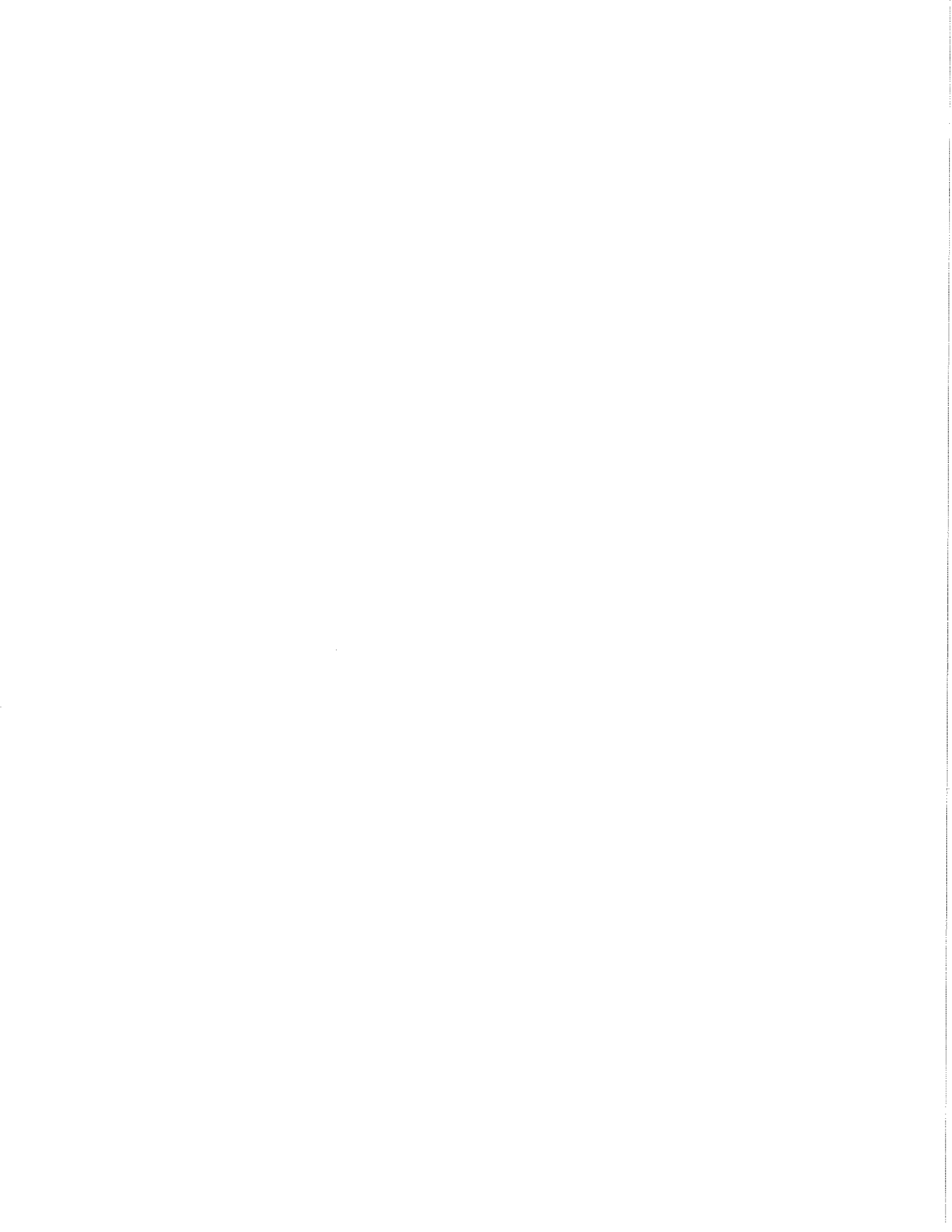
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nancy Strine

Department or Organization: City of Martinsburg

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: June 16, 2016

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Reappointment of expiring members to the HOME Consortium Council

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the reappointment of the following members of the HOME Consortium Council, each for a three year term expiring on June 30, 2019: Dale Manuel, Marie Galazzi, and Annette Van Hilst.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jessica Carroll

From: Nancy Strine <NStrine@cityofmartinsburg.org>
Sent: Tuesday, May 17, 2016 11:24 AM
To: Jessica Carroll
Cc: Sandra McDonald; Marie Galazzi; Annette Van Hilst; Dale Manuel
Subject: consortium Jefferson County Commission Appointments to the HOME Consortium

Jessica,

The Jefferson County representatives to the HOME Consortium of the Eastern Panhandle board expire June 30, 2016 so I just wanted to ask you if the County could reappoint them to another term at one of your upcoming meetings.

The representatives are Dale Manual; Annette Van Hilst; and Marie Galazzi.

Please let us know if you need anything from me or from Annette, Marie, and Dale.

Sincerely,
Nancy

Nancy Strine

Community Development Administrator
City of Martinsburg
232 North Queen Street
Martinsburg, WV 25401
Tel 304-264-2131 x 278
Fax 304-264-2136
nstrine@cityofmartinsburg.org

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 45 minutes

Date Requested – 1st Choice: **June 16, 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 Revisions General Fund
Approval of 2016 State Budget Revisions General Fund
Review of Budget to Actual as of May 31, 2016

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

Is this a funding request? Y/N No

If so, how much? \$ NA

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable





**JEFFERSON COUNTY
COMMISSION OFFICES
WILL BE CLOSED ON
MONDAY JUNE 20, 2016
IN ORDER TO OBSERVE
WEST VIRGINIA DAY**

Impact Fee Status Report

May 2016

Office of Impact Fees

Summary

Date Range: Sunday 1 through Tuesday 31 May 2016

Report Date: 2 June 2016

Process Number Range: 1600061-1600083

Total Applications: 23

Total Non-Exempt: 22

Of which:

Commercial: 0

Residential: 22

Of which:

County: 21

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 May 2016. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 31 May 2016	1	1	15	16
Fees collected		\$0.00	\$134,717.00	\$134,717.00
<i>Of which</i>				
School Impact Fee			\$121,569.00	\$121,569.00
Law Enforcement Fee		\$0.00	\$3,151.00	\$3,151.00
Parks & Recreation Fee			\$9,010.00	\$9,010.00
EMS Fee		\$0.00	\$987.00	\$987.00

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

Description	Amount
Opening Statement Balance (1 May 2016)	\$86,085.71
May Deposits (1 – 31 May 2016)	\$134,717.00
School April Transactions (withdraws via transfer on 17 May 2016)	(\$77,440.84)
Law April Transactions (withdraws via transfer on 17 May 2016)	(\$2,034.77)
Parks & Rec April Transactions (withdraws via transfer on 17 May 2016)	(\$5,950.71)
EMS April Transactions (withdraws via transfer on 17 May 2016)	(\$659.39)
Interest Earned (31 May 2016)	\$42.36
Ending Statement Balance (31 May 2016)	\$134,759.36
<i>Outstanding Credits (deposits through 1 May 2016)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 May 2016)	\$2,099,426.44
April Transactions (deposits via transfer on 17 May 2016)	\$77,440.84
Interest Earned (31 May 2016)	\$907.45
Ending Balance (31 May 2016)	\$2,177,774.73

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

Description	Amount
Opening Balance (1 May 2016)	\$66,484.37
April Transactions (deposits via transfer on 17 May 2016)	\$2,034.77
Interest Earned (31 May 2016)	\$28.66
Ending Balance (31 May 2016)	\$68,547.80

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

Description	Amount
Opening Balance (1 May 2016)	\$44,360.12
April Transactions (deposits via transfer on 17 May 2016)	\$5,950.71
Interest Earned (31 May 2016)	\$20.06
Ending Balance (31 May 2016)	\$50,330.89

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

Description	Amount
Opening Balance (1 May 2016)	\$89,225.60
April Transactions (deposits via transfer on 17 May 2016)	\$659.39
Interest Earned (31 May 2016)	\$38.02
Ending Balance (31 May 2016)	\$89,923.01

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

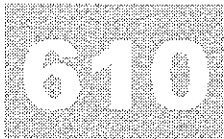
Description	Amount
Office of Impact Fees General Account	\$134,759.36
School Impact Fee Account	\$2,177,774.73
Law Enforcement Fee Account	\$68,547.80
Parks & Recreation Impact Fee Account	\$50,330.89
EMS Impact Fee Account	\$89,923.01
Total Impact Fees	\$2,521,335.79

/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 June 2016 Fee Transfers /1

Account	31 May 2016 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$2,177,774.73	\$121,607.12	\$2,299,381.85
Law Enforcement Fee Account	\$68,547.80	\$3,151.85	\$71,699.65
Parks & Recreation Impact Fee Account	\$50,330.89	\$9,012.97	\$59,343.86
EMS Impact Fee Account	\$89,923.01	\$987.42	\$90,910.43
Total Impact Fees	\$2,386,576.43	\$134,759.36	\$2,521,335.79

/1 This table represents each of the impact fee category account totals as of 31 May 2016 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in May 2016 are listed in table 1 of the General Account (3111776); these transactions will be processed in June 2016. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Sunday 1 through Tuesday 31 May 2016

Process Number	Date	Last Name	First Name	Tax District	Dist. Book	Dist. Page	Fig. Map	Parcel	Impact Fee Collected	Date	Exempt Reason
Exempt Applications											
1600083	05/31/2016	Thompson	Steven and	07 Middleway	1108	314	4	10	\$0.00	05/31/2016	Form 200
Category Count: 1									Category Total		\$0.00
Non-Exempt Applications											
1600061	05/02/2016	Grove	James	06 Kabletown	383	161	19	18.1	\$6,347.00	05/02/2016	N/A
1600062	05/02/2016	Pauley, Jr.	Richard	04 Harpers Ferry	284	478	13D	74	\$952.00	05/02/2016	N/A
1600063	05/06/2016	Dodson	Robert	07 Middleway	1170	437	19	35	\$2,666.00	05/06/2016	N/A
1600064	05/06/2016	Milton	Alexander	02 Charles Town	1164	202	22	2.14	\$6,347.00	05/06/2016	N/A
1600065	05/09/2016	Walls	Cassie	09 Shepherdstown	1162	389	15	14	\$6,347.00	05/09/2016	N/A
1600066	05/11/2016	Wilson	Mark	07 Middleway	1107	240	18	15.6	\$6,347.00	05/11/2016	N/A
1600067	05/11/2016	Davis	Jamie	09 Shepherdstown	1157	85	14B	31	\$6,347.00	05/11/2016	N/A
1600068	05/12/2016	Lowe	Phillip	09 Shepherdstown	1158	481	10	9.11	\$6,347.00	05/12/2016	N/A
1600069	05/13/2016		DR Acquisitions,	04 Harpers Ferry	1129	541	9D	144	\$6,347.00	05/13/2016	N/A
1600070	05/13/2016		DR Acquisitions,	04 Harpers Ferry	1129	541	9D	147	\$6,347.00	05/13/2016	N/A
1600071	05/13/2016	Dodson	Robert	02 Charles Town	1173	666	15	17-17.1	\$6,347.00	05/13/2016	N/A
1600072	05/18/2016	Frickey	Paula	09 Shepherdstown	1168	716	7	1.18	\$6,347.00	05/18/2016	N/A
1600073	05/23/2016	Hess	Jamie	09 Shepherdstown	979	20	8	2	\$7,067.00	05/23/2016	N/A
1600074	05/23/2016	Hess	Jamie	09 Shepherdstown	989	175	8	2	\$7,067.00	05/23/2016	N/A
1600075	05/23/2016	Hess	Jamie	09 Shepherdstown	989	175	8	2	\$7,067.00	05/23/2016	N/A
1600076	05/23/2016	Hess	Jamie	09 Shepherdstown	989	175	8	2	\$7,067.00	05/23/2016	N/A
1600077	05/23/2016	Hess	Jamie	09 Shepherdstown	989	175	8	2	\$7,067.00	05/23/2016	N/A
1600078	05/23/2016	Hess	Jamie	09 Shepherdstown	989	175	8	2	\$7,067.00	05/23/2016	N/A
1600079	05/24/2016	Bittinger	Steve	02 Charles Town	1174	141	16	184	\$6,347.00	05/24/2016	N/A
1600080	05/31/2016	Lutman	David	07 Middleway	877	694	23	2.3	\$6,347.00	05/31/2016	N/A

