

**AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, SEPTEMBER 29, 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

- September 8, 2016 - Special Session
- September 13, 2016 - Special Session

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- September 22, 2016
- September 29, 2016

APPROVAL OF PAYROLL

- September 22, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Kenneth E. Tyree, Jr., State Fire Marshall, Carl E. Sizemore, II, Fire Commission Chairman, and Stephen R. Connolly, Esq., Deputy Attorney General - General Counsel to the State Fire Commission
- Consideration of 911 dispatching dispute with Jefferson County fire departments - Discussion/Action
2. 10:15 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action

3. 10:30 a.m. Mayor Peggy A. Smith, Charles Town and Mayor Keith D. Pierson, Ranson
- Request to hold a work session on October 27, 2016 with the goal of seeking the County Commission Preliminary Support for the Asset Acquisition of the Jefferson County Public Service District by Charles Town and Ranson - Discussion/Action
4. 11:00 a.m. **BREAK**
5. 11:15 a.m. Roger Goodwin, Chief County Engineer
- Complete Construction Bond Release for Shirley Estates Subdivision, Lots 1-14 & 15 - Residue (File #05-12) - Discussion/Action
6. 11:30 a.m. Becky Burns, Office Manager
- Refund of building permit fees for Ryan Day - Discussion/Action
7. 11:40 a.m. Bill Polk, Maintenance Director
- Approval of Employment - Custodial/Janitorial position - Discussion/Action
8. 11:50 a.m. Jeffrey Polczynski, Director of Communications
- Approval of Employment - Full time and Part Time Public Safety Dispatchers - Discussion/Action
9. 12:00 p.m. Debra Young, Jefferson County Victim Assistance Program
- Approval of hire for Crystal Gumble as Victim Advocate -Discussion/Action
- Approval of Grant Resolution, Contract and documents for the Victims of Crime Act (VOCA) Grant (15-VA-092) in the amount of \$67,104.00 - Discussion/Action
10. 12:15 p.m. **Break for Lunch**

NEW BUSINESS

11. Acknowledgement of Assessor's Certificate of Compliance - Discussion/Action
12. Resolution in Support of the "Brunch Bill" referendum - Discussion/Action

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

13. 1:30 p.m. Michelle Gordon, Finance Director
 - Review of Capital Outlay Fund as of 8/31/16
 - Review Ambulance Fee Revenue and Expenditures FY14-FY16
 - Review of Cash as of June 30, 2016
 - Review Budget to Actual as of June 30, 2016

14. 2:00 p.m. Jennifer Brockman, Planning and Zoning
 - Final approval of the Campground Ordinance - Discussion/Action

15. 2:15 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of Cable Franchise Agreement - potential executive session to receive legal advice regarding renewal of agreement - Discussion/Action
 - Draft agreement with the Jefferson County Board of Education re: Commemorative Rock - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Set date and time for "Meet Your Commissioners" - Discussion/Action
- Chili Day - Wednesday, October 12, 2016

COUNTY COMMISSION REPORTS

16. **ADJOURN**

CORRESPONDENCE/INFORMATION

Memorandum from Ralph Lorenzetti, Prosecuting Attorney, re: New Office Building.

Letter from the WVPSC re: Disbursement of Wireless E-911 Subscriber Fees.

JCPSD Minutes - August 11, 2016 Regular Board Meeting.

Letter from the Jefferson County Historic Landmarks Commission re: designation of Bethesda United Methodist Church as a Jefferson County Historic Landmark.

Invitation to the Charles Washington Hall Ribbon Cutting.

WV Lottery Weekly Settlement for Charles Town - week ending September 3, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending September 10, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending September 17, 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.

SPECIAL SESSION

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Thursday, September 8, 2016, beginning at 9:30 o'clock a.m.

PRESENT: Patsy Noland, President
Walt Pellish, Vice President
Peter Onoszko, Commissioner
Dale Manuel, Commissioner
Jane Tabb, Commissioner
Stephanie Grove, County Administrator
Nathan Cochran, Assistant Prosecuting Attorney
Jessica Carroll, Administrative Assistant

**In re: Discussion of the best use of the Gray Building, located at 120 S. George Street
Review and approval of plans for renovations to the St. Margaret's Building to accommodate new
Circuit Judge**

The meeting was called to order at 9:30 a.m. by Commissioner Noland.

Commissioner Tabb led the Pledge of Allegiance.

Ms. Noland began the meeting by explaining that the Commission originally purchased the Gray Building for the intent of providing a permanent home for the Prosecuting Attorney's Office; however, the Commission decided to entertain the possibility of relocating staff from the Mason Building and the Hunter House to the Gray Building, with the Prosecuting Attorney's Office to then take residence in the Mason Building. Bill Polk, Director of Maintenance, calculated the space needs for the staff of the Mason Building and the Hunter House and advised the Commission the Gray Building is ultimately too small for the amount of employees who work in the downtown campus. Roger Goodwin, Director of Engineering, Planning, Zoning, GIS/Address, also expressed his concerns over moving to the Gray Building as he felt the move would be a disservice to the public. Brandon Sims, Assistant Prosecuting Attorney, provided input regarding additional renovations requested by the Prosecuting Attorney's Office prior to the move.