1600081	05/31/2016		Dan Ryan	04 Harpers Ferry	1129	541	9D	119	\$6,347.00	05/31/2016	N/A
1600082	05/31/2016	Julie Duval	Arcadia	03 Charles Town	23	67	12A	246	\$6,186.00	05/31/2016	N/A

Category Count: 22

Category Total \$134,717.00

TOTAL APPLICATIONS: 23

Grand Total \$134,717.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Friday, 3 June 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 May 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600061** through **1600083**, inclusive. Within this range there were 22 non-exempt impact fee payments. This amounts to **\$121,569.00**.
- Interest earned by the Office of Impact Fees General Account in May 2016 amounts to **\$42.36**, of which **\$38.12** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$121,607.12.

Check # 1044

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16021
Date: 6/3/2016

Bill To:

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

Pay To:

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

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of May 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). \$121,569.00

Interest earned by the Office of Impact Fees General Account May 2016. \$38.12

Impact Fee Process Numbers 1600061 through 1600083, inclusive. Within this range, there were 22 non-exempt impact fee payments.

Total: \$121,607.12

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

Check Number: 1044



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1044

Trace 20160603:30912.34

Date 6/3/2016

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$121,569.00

Signature 1 Patsy Noland

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

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

Deposit Date	Process Number	Ordinance	Enact Date	Amount
5/3/2016	1600061	2003-3	11/24/2005	\$5,700.00
5/3/2016	1600062	2003-3	11/24/2005	\$855.00
5/9/2016	1600063	2003-3	11/24/2005	\$2,394.00
5/9/2016	1600064	2003-3	11/24/2005	\$5,700.00
5/11/2016	1600065	2003-3	11/24/2005	\$5,700.00
5/12/2016	1600066	2003-3	11/24/2005	\$5,700.00
5/12/2016	1600067	2003-3	11/24/2005	\$5,700.00
5/13/2016	1600068	2003-3	11/24/2005	\$5,700.00
5/16/2016	1600069	2003-3	11/24/2005	\$5,700.00
5/16/2016	1600070	2003-3	11/24/2005	\$5,700.00
5/16/2016	1600071	2003-3	11/24/2005	\$5,700.00
5/19/2016	1600072	2003-3	11/24/2005	\$5,700.00
5/24/2016	1600073	2003-3	11/24/2005	\$6,420.00
5/24/2016	1600074	2003-3	11/24/2005	\$6,420.00
5/24/2016	1600075	2003-3	11/24/2005	\$6,420.00
5/24/2016	1600076	2003-3	11/24/2005	\$6,420.00
5/24/2016	1600077	2003-3	11/24/2005	\$6,420.00
5/24/2016	1600078	2003-3	11/24/2005	\$6,420.00
5/25/2016	1600079	2003-3	11/24/2005	\$5,700.00
5/31/2016	1600080	2003-3	11/24/2005	\$5,700.00
5/31/2016	1600081	2003-3	11/24/2005	\$5,700.00
5/31/2016	1600082	2003-3	11/24/2005	\$5,700.00

Total amount for this withdraw \$121,569.00

Total amount for this account \$121,569.00

Total amount all accounts \$121,569.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Friday, 3 June 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 May 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600061** through **1600083**, inclusive. Within this range there were 21 non-exempt impact fee payments. This amounts to **\$3,151.00**.
- Interest earned by the Office of Impact Fees General Account in May 2016 amounts to **\$42.36**, of which **\$0.85** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$3,151.85.

Check # 1045

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16022

Date: 6/3/2016

Bill To:

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

Pay To:

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

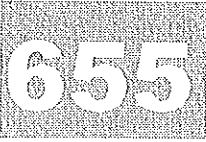
P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of May 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).	\$3,151.00
Interest earned by the Office of Impact Fees General Account May 2016.	\$0.85
Impact Fee Process Numbers 1600061 through 1600083, inclusive. Within this range, there were 21 non-exempt impact fee payments.	
Total:	\$3,151.85

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

Check Number: 1045



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number ~~4044~~ 1045

Trace 20160603:30998.87

Date 6/3/2016

Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$3,151.00

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 May 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
5/3/2016	1600061	2005-1	3/22/2005	\$161.00
5/3/2016	1600062	2005-1	3/22/2005	\$24.00
5/9/2016	1600063	2005-1	3/22/2005	\$68.00
5/9/2016	1600064	2005-1	3/22/2005	\$161.00
5/11/2016	1600065	2005-1	3/22/2005	\$161.00
5/12/2016	1600066	2005-1	3/22/2005	\$161.00
5/12/2016	1600067	2005-1	3/22/2005	\$161.00
5/13/2016	1600068	2005-1	3/22/2005	\$161.00
5/16/2016	1600069	2005-1	3/22/2005	\$161.00
5/16/2016	1600070	2005-1	3/22/2005	\$161.00
5/16/2016	1600071	2005-1	3/22/2005	\$161.00
5/19/2016	1600072	2005-1	3/22/2005	\$161.00
5/24/2016	1600073	2005-1	3/22/2005	\$161.00
5/24/2016	1600074	2005-1	3/22/2005	\$161.00
5/24/2016	1600075	2005-1	3/22/2005	\$161.00
5/24/2016	1600076	2005-1	3/22/2005	\$161.00
5/24/2016	1600077	2005-1	3/22/2005	\$161.00
5/24/2016	1600078	2005-1	3/22/2005	\$161.00
5/25/2016	1600079	2005-1	3/22/2005	\$161.00
5/31/2016	1600080	2005-1	3/22/2005	\$161.00
5/31/2016	1600081	2005-1	3/22/2005	\$161.00
5/31/2016	1600082	2005-1	3/22/2005	\$0.00

Total amount for this withdraw \$3,151.00

Total amount for this account \$3,151.00

Total amount all accounts \$3,151.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Friday, 3 June 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 May 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600061** through **1600083**, inclusive. Within this range there were 22 non-exempt impact fee payments. This amounts to **\$9,010.00**.
- Interest earned by the Office of Impact Fees General Account in May 2016 amounts to **\$42.36**, of which **\$2.97** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$9,012.97.

Check # 1046

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16023

Date: 6/3/2016

Bill To:

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

Pay To:

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

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of May 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). \$9,010.00

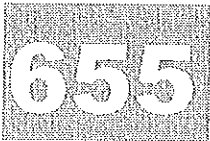
Interest earned by the Office of Impact Fees General Account May 2016. \$2.97

Impact Fee Process Numbers 1600061 through 1600083, inclusive. Within this range, there were 22 non-exempt impact fee payments.

Total: \$9,012.97

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

Check Number: 1046



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number ~~1044~~ 1046

Trace 20160603:31032.07

Date 6/3/2016 Series 3

Recipient Sheriff of Jefferson County

Account 3122808

Amount \$9,010.00

Signature 1 Patsy Noland

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

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

Deposit Date	Process Number	Ordinance	Enact Date	Amount
5/3/2016	1600061	2005-2	5/12/2005	\$438.00
5/3/2016	1600062	2005-2	5/12/2005	\$66.00
5/9/2016	1600063	2005-2	5/12/2005	\$184.00
5/9/2016	1600064	2005-2	5/12/2005	\$438.00
5/11/2016	1600065	2005-2	5/12/2005	\$438.00
5/12/2016	1600066	2005-2	5/12/2005	\$438.00
5/12/2016	1600067	2005-2	5/12/2005	\$438.00
5/13/2016	1600068	2005-2	5/12/2005	\$438.00
5/16/2016	1600069	2005-2	5/12/2005	\$438.00
5/16/2016	1600070	2005-2	5/12/2005	\$438.00
5/16/2016	1600071	2005-2	5/12/2005	\$438.00
5/19/2016	1600072	2005-2	5/12/2005	\$438.00
5/24/2016	1600073	2005-2	5/12/2005	\$438.00
5/24/2016	1600074	2005-2	5/12/2005	\$438.00
5/24/2016	1600075	2005-2	5/12/2005	\$438.00
5/24/2016	1600076	2005-2	5/12/2005	\$438.00
5/24/2016	1600077	2005-2	5/12/2005	\$438.00
5/24/2016	1600078	2005-2	5/12/2005	\$438.00
5/25/2016	1600079	2005-2	5/12/2005	\$438.00
5/31/2016	1600080	2005-2	5/12/2005	\$438.00
5/31/2016	1600081	2005-2	5/12/2005	\$438.00
5/31/2016	1600082	2005-2	5/12/2005	\$438.00
Total amount for this withdraw				\$9,010.00
Total amount for this account				\$9,010.00
Total amount all accounts				\$9,010.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Friday, 3 June 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 May 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600061** through **1600083**, inclusive. Within this range there were 22 non-exempt impact fee payments. This amounts to **\$987.00**.
- Interest earned by the Office of Impact Fees General Account in May 2016 amounts to **\$42.36**, of which **\$0.42** is attributed to fees collected for EMS.

As per the attached invoice, the total amount of this transfer is \$987.42.

Check # 1047

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16024

Date: 6/3/2016

Bill To:

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

Pay To:

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

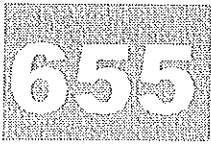
P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of May 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).	\$987.00
Interest earned by the Office of Impact Fees General Account May 2016.	\$0.42
Impact Fee Process Numbers 1600061 through 1600083, inclusive. Within this range, there were 22 non-exempt impact fee payments.	
Total:	\$987.42