- **Motion by Ms. Tabb to place the Prosecuting Attorney's Office in the Gray Building with minimal renovations at this time to allow occupancy of the building by November 1, 2016. Motion seconded and unanimously approved.**
- **There being no further business, motion by Ms. Tabb to adjourn at 10:23 am. Motion seconded and unanimously approved.**

PATRICIA A. NOLAND, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant



Minutes

Jefferson County Commission

Tuesday, September 13, 2016

A special session of the Jefferson County Commission was held on Tuesday, September 13, 2016 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Dale Manuel, Patricia Noland, Peter Onoszko, 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 Tuesday, September 13, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the September 1, 2016 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the Payroll for September 8, 2016 in the amount of \$245,962.73. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077000	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,330.33	\$ 1,330.33
077001	406	ANGELA L BANKS		\$ -	\$ 76.50	\$ 76.50
077002	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
077003	PAYROLL	ELIZABETH JUNE BOWERS		\$ -	\$ 120.44	\$ 120.44

077004	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
077005	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
077006	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
077007	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
077008	405	MARCIA LYNN CHANDLER		\$ -	\$ 79.00	\$ 79.00
077009	712	JESSICA GORMONT		\$ -	\$ 165.00	\$ 165.00
077010	PAYROLL	CHARLES HESS		\$ -	\$ 1,487.17	\$ 1,487.17
077011	401	RICOH USA, INC		\$ -	\$ 40.95	\$ 40.95
077011	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077011	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077011	405	RICOH USA, INC		\$ -	\$ 99.95	\$ 99.95
077011	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077011	425	RICOH USA, INC		\$ -	\$ 29.83	\$ 29.83
077011	440	RICOH USA, INC		\$ -	\$ 72.38	\$ 72.38
077011	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077011	712	RICOH USA, INC		\$ -	\$ 61.22	\$ 61.22
077012	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 175,000.00	\$ 175,000.00
077013	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,969.89	\$ 1,969.89
077014	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 37.02	\$ 37.02
077015	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 616.90	\$ 616.90
077016	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,320.00	\$ 5,320.00
077017	PAYROLL	NICOLE NOBREGA		\$ -	\$ 2,905.20	\$ 2,905.20
077018	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
077019	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
077020	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 28.99	\$ 28.99
077021	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
077022	428	OFFICEMAX		\$ -	\$ 699.00	\$ 699.00
077023	ALLOC	JEFF CO PARKS &		\$ -	\$ 29,958.04	\$ 29,958.04
077024	712	JEFFREY POLCZYNSKI		\$ -	\$ 101.50	\$ 101.50
077025	405	PAMELA PATTERSON		\$ -	\$ 123.00	\$ 123.00
077026	424	POTOMAC EDISON/OH		\$ -	\$ 2,745.88	\$ 2,745.88
077026	425	POTOMAC EDISON/OH		\$ -	\$ 22,583.11	\$ 22,583.11
077026	425	POTOMAC EDISON/OH		\$ -	\$ 61.40	\$ 61.40
077027	428	PROFOUND LOGIC SOFTWARE		\$ -	\$ 713.01	\$ 713.01
077028	712	MARK PANGLE		\$ -	\$ 101.50	\$ 101.50
077029	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,259.00	\$ 6,259.00
077030	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 117.69	\$ 117.69
077031	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,705.66	\$ 10,705.66
077031	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,776.58	\$ 45,776.58
077031	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,742.43	\$ 44,742.43

077032	405	BRANDON C.H. SIMS		\$ -	\$ 9.49	\$ 9.49
077033	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 289.75	\$ 289.75
077034	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,910.00	\$ 2,910.00
077035	425	CAPITAL TRISTATE		\$ -	\$ 19.34	\$ 19.34
077035	425	CAPITAL TRISTATE		\$ -	\$ 116.25	\$ 116.25
077035	425	CAPITAL TRISTATE		\$ -	\$ 257.60	\$ 257.60
077035	425	CAPITAL TRISTATE		\$ -	\$ 144.21	\$ 144.21
077035	425	CAPITAL TRISTATE		\$ -	\$ 213.07	\$ 213.07
077035	425	CAPITAL TRISTATE		\$ -	\$ 1.72	\$ 1.72
077035	425	CAPITAL TRISTATE		\$ -	\$ 1,225.05	\$ 1,225.05
077036	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 33,258.26	\$ 33,258.26
077037	PAYROLL	LISA WALTERS		\$ -	\$ 2,819.22	\$ 2,819.22
077038	412	EMILY WELLS		\$ -	\$ 241.27	\$ 241.27
077039	402	XEROX CORPORATION		\$ -	\$ 460.22	\$ 460.22
077039	402	XEROX CORPORATION		\$ -	\$ 364.47	\$ 364.47
077039	402	XEROX CORPORATION		\$ -	\$ 409.59	\$ 409.59
077039	440	XEROX CORPORATION		\$ -	\$ 551.10	\$ 551.10
TOTAL					\$ 400,143.15	\$ 400,143.15

Motion by Ms. Tabb to approve the Accounts Payable for September 8, 2016 in the amount of \$400,143.15. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
OO2			
Date	Check #	VENDOR	Amount
9/9/2016	432	JOHN STEVENS	\$ 125.99
HOME DETENTION			
OO8			
Date	Check #	VENDOR	Amount
09/09/16	542	UNITED BANK	\$ 54.93
09/09/16	543	CDA	\$ 948.75
09/09/16	544	3M ELECTRONIC MONITORING	\$ 3,350.00

ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
09/09/16	596	UNITED BANK	\$ 410.00
09/09/16	597	UNITED BANK	\$ 129.95
09/09/16	598	SHEPHERDSTOWN CHRONICLE	\$ 546.00
09/09/16	599	DLT SOLUTION	\$ 794.29
BARDANE			
244			
Date	Check #	VENDOR	Amount
09/09/16	600	UNITED BANK	\$ 586.29
09/09/16	601	POTOMAC EDISON	\$ 3,101.54
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
09/09/16	1511	UNITED BANK	\$ 3,208.98
09/09/16	1512	G & TRIPLE T LLC	\$ 775.00
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
09/09/16	1056	SHERIFF JEFFERSON CO -SCHOOL	\$ 108,326.99
09/09/16	1057	SHERIFF JEFFERSON CO - LAW	\$ 3,059.60
09/09/16	1058	SHERIFF JEFFERSON CO - PARKS	\$ 8,324.10
09/09/16	1059	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 921.30
TOTAL			\$ 134,663.71

Motion by Ms. Tabb to approve the Manual Checks for September 9, 2016 in the amount of \$134,664.71. Motion seconded and unanimously approved.