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

Check Number: 1047



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number ~~1047~~ 1047

Trace 20160603:31060.72

Date 6/3/2016 Series 4

Recipient Sheriff of Jefferson County
Amount \$987.00

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 May 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
5/3/2016	1600061	2005-3	5/12/2005	\$48.00
5/3/2016	1600062	2005-3	5/12/2005	\$7.00
5/9/2016	1600063	2005-3	5/12/2005	\$20.00
5/9/2016	1600064	2005-3	5/12/2005	\$48.00
5/11/2016	1600065	2005-3	5/12/2005	\$48.00
5/12/2016	1600066	2005-3	5/12/2005	\$48.00
5/12/2016	1600067	2005-3	5/12/2005	\$48.00
5/13/2016	1600068	2005-3	5/12/2005	\$48.00
5/16/2016	1600069	2005-3	5/12/2005	\$48.00
5/16/2016	1600070	2005-3	5/12/2005	\$48.00
5/16/2016	1600071	2005-3	5/12/2005	\$48.00
5/19/2016	1600072	2005-3	5/12/2005	\$48.00
5/24/2016	1600073	2005-3	5/12/2005	\$48.00
5/24/2016	1600074	2005-3	5/12/2005	\$48.00
5/24/2016	1600075	2005-3	5/12/2005	\$48.00
5/24/2016	1600076	2005-3	5/12/2005	\$48.00
5/24/2016	1600077	2005-3	5/12/2005	\$48.00
5/24/2016	1600078	2005-3	5/12/2005	\$48.00
5/25/2016	1600079	2005-3	5/12/2005	\$48.00
5/31/2016	1600080	2005-3	5/12/2005	\$48.00
5/31/2016	1600081	2005-3	5/12/2005	\$48.00
5/31/2016	1600082	2005-3	5/12/2005	\$48.00
Total amount for this withdraw				\$987.00
Total amount for this account				\$987.00
Total amount all accounts				\$987.00



Office of Sheriff and Treasurer of Jefferson County

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

Tax Office
PO Box 9
Charles Town, WV 25414
304-728-3220
Fax: 304-728-4034

June 10, 2016

Jefferson County Commission

Dear Commissioners:

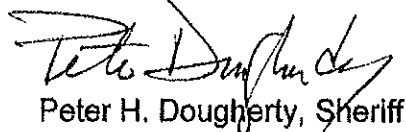
As you are aware the Corporation of Bolivar terminated its police services contract with Harpers Ferry effective September 1, 2015. As a result the Jefferson County Sheriff's Office assumed primary responsibility for law enforcement within the Corporation. It was my hope that the two municipalities could come to an agreement to resume their police services contract. That did not happen.

When I appeared before the Commission during budget season I identified this additional work as one of several reasons to support additional funding for my office. At that meeting and at other times it was suggested to determine if Bolivar might want to provide funding to support additional law enforcement services by the Jefferson County Sheriff's Office. I have had discussed this idea with the Mayor and Council including at a special meeting this week.

I have proposed that if Bolivar will provide an amount of \$80,000 per year payable in 4 quarterly payments in advance of each service quarter, my office will add directed patrols over the course of each week. The \$80,000 will fully support a deputy, salary, fringe benefits, vehicle costs, uniform and training. If Bolivar formally agrees to fund this I will appear before the Commission to seek your approval needed budget modifications to my office's law enforcement budget.

This is a win-win as it will allow the Sheriff's Office to increase its law enforcement presence within Bolivar as well as services for the rest of the County.

Sincerely,


Peter H. Dougherty, Sheriff

*Howard Stafford Leigh Koonce
Post Office Box 244 - 28 Brittany Lane
Summit Point, West Virginia 25446*

24 May 2016

Mrs. Patsy Noland, President
Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414

Re: Proposed November Levy

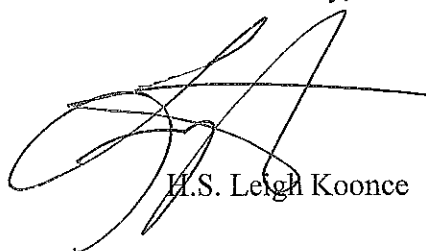
Dear Patsy,

I understand the County Commission is considering a ballot provision for the November general election which will put to a vote a levy for certain Jefferson County organizations, including the Parks and Recreation Department, the Arts Council, and others. While I know there hasn't been a final vote by the Commission and that you are waiting for additional direction from staff and counsel, I strongly encourage you to include the Jefferson County Historic Landmarks Commission (JCHLC) as a one of the receiving parties in the levy.

As Martin Burke, our chairman, highlighted in the attached e-mail sent to the Commission, the allocation received by the JCHLC has continued to shrink, while our operating costs have increased. I do, of course, appreciate that most organizations and departments have been cut due to the decrease in revenue, but the JCHLC has experienced nearly a 50% decrease in the last 10 years. Further, the preservation and interpretation of our County's history is paramount to maintaining and increasing tourism revenue, enabling our local schools (and visiting schools) to gain a better understanding of the outsized role Jefferson County has placed in the nation's history, and increasing community involvement and appreciation of that very history.

I do appreciate your consideration and wish to note that this communication is derived from my role as a lifelong resident of Jefferson County. I do not speak for a majority or minority of the JCHLC in this letter, simply as an individual.

Sincerely,



H.S. Leigh Koonce



Leigh Koonce <h.s.leigh.koonce@gmail.com>

Consideration of Levy to support following organizations**Martin Burke** <martinburke@frontiernet.net>

Wed, May 18, 2016 at 9:39 AM

To: Walter Pellish <walterpellish@mac.com>, Jane Tabb <vinemont@frontiernet.net>, Eric Bell <ebell@jeffersoncountywv.org>, Patsy Noland <pnoland@jeffersoncountywv.org>, Dale Manuel <dmanuel@frontiernet.net>, Stephanie Grove <sgrove@jeffersoncountywv.org>

Cc: Sara Lambert <sara@saralambert.com>, Leigh Koonce <h.s.leigh.koonce@gmail.com>, Curt Mason <Cmasonwhf@aol.com>, Eric Jenkins <Leetownjenkins@yahoo.com>, Rob Aitcheson <raitcheson@jeffersoncountywv.org>

Jefferson County Commission:

I noticed during the May 5, 2016 Jefferson County Commission meeting, the Commission discussed and tabled a proposed Levy on the November General Election Ballot to support the following organizations: Jefferson Arts Council; Parks and Rec; Libraries; and Fire Departments. The JC Historic Landmarks Commission also needs additional support to conduct and maintain activities. Envision Jefferson 2035 assigns additional activities without additional resources. As you know JCHLC receives a small percentage of the Hotel/Motel Tax to fund its activities and has seen significant reductions in the amount of money received from the County Commission in the last ten years, see below:

FY-07	\$31,000
FY-08	\$31,000
FY-09	\$30,070
FY-10	\$30,070
FY-11	\$22,714.29
FY-12	\$24,468.11
FY-13	\$22,256.43
FY-14	\$19,458.14
FY-15	\$17,984.54
FY-16	\$15,900 (estimated)
FY-17	\$16,684 (estimated)

Simultaneously costs have risen in all categories, for example the annual audit consumes 13% of JCHLC annual income. If the Jefferson County Commission approves a November Election Ballot Levy, JCHLC is prepared to make a case to be one of the organizations to share in additional revenue.

Let me know what the Landmarks Commission can do.

Martin Burke
Chair, JCHLC
[304-876-3883](tel:304-876-3883)

David C. Tabb
107 Tab Lane
Harpers Ferry, WV 25425

June 3, 2016

The Jefferson County Commission
124 East Washington Street
P O Box 250
Charles Town, WV 25414



Dear Commissioners;

I'm sorry I was unable to attend the Jefferson County Commissions regular meeting on Thursday, June 2, 2016 and take advantage of my right to voice my concerns during the public comment portion of the meeting.

Although I was informed there was a concern about the Rock Monument, the same rock that I have asked about over the last few years. I was informed the Jefferson County Commission is unaware of any interest in this rock. Well, let the record show that David C. Tabb (aka Mr. Flag) is interested in the rock, flag poles and the time capsule that seems to be missing. I would like to reunite these items to preserve the history and heritage of Jefferson County and the State of West Virginia.

If I am fortunate enough to purchase such items, I will consider this the first step in buying Jefferson County back, one rock at a time. So when is the next auction, November 8, 2016?

Sincerely,

A handwritten signature in blue ink, which appears to read "David C. Tabb", is written over the word "Sincerely,".

David C. Tabb

Sandra McDonald

From: Dale Manuel <dmanuel@frontiernet.net>
Sent: Sunday, June 05, 2016 9:58 PM
To: Stephanie Grove; Sandra McDonald
Subject: FW: Removal of Commemorative Stone

From: Rebecca and Manuell Alvarez [mailto:alvarm@citlink.net]
Sent: Saturday, June 04, 2016 6:45 AM
To: Dale Manuel
Subject: Removal of Commemorative Stone

Hello Commissioner Manuel,

Because of the Landmark Commission's decision that the Statehood Commemorative Stone is not historically connected to the Courthouse, I am advocating that the iron railing placed on top of the stone enclosure walls likewise be removed because the railing was placed there in the late 1950's or early 1960's to keep Sunday patrons of the New Central Restaurant and Charles Town residents from sitting on the wall. The railings are not historically connected to the Courthouse either like the Commemorative Stone.

Manuell Alvarez

Sandra McDonald

From: Ed Symonds <ed.symonds@wormald.com>
Sent: Thursday, June 02, 2016 9:30 AM
To: sgrove@jeffersoncountywv.wv; Sandra McDonald; Jessica Carroll; Carol Swiger; mpombo@jeffersoncountywv.org
Subject: THE 1863 STONE MARKER

Hi
I just needed to write and express my sincere thoughts on this matter of auctioning the stone marker.

Originally I am from Massachusetts and have seen this type of exercise before, whereas markers for sites have been pulled up and relocated to someone's front home or destroyed.

I think it would be better that since the Junior Chamber of Commerce placed the stone there back in 1963, that maybe the Superintendent of the schools could get the children of Jefferson county to relocate the stone in a new county location and have a new county dedication to the statehood of WV on it's anniversary with the children present.....what a better idea to teach the children of Jefferson county their history.

Thanks for reading my email, take care and Please do not Auction this Historical Marker just for cash purposes....we will all regret it

Ed. Symonds

Project Engineer

*The Wormald Companies and
Piedmont Design Group, LLC
5283 Corporate Drive, Suite 300
Frederick, MD 21703
T: 301-695-6614 ext 106 or 206
F: 301-695-6645*

ed.symonds@wormald.com

www.wormald.com

www.wormaldhomes.com

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

Week Ending Date

May 28, 2016

To be Deposited on:	June 6, 2016
Amount Played	59,662,449.33
Amount Won	53,617,707.33
Amount Promo	329,366.00
MWAP Contribution	<u>0.00</u>
Adjusted Gross Terminal Revenue	<u>5,715,376.00</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>228,615.04</u>
Net Terminal Revenue	<u>5,486,760.96</u>
Surcharge @ 10%	548,676.10
State Share Excess @ 58% & 10% of 42%	341,276.53
Track Share of Capital Reinvestment @ 90% of 42%	<u>207,399.57</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	199,103.59
<i>Track Share of Capital Reinvestment @ 4%</i>	8,295.98
Adjusted Net Terminal Revenue	<u>4,938,084.86</u>
Racetrack @ 46.50% / 42%	2,073,995.64
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,024,614.84
Excess Lottery Fund @ 12.85% / 9.55%	471,587.09
Race Track Purses @ 90% of 7% / 4%	177,771.05
Employee Pension Fund @ 1% / .5%	24,690.42
Greyhound Development @ 90% of .75%	33,332.07
Thoroughbred Development @ 90% of .75%	33,332.07
County/Municipality @ 2%	<u>98,761.68</u>
	<u>4,938,084.86</u>

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

Charles Town
1999 Net Terminal Revenue \$ 45,603,174
Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
4 days ending: 07/04/15	\$ 89,446.56	\$ 89,446.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/11/15	\$ 119,132.68	\$ 119,132.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/15	\$ 112,706.24	\$ 112,706.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/15	\$ 109,356.88	\$ 109,356.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/15	\$ 119,089.60	\$ 119,089.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/15	\$ 115,689.52	\$ 115,689.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/15/15	\$ 108,726.48	\$ 108,726.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/22/15	\$ 108,922.12	\$ 108,922.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/29/15	\$ 117,576.80	\$ 73,285.10	\$ 44,291.70	\$ 3,512.33	\$ 17,672.39	\$ 961.13	\$ 14,917.44	\$ 7,228.41
09/05/15	\$ 111,781.52	\$ 55,890.76	\$ 55,890.76	\$ 4,432.14	\$ 22,300.41	\$ 1,212.83	\$ 18,824.01	\$ 9,121.37
09/12/15	\$ 126,546.60	\$ 63,273.30	\$ 63,273.30	\$ 5,017.57	\$ 25,246.05	\$ 1,373.03	\$ 21,310.45	\$ 10,326.20
09/19/15	\$ 108,466.12	\$ 54,233.06	\$ 54,233.06	\$ 4,300.68	\$ 21,638.99	\$ 1,176.86	\$ 18,265.69	\$ 8,850.84
09/26/15	\$ 104,879.20	\$ 52,439.60	\$ 52,439.60	\$ 4,158.46	\$ 20,923.40	\$ 1,137.94	\$ 17,661.66	\$ 8,558.14
10/03/15	\$ 106,209.88	\$ 53,104.94	\$ 53,104.94	\$ 4,211.22	\$ 21,188.87	\$ 1,152.38	\$ 17,885.74	\$ 8,666.73
10/10/15	\$ 100,582.52	\$ 50,291.26	\$ 50,291.26	\$ 3,988.10	\$ 20,066.21	\$ 1,091.32	\$ 16,938.10	\$ 8,207.53
10/17/15	\$ 106,097.60	\$ 53,048.80	\$ 53,048.80	\$ 4,206.77	\$ 21,166.47	\$ 1,151.16	\$ 17,866.84	\$ 8,657.56
10/24/15	\$ 110,837.44	\$ 55,418.72	\$ 55,418.72	\$ 4,394.70	\$ 22,112.07	\$ 1,202.59	\$ 18,665.02	\$ 9,044.34
10/31/15	\$ 114,047.28	\$ 57,023.64	\$ 57,023.64	\$ 4,521.98	\$ 22,752.43	\$ 1,237.41	\$ 19,205.56	\$ 9,306.26
11/07/15	\$ 111,664.16	\$ 55,832.08	\$ 55,832.08	\$ 4,427.48	\$ 22,277.00	\$ 1,211.56	\$ 18,804.24	\$ 9,111.80
11/14/15	\$ 112,025.72	\$ 56,012.86	\$ 56,012.86	\$ 4,441.82	\$ 22,349.13	\$ 1,215.48	\$ 18,865.13	\$ 9,141.30
11/21/15	\$ 100,387.52	\$ 50,193.76	\$ 50,193.76	\$ 3,980.37	\$ 20,027.31	\$ 1,089.20	\$ 16,905.26	\$ 8,191.62
11/28/15	\$ 120,021.96	\$ 60,010.98	\$ 60,010.98	\$ 4,758.87	\$ 23,944.38	\$ 1,302.24	\$ 20,211.70	\$ 9,793.79
12/05/15	\$ 95,535.72	\$ 47,767.86	\$ 47,767.86	\$ 3,787.99	\$ 19,059.38	\$ 1,036.56	\$ 16,088.22	\$ 7,795.71
12/12/15	\$ 85,877.12	\$ 42,938.56	\$ 42,938.56	\$ 3,405.03	\$ 17,132.48	\$ 931.77	\$ 14,461.71	\$ 7,007.57
12/19/15	\$ 86,174.32	\$ 43,087.16	\$ 43,087.16	\$ 3,416.81	\$ 17,191.78	\$ 934.99	\$ 14,511.76	\$ 7,031.82
12/26/15	\$ 105,670.96	\$ 52,835.48	\$ 52,835.48	\$ 4,189.85	\$ 21,081.36	\$ 1,146.53	\$ 17,794.99	\$ 8,622.75
01/02/16	\$ 149,928.28	\$ 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
05/14/16	\$ 102,883.68	\$ 51,441.84	\$ 51,441.84	\$ 4,079.34	\$ 20,525.29	\$ 1,116.29	\$ 17,325.61	\$ 8,395.31
05/21/16	\$ 96,784.96	\$ 48,392.48	\$ 48,392.48	\$ 3,837.52	\$ 19,308.60	\$ 1,050.12	\$ 16,298.59	\$ 7,897.65
05/28/16	\$ 98,761.68	\$ 49,380.84	\$ 49,380.84	\$ 3,915.90	\$ 19,702.96	\$ 1,071.56	\$ 16,631.47	\$ 8,058.95
Subtotal	\$ 4,974,343.92	\$ 2,943,203.70	\$ 2,031,140.22	\$ 161,069.41	\$ 810,424.95	\$ 44,075.74	\$ 684,088.05	\$ 331,482.07

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	5/14/2016	51,441.84
5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48
5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84
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