PUBLIC COMMENT:

No public comment was provided during this session.

PRESENTATIONS

1. Amendments of various sections of the Zoning and Land Development Ordinance (File #ZTA15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting campgrounds in certain Rural and Commercial zoning districts.

Ms. Brockman reviewed the amendments to the Campground Ordinance suggested by the Commission during the May 5, 2016 County Commission meeting. The following additional changes were discussed:

- Public access to the campground allowable at the discretion of the facility/property owner.
 - Facility/property owner must apply for a Seasonal Use Permit if ticket sales for the planned event exceed maximum capacity of the campground.
 - Addition of “amenities” listed under the definitions.
 - **Motion by Mr. Manuel to change the minimum setback limit from an existing property line from 50 feet to 100 feet. Motion seconded and fails on a vote of 2-3 with Ms. Noland, Ms. Tabb, and Mr. Pellish opposing.**
 - **Motion by Mr. Manuel to change the vegetative buffer from a 10 feet screen to a 25 feet screen. Motion seconded and fails on a vote of 1-4 with Mr. Onoszko, Ms. Noland, Ms. Tabb, and Mr. Pellish opposing.**
 - **Motion by Ms. Noland to eliminate item #7 from the Development Guidelines which states, “Campsites within 100 feet of the Potomac or Shenandoah Rives shall be limited to tent camping,” as items #8 and #9 in the Development Guidelines address floodplain areas and proximity to the rivers. Motion seconded and passes on a vote of 3-1 with Mr. Manuel opposing.**
 - It was the consensus of the Commission to review the latest changes to the Campground Ordinance for final approval during a regularly scheduled County Commission meeting.
2. The Commission recessed for break at 10:30 a.m.
The Commission reconvened at 10:40 a.m.

3. Recommendation from the Planning Commission to the County Commission to amend various sections of the Zoning and Land Development Ordinance to replace the current nontraditional zoning ordinance with the traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use process. The proposed text amendment also includes a recommendation to Section 5.7; and proposed amending various sections related to rural land use throughout the Ordinance. The purpose of this request is to provide an overview of the recommended amendment and possibly schedule a public hearing to be held by the County Commission (File #ZTA16-01).
 - It was the consensus of the Commission to direct Ms. Grove to work with Ms. Brockman to schedule a public hearing on the issue listed above during a future Commission meeting.
4. The Commission recessed for break at 11:15 a.m.
The Commission reconvened at 11:30 a.m.
5. Continued discussion on the restructuring plan for Engineering, Planning, Zoning, GIS/Addressing, and Impact Fees.
 - Mr. Goodwin provided the Commission with a continued discussion regarding the restructuring plan for the consolidation of the Departments of Engineering, Planning, Zoning, GIS/Addressing, and Impact Fees. Mr. Goodwin recommended Ms. Brockman, Director of Planning and Zoning, be reclassified as County Planner which would result in a reduction of salary from \$97,252.00 to \$73,649.00 annually; however, Ms. Brockman requested the Commission consider her thirty years of planning experience when considering her reduction of salary.
 - **Motion by Mr. Manuel to reclassify Ms. Brockman to a Grade 5, Step O with a salary of \$82,761.83. Motion seconded and passes on a vote of 4-1 with Mr. Pellish opposing.**
 - **Motion by Mr. Pellish to enter into Executive Session to discuss personnel matters. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Pellish to proceed with the restructuring plan as presented by Mr. Goodwin with all salary changes to become effective on January 1, 2017. Motion seconded and unanimously approved.**

6. Nikki Painter, Chief Deputy of Elections
 - a. Requested approval of poll workers and alternates for the 2016 General Election
 - **Motion by Ms. Tabb to approve the poll workers and alternates for the 2016 General Election as presented by Ms. Painter. Motion seconded and unanimously approved.**
 - b. Modify the Limit for Election Budget Expenditures for the Current County Clerk
 - **Motion by Mr. Manuel to approve the spending of over 50% of the Elections budget prior to January 1, 2017 to pay for expenses related to the 2016 General Election. Motion seconded and unanimously approved.**
7. Michelle Gordon, Finance Director – requested the approval to transfer \$400,000 from Investment Account to Capital Outlay Checking.
 - **Motion by Ms. Tabb to approve the transfer of \$400,000 from the Bank of Charles Town ICS Account ending in 575 to BB&T Capital Outlay Checking Account ending in 9739. Motion seconded and unanimously approved.**
8. The Commission meeting was adjourned at 1:50 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 371,391.83	\$ 765.00	\$ 372,156.83
6.2% Tax Payable OASDI	22,167.98	\$ 44.68	\$ 22,212.66
1.45% Tax Payable HI	5,184.41	\$ 10.45	\$ 5,194.86
Fed Withholding	42,700.47	\$ 72.20	\$ 42,772.67
WV State Withholding	15,952.42	\$ 35.82	\$ 15,988.24
PERS Retirement Deduct 4.5%	11,887.05	\$ 34.42	\$ 11,921.47
PERS Retirement Deduct 6%	1,182.63		\$ 1,182.63
Hosp. Pre-Tax	11,341.00		\$ 11,341.00
Cancer/ICU Pre-Taxed	1,052.31		\$ 1,052.31
Cancer/ICU Not Pre-Taxed	862.73		\$ 862.73
Optional Life Not Pre-Taxed	2,252.51		\$ 2,252.51
Christmas Club	5,320.00		\$ 5,320.00
Wage Attach #1	1,588.24		\$ 1,588.24
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,685.95		\$ 5,685.95
457 - Nationwide	749.00		\$ 749.00
4571 - Empower	2,910.00		\$ 2,910.00
MD State Tax	469.00		\$ 469.00
D/VF	1,494.21		\$ 1,494.21
VA. State Tax	106.00		\$ 106.00
COLONIAL(PLUS)	151.01		\$ 151.01
Total Deductions	\$ 133,269.23	\$ 197.57	\$ 133,466.80
Net Wages Total	\$ 238,122.60	\$ 567.43	\$ 238,690.03
Payroll Date	22-Sep-2016		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Kenneth E. Tyree, Jr. (State Fire Marshal), Carl E. Sizemore, II (Commission Chairman) and Stephen R. Connolly, Esq. (Deputy Attorney General – General Counsel to the State Fire Commission).

Department or Organization: WV State Fire Commission

Estimation of amount of time needed for appointment: 30 min.

Date Requested – 1st Choice: September 29th, 2016
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: n/a

Subject (Wording to be placed on agenda): Consideration of 911 dispatching dispute with Jefferson County fire departments.

Please provide the County Commission with a description of your request or presentation, including any background information: The State Fire Commission has been dealing with inquiries and complaints from Jefferson County fire officials regarding the 911 dispatching procedure. In the Fall of 2014, the Jefferson 911 Center implemented a “quickest route” method for alerting local departments to fire and other emergency events. The “quickest route” software does not respect the fire protection districts of local departments when dispatching. It merely uses an algorithm of distances to determine what resources to send. This method often violates the statutory powers of the local fire departments and the State Fire Commission. W.Va. Code § 29-3A et seq. and W.Va. Code R. §§ Title 87, Series 6 and 8 set forth the authorities of a fire department in their designated fire protection district. W.Va. Code §29-3 et seq. sets forth the authorities of the State Fire Commission to designate the fire protection district for lawfully certified fire departments. W.Va. Code § 7-1-3 et seq. sets forth the authorities of a County Commission to establish a 911 communications center. Nothing in state law empowers a 911 center to disregard the province of the local departments or the State Fire Commission. In February of 2016 and April of 2016, the State Fire Commission considered this problem and urged the county officials, the JCESA officials and the local departments to resolve the issue. In June, no resolution was demonstrated. At the August 2016 meeting, representatives appeared and requested additional time to resolve the problem. The State Fire Commission granted the request and set the matter for the October meeting. Unless resolved by that time, the State Fire Commission intends to initiate an action to seek to enjoin the continued conduct and declaratory relief to settle the disagreement. The listed representatives intend to discuss the concerns with the Jefferson County Commission in hopes of avoiding unnecessary litigation.

Is this a funding request? Y/N
If so, how much? \$ n/a
Provide exact financial impact/request: n/a

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): Entertain a motion directing the 911 director to immediately rectify the dispatching dispute so as to respect the legal authorities of the fire departments and the State Fire Commission. Further, directing the 911 director to cooperate fully and completely with the JCESA, the State Fire Commission and the designated representatives of the local fire departments in Jefferson County.

Attach supporting documents for request, or request may be denied.
If not attached, explain:

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

Contact information: **Shawna M. Goodwin**
Email address: **Shawna.M.Goodwin@wv.gov**

Phone Number: **(304) 558-2191 x53211**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 29, 2016**

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

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

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

✚ Exonerations

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Mayor Peggy A. Smith and Mayor Keith D. Pierson**

Department or Organization: Charles Town and Ranson

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 15, 2016** *September 29, 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*): “Request to hold a work session on October 27, 2016 with the goal of seeking the County Commission Preliminary Support for the Asset Acquisition of the Jefferson County Public Service District by Charles Town and Ranson”

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.





City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

RESOLUTION 2016-014

A RESOLUTION OF THE CITY OF CHARLES TOWN SUPPORTING UTILITY REORGANIZATION IN JEFFERSON COUNTY

MAYOR

Peggy A. Smith

WHEREAS, the staff of Charles Town and Ranson have been meeting to resolve utility service challenges in Jefferson County; and

CITY
COUNCIL

*Ann
Paonessa*

WHEREAS, the staff believes that Charles Town, Ranson and Jefferson County would be best served by acquisition of the Jefferson County Public Service District by Charles Town and Ranson; and

*Chet
Hines*

WHEREAS, the acquisition will take due diligence and staff of Charles Town and Ranson do not want to engage in due diligence unless and until the City Councils provide initial and conceptual support from both City Councils of Ranson and Charles Town; and

*Sandra
Slusher-
McDonald*

*Bob
Trainor*

WHEREAS, the Jefferson County Commission has the ability and legal authority to enlarge, reduce, merge, dissolve or consolidate districts; and

*Michael
Tolbert*

WHEREAS, the City Councils' need preliminary support from the Jefferson County Commission prior to proceeding with due diligence; and

*Jonathan
Wertman*

*Nick
Zaglifa*

WHEREAS, the City Managers of Ranson and Charles Town have written a letter to the City Council of Ranson and Charles Town seeking the support of City Council to proceed with the acquisition of Jefferson County PSD.

*Michael
George*

City
Manager

*Paul D.
Mills*

LET IT THEREFORE BE RESOLVED, that the City of Charles Town endorses the concepts set forth in the letter from the City Managers of Charles Town and Ranson in an effort to seek preliminary approval from the Jefferson County Commission to reorganize utility service within Jefferson County.