2,943,203.70

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79
August, 2014	84,726.51	August, 2015	70,064.73
September, 2014	71,967.51	September, 2015	64,845.44
October, 2014	66,257.02	October, 2015	68,440.97
November, 2014	71,046.66	November, 2015	67,488.54
December, 2014	76,797.24	December, 2015	73,055.05
January, 2015	73,346.66	January, 2016	67,545.11
February, 2015	66,262.78	February, 2016	65,518.59
March, 2015	73,747.70	March, 2016	72,986.23
April, 2015	76,343.68	April, 2016	68,149.38
May, 2015	78,424.23		
June, 2015	81,569.83		
Total 2014-2015	899,128.89	Total 2015-2016	693,768.83

Table Game Revenue Distribution - Jefferson County School Board

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

Date	Amount
July, 2015	227,024.37
August, 2015	210,194.19
September, 2015	194,536.32
October, 2015	205,322.91
November, 2015	202,465.62
December, 2015	219,165.15
January, 2016	202,635.33
February, 2016	196,555.77
March, 2016	218,958.69
April, 2016	204,448.14

Total 2015-2016 2,081,306.49

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

Week Ending Date	June 4, 2016
To be Deposited on:	June 10, 2016
Amount Played	67,076,350.12
Amount Won	59,966,176.81
Amount Promo	370,763.00
MWAP Contribution	<u>0.00</u>
Adjusted Gross Terminal Revenue	<u>6,739,410.31</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>269,576.41</u>
Net Terminal Revenue	<u>6,469,833.90</u>
Surcharge @ 10%	646,983.39
State Share Excess @ 58% & 10% of 42%	402,423.67
Track Share of Capital Reinvestment @ 90% of 42%	<u>244,559.72</u>
Track Share of Capital Reinvestment @ 96%	234,777.33
Track Share of Capital Reinvestment @ 4%	9,782.39
Adjusted Net Terminal Revenue	<u>5,822,850.51</u>
Racetrack @ 46.50% / 42%	2,445,597.21
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,387,368.74
Excess Lottery Fund @ 12.85% / 9.55%	556,082.21
Race Track Purses @ 90% of 7% / 4%	209,622.62
Employee Pension Fund @ 1% / .5%	29,114.25
Greyhound Development @ 90% of .75%	39,304.24
Thoroughbred Development @ 90% of .75%	39,304.24
County/Municipality @ 2%	<u>116,457.00</u>
	<u>5,822,850.51</u>

WEST VIRGINIA LOTTERY

First Benchmark

Charles Town

County / City Split

Fiscal Year 2016

Charles Town
 1999 Net Terminal Revenue \$ 45,603,174
 Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
4 days ending: 07/04/15	\$ 89,446.56	\$ 89,446.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/11/15	\$ 119,132.68	\$ 119,132.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/15	\$ 112,706.24	\$ 112,706.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/15	\$ 109,356.88	\$ 109,356.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/15	\$ 119,089.60	\$ 119,089.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/15	\$ 115,689.52	\$ 115,689.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/15/15	\$ 108,726.48	\$ 108,726.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/22/15	\$ 108,922.12	\$ 108,922.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/29/15	\$ 117,576.80	\$ 73,285.10	\$ 44,291.70	\$ 3,512.33	\$ 17,672.39	\$ 961.13	\$ 14,917.44	\$ 7,228.41
09/05/15	\$ 111,781.52	\$ 55,890.76	\$ 55,890.76	\$ 4,432.14	\$ 22,300.41	\$ 1,212.83	\$ 18,824.01	\$ 9,121.37
09/12/15	\$ 126,546.60	\$ 83,273.30	\$ 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	\$ 3,767.99	\$ 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	\$ 6,768.00
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
05/14/16	\$ 102,883.68	\$ 51,441.84	\$ 51,441.84	\$ 4,079.34	\$ 20,525.29	\$ 1,116.29	\$ 17,325.61	\$ 8,395.31
05/21/16	\$ 96,784.96	\$ 48,392.48	\$ 48,392.48	\$ 3,837.52	\$ 19,308.60	\$ 1,050.12	\$ 16,298.59	\$ 7,897.65
05/28/16	\$ 98,761.68	\$ 49,380.84	\$ 49,380.84	\$ 3,915.90	\$ 19,702.96	\$ 1,071.56	\$ 16,631.47	\$ 8,058.95
06/04/16	\$ 116,457.00	\$ 58,228.50	\$ 58,228.50	\$ 4,617.52	\$ 23,233.17	\$ 1,263.56	\$ 19,611.36	\$ 9,502.89
Subtotal	\$ 5,090,800.92	\$ 3,001,432.20	\$ 2,089,368.72	\$ 165,686.93	\$ 833,658.12	\$ 45,339.30	\$ 703,699.41	\$ 340,984.96

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	5/14/2016	51,441.84
5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48
5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84
6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50
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

3,001,432.20

Table Game Revenue

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2014	78,639.07	July, 2015	75,674.79
August, 2014	84,726.51	August, 2015	70,064.73
September, 2014	71,967.51	September, 2015	64,845.44
October, 2014	66,257.02	October, 2015	68,440.97
November, 2014	71,046.66	November, 2015	67,488.54
December, 2014	76,797.24	December, 2015	73,055.05
January, 2015	73,346.66	January, 2016	67,545.11
February, 2015	66,262.78	February, 2016	65,518.59
March, 2015	73,747.70	March, 2016	72,986.23
April, 2015	76,343.68	April, 2016	68,149.38
May, 2015	78,424.23		
June, 2015	81,569.83		
Total 2014-2015	899,128.89	Total 2015-2016	693,768.83

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37
August, 2015	210,194.19
September, 2015	194,536.32
October, 2015	205,322.91
November, 2015	202,465.62
December, 2015	219,165.15
January, 2016	202,635.33
February, 2016	196,555.77
March, 2016	218,958.69
April, 2016	204,448.14

Total 2015-2016 2,081,306.49