Signed and approved this 6th day of September, 2016

Peggy A. Smith
Mayor

ATTEST:

Paul David Mills
City Manager/City Clerk



September 6, 2016

City of Charles Town Mayor and Council
City of Ranson Mayor and Council

Re: Jefferson County Public Service District
Asset Acquisition

We write to inform you of Staff planning toward resolution of two significant and critical utility service challenges in Jefferson County. First, the current operation of three sewer utilities in the County is inconsistent with the County's long-term strategic plan to shape and manage urban growth and supporting infrastructure. Second, the Jefferson County Public Service District has significant fiscal challenges that arise from, among other challenges, a customer base that is inadequate to underwrite the service demands upon the utility.

The Charles Town Utility Board (the Board) and City of Ranson (Ranson) have been discussing these challenges, and believe that the Cities and the County would be best served, both now and in the future, by acquisition of the Jefferson County Public Service District (JCPSD) by Charles Town and Ranson, with the latter two entities remaining as the surviving sewer utilities in and around the greater Charles Town / Ranson area.

Before we begin the detailed due diligence that this transaction will require, the Board and Ranson are respectfully requesting initial and conceptual support from both City Councils. In broad concept, the steps toward realizing this transaction will include:

1. Top level review of the JCPSD bonds outstanding, in order to drive down the cost of the PSD debt; and, identification of options for fiscal reorganization of the two surviving utilities, if necessary/indicated.
2. Each City will be solely responsible for infrastructure development and sewer service within their respective urban growth boundaries. The Cities will prepare an agreement regarding responsibility for customers outside the respective urban growth boundaries. In principal, Charles Town will provide service in the eastern areas (i.e.; Breckenridge, Beallair, Harvest Hills, etc.) and Ranson will provide service to areas directly north of Ranson (i.e.; Industrial Park).
3. The surviving utilities will work to redirect flow from the Breckenridge area through the WalMart/Patrick Henry – Willow Spring – Charles Town route. This project will be completed within five years, and would not begin immediately (unlike the pending JCPSD project proposal).
4. Customer rates would be equalized over 10 years, so that customers of the two surviving utilities will eventually pay for service based upon a single tariff of the serving utility.
5. Both Charles Town and Ranson will develop a plan to accept all JCPSD employees.

September 6, 2016
Jefferson County Public Service District
Asset Acquisition
Page 2 of 2

Again, we are respectfully requesting your vote of support in order to proceed. Once both City Councils endorse the plan in concept, we ask that both Mayor Peggy Smith and Mayor Duke Pierson appear before the Jefferson County Commission to present this proposal.

The County Commission is the body that has the ability to enlarge, reduce, merge, dissolve or consolidate districts by any of the following methods: (1) On its own motion by order duly adopted; or, (2) Upon the recommendation of the Public Service Commission; or, (3) by petition of twenty-five percent of the registered voters who reside within the limits of the proposed public service district within one or more counties. The Commission's preliminary support of the merger would provide a sound foundation for both Charles Town and Ranson to proceed with the required and costly due diligence that this endeavor will require.

While there are many details to be resolved within this concept, we believe that this reorganization will benefit all who work and live in Jefferson County. We appreciate your time and effort in considering this requested support.

P. David Mills
Dave Mills
Chairman, Charles Town Utility Board

Andrew P. Blake
Andy Blake
City of Ranson City Manager

RESOLUTION #2016-27

A RESOLUTION OF THE CITY OF RANSON SUPPORTING UTILITY
REORGANIZATION IN JEFFERSON COUNTY

WHEREAS, the staff of Charles Town and Ranson have been meeting to resolve utility service challenges in Jefferson County; and

WHEREAS, the staff believes that Charles Town, Ranson and Jefferson County would be best served by acquisition of the Jefferson County Public Service District by Charles Town and Ranson; and

WHEREAS, the acquisition will take due diligence and staff of Charles Town and Ranson do not want to engage in due diligence unless and until the City Councils provide initial and conceptual support from both City Councils of Ranson and Charles Town; and

WHEREAS, the Jefferson County Commission has the ability and legal authority to enlarge, reduce, merge, dissolve or consolidate districts; and

WHEREAS, the City Councils' need preliminary support from the Jefferson County Commission prior to proceeding with due diligence; and

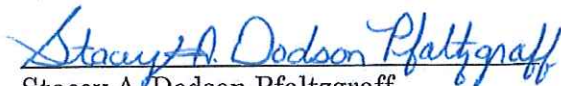
WHEREAS, the City Managers of Ranson and Charles Town have written a letter to the City Council of Ranson and Charles Town seeking the support of City Council to proceed with the acquisition of Jefferson County PSD.

LET IT THEREFORE BE RESOLVED, that the City of Ranson endorses the concepts set forth in the letter from the City Managers of Charles Town and Ranson in an effort to seek preliminary approval from the Jefferson County Commission to reorganize utility service within Jefferson County.

Signed and approved this 6th day of September, 2016


Keith "Duke" Pierson
Mayor

ATTEST:


Stacey A. Dodson Pfaltzgraff
City Clerk





Gap View Village
Board of Directors
C/O Property Management People, Inc.
340 Edmond Road, Suite E.
Kearneysville, WV 25430

September 12, 2016

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

Subject: Letter of support for the Cities of Charles Town and Ranson acquiring the Jefferson County Public Service District.

Dear President Noland:

On September 6, 2016, the City Councils of Charles Town and Ranson voted in support of a resolution to jointly acquire the Jefferson County Public Service District. Included in those discussions is an outline of the practical steps necessary to achieve that goal. In addition to *"the current operation of three sewer utilities in the County is inconsistent with the County's long-term strategic plan"*, the consolidation of these utilities would provide for a more effective and efficient utilization of very limited resources. We believe the acquisition would improve the operation and maintenance of the existing interconnected system, improve long term planning and in the final analysis significantly reduce costs. We also anticipate this acquisition would ultimately result in an increase to property values.

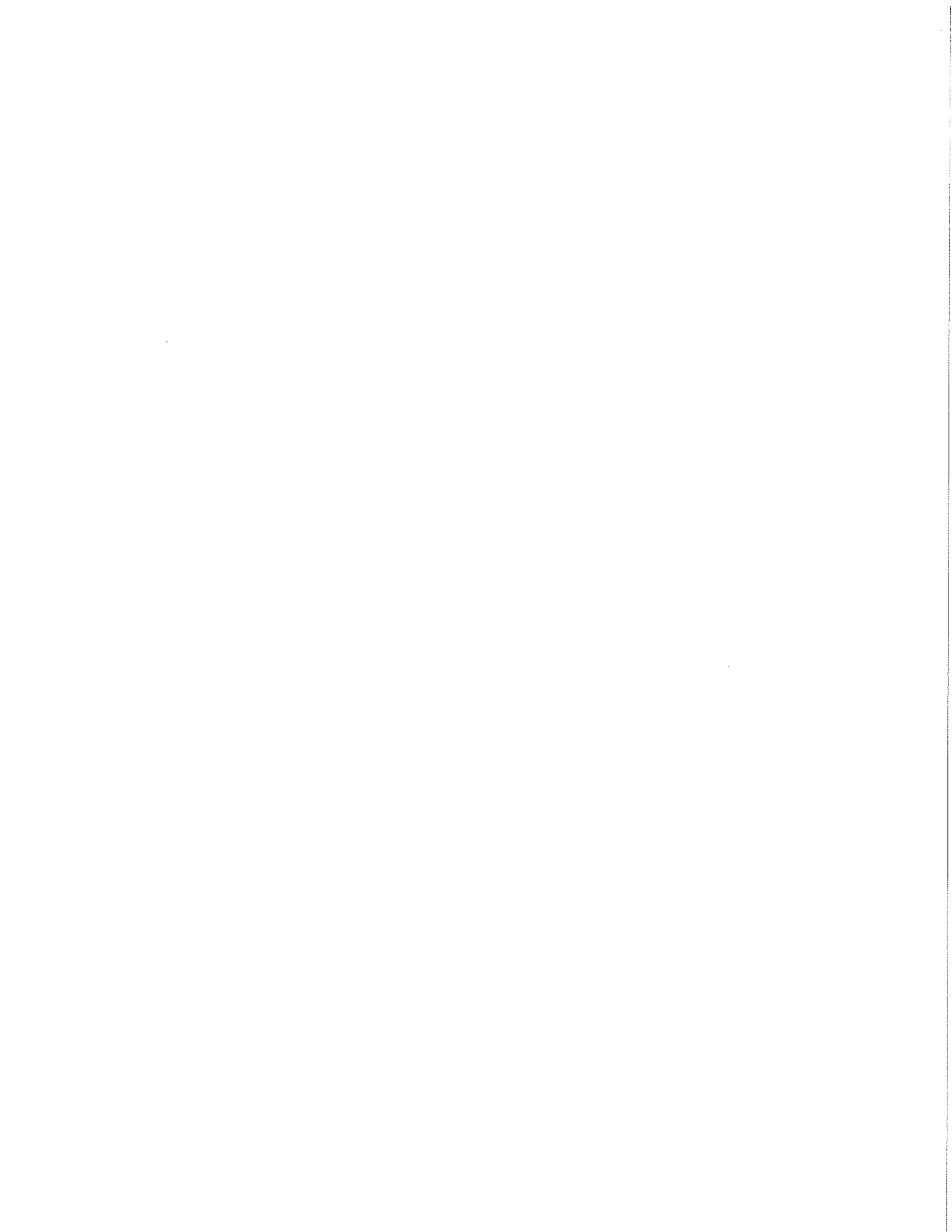
We support the efforts of the City of Charles Town and City of Ranson to acquire the Jefferson County Public Service District and ask the Jefferson County Commission to support this effort for the greater good of Jefferson County.

Sincerely,



Ronald J. Reyzer

President, Gap View Village Homeowners Association



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: September 29, 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*): Complete Construction Bond Release for Shirley Estates Subdivision, Lots 1-14 & 15-Residue (File #05-12)

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of construction bond security for Shirley Estates Subdivision, Lots 1-14 & 15-Residue (File #05-12) – Letter of Credit #5105917 with Jefferson Security Bank, 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 \$117,490.00 from the construction bond for Shirley Estates Subdivision, Lots 1-14 & 15-Residue (File #05-12).

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

VICE PRESIDENT

Walt Pellish

September 15, 2016

COMMISSIONER

Dale Manuel

Mr. Karl J. Keller

EVP of Lending

COMMISSIONER

Peter Onoszko

Jefferson Security Bank

P.O. Box 35

Shepherdstown, West Virginia 25443

COMMISSIONER

Jane Tabb

RE: Irrevocable Letter of Credit #5105917 dated July 12, 2001 Construction Bond
Surety for Shirley Estates Subdivision, Lots 1-14 & 15-Residue (PC File #05-12).

Dear Mr. Keller:

The Jefferson County Commission authorizes a complete release of \$117,490.00 from the construction bond for Shirley Estates Subdivision, Lots 1-14 & 15-Residue (PC File #05-12). This project is located on the west side of Shirley Road (Route 11). The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Irrevocable Letter of Credit, originally issued in the amount of \$125,699.77.

Please contact the Jefferson County Department of Engineering at (304)-728-3228 if you have any questions.

Sincerely,

Patricia Noland, President
Jefferson County Commission

PN:rfb

cc: Department of Engineering

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

Email: engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 09 / 01 / 2016 J.C.P.C. File No. 05 - 12

Consultant/Engineer/Firm Name: JEFFERSON SECURITY BANK

Mailing Address: P.O. Box 35

City: SNEPHERDSTOWN State: WV Zip: 25943

Contact Person: JEFF KELEN Phone: 304 + 876-9042

Project/Subdivision Name: SHIRLEY ESTATES

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: ALL WORK IS COMPLETE.

Approved for:
 BOND RELEASE
 By: [Signature] 09/02/2016
 County Engineer Date

Original Bond Amt. \$ 109,304.15 + 15% Cont. \$ 16,395.62 = Total Original Bond Amt. \$ 125,699.77

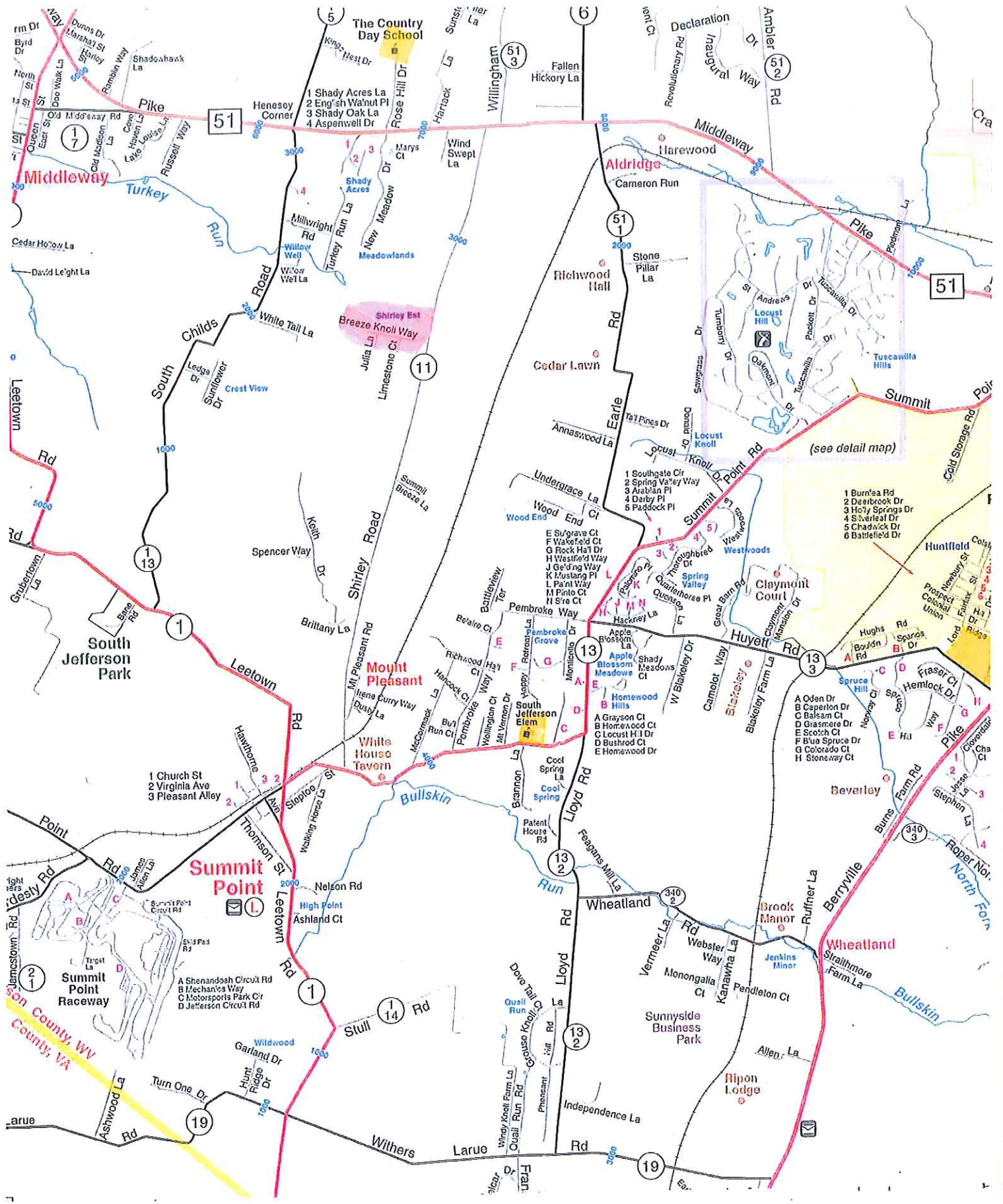
Total Current Bond Amount \$ 117,490.00

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: 09 / 02 / 2016



The Country Day School

- 1 Shady Acres La
- 2 English Walnut Pl
- 3 Shady Oak La
- 4 Aspenwell Dr

Shirley Est Breeze Knoll Way

- 1 Millwright Rd
- 2 Willow Well
- 3 Turkey Run La
- 4 New Meadow

South Jefferson Park

- 1 Church St
- 2 Virginia Ave
- 3 Pleasant Alley

Summit Point Raceway

- A Shenandoah Circuit Rd
- B Mechanic's Way
- C Motorsports Park Cr
- D Jefferson Circuit Rd

White House Tavern

- 1 Burn'ea Rd
- 2 Deerbrook Dr
- 3 Holy Springs Dr
- 4 Saddle Dr
- 5 Chadwick Dr
- 6 Battlefield Dr

Wheatland

- A Odan Dr
- B Caperton Dr
- C Balsam Cr
- D Gasmere Cr
- E Scotch Cr
- F Blue Spruce Dr
- G Colorado Cr
- H Stoneway Cr

Summit Point

- 1 Soulgate Cr
- 2 Spring Valley Way
- 3 Arabian Pl
- 4 Derby Pl
- 5 Padlock Pl

Wheatland

- 1 Apple Blossom Meadows
- 2 Homewood Hills
- 3 Shady Meadows Cr
- 4 Homestead Dr
- 5 Spring Valley Dr
- 6 Quail Run Dr
- 7 Quail Run Dr
- 8 Quail Run Dr
- 9 Quail Run Dr
- 10 Quail Run Dr

Wheatland

- 1 Undergrace La
- 2 Wood End
- 3 E Su'grave Ct
- 4 Wakefield Ct
- 5 G Rock Hat Dr
- 6 H Westfield Way
- 7 J Ge'nding Way
- 8 K Mustang Pl
- 9 L Pant Way
- 10 M Pinto Ct
- 11 N Sra Ct

Wheatland

- 1 Battleview Ter
- 2 Beairo Ct
- 3 Richwood Hg
- 4 Hancock Ct
- 5 Bu' Run Ct
- 6 Pembroke Way
- 7 Wollington Cr
- 8 Mt Vernon Dr
- 9 Briannon La
- 10 Cool Spring La
- 11 Cool Spring
- 12 Patent House Rd

Wheatland

- 1 Acacia Blossom
- 2 Homestead Dr
- 3 Shady Meadows Cr
- 4 Homewood Hills
- 5 Spring Valley Dr
- 6 Quail Run Dr
- 7 Quail Run Dr
- 8 Quail Run Dr
- 9 Quail Run Dr
- 10 Quail Run Dr

Wheatland

- 1 Vermeer La
- 2 Webster Way
- 3 Monongalia Ct
- 4 Kanawha La
- 5 Pendleton Ct
- 6 Sunnyside Business Park
- 7 Independence La
- 8 Ripon Lodge

Wheatland

- 1 Devotail Ct
- 2 Phoebe Hill Rd
- 3 Windy Knoll Farm La
- 4 Quail Run Rd
- 5 Phoebe Hill Rd
- 6 Independence La

Wheatland

- 1 Leetown
- 2 Leetown
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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: 9/29/16

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 Ryan Day

Please provide the County Commission with a description of your request or presentation, including any background information: Ryan Day applied for a building permit on behalf of Robert & Laura Anderson for a deck. Upon researching the permit application for compliance with the county requirements it was determined the property is within the Corporation of Charles Town.

Is this a funding request? Y/N YES
If so, how much? \$100.96

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 Ryan Day in the amount \$100.96.

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: STEPHANIE GROVE, COUNTY ADMINISTRATOR
JEFFERSON COUNTY COMMISSION

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

DATE: SEPTEMBER 22, 2016

SUBJECT: ROBERT & LAURA ANDERSON PERMIT FEE REFUND REQUEST

Ryan Day the contractor for Robert and Laura Anderson applied for a building permit for a deck and paid a permit fee of \$100.96 on August 30, 2016 on behalf of the Andersons. The fees were deposited in engineering's account. During the course of researching the permit for compliance with the county requirements it was determined the property is located within the City of Charles Town and does not fall under our purview. Therefore, we are requesting the building permit fees be fully refunded to Ryan Day the contractor who paid the building permit fees for Robert and Laura Anderson.

If you have any questions please give me a call.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bill Polk**

Department or Organization: **Maintenance**

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

Date Requested – 1st Choice: **September 29, 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 Employment – Custodial/Janitorial Position**

Please provide the County Commission with a description of your request or presentation, including any background information: The Jefferson County Maintenance Department has a vacant custodial/janitorial position. I have advertised the position. Applications were received and interviews were conducted. I have selected an individual to fill this position and I am requesting approval of my recommendation to hire at a Grade 2, Step A and a 35 hour work week.

Is this a funding request? No

If so, how much? \$

Provide exact financial impact/request:

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

Move to approve the employment as recommended by the Maintenance Director.

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

If not attached, explain:

Is equipment needed? NO

Contact information: Bill Polk

Email address: bpolk@jeffersoncountywv.org

Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

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

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: September 29, 2016

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: **Timing in regards to implementation of training for multiple individuals**

Subject: **Request Appointments – Full Time and Part Time Public Safety Dispatchers**

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

The purpose of this memorandum is to fill the current vacancies of authorized full-time positions and to employ additional part-time public safety dispatchers to continue supplementing.

BACKGROUND

The ECC currently has two vacancies in the full-time public safety dispatching staff. These vacancies are due to resignations. The ECC has completed its comprehensive interview and testing process and has identified two candidates. Acceptance of job offers has been completed and each candidate will begin at Grade III Step A with an increase to Step B after completion of full training and release from the training academy. Request approval to employ the following candidates:

1. Sara Lasley
2. Angelina Perry

The ECC also requires part-time staff to supplement full-time staff in order to alleviate the pressure on requiring overtime. The ECC currently employs five trained part-time Public Safety Dispatchers. These five are former full-time dispatchers that resigned for other jobs, but have stayed on to work part-time when needed. These part-timers are not always available to cover open shifts due to their full-time jobs.

The ECC has implemented a part-time program. The employee will be designated a Public Safety Dispatcher I (PSD I). The objective of the program is:

- Entry-level calltaker – candidate will be trained in call-taking and eventually a single dispatching discipline. Training in all disciplines will eventually occur during their tenure.
- Trained PSD I will supplement staff or fill-in for minimum staffing.
- Candidates designated as hourly employee and hired at lower wage rate and elevated to “Grade II, Step A” once training is certified complete.
- Lower wage rate is incentive for PSD I to get through training academy & make availability for shift training.
- Training Academy will be 5-6 hours per day, 4 days per week for approximately 4-5 months.
- Academy treated like college course and students are required to complete syllabus or be dropped from program.
- Advantage to ECC is ability to have potential full-time candidates already trained in one (or two) disciplines when full-time opening occurs.
- If staffing supplement reaches point to implement “tactical dispatcher” program, potential is to use part-time calltaker for every shift (future possibility based upon staffing number).

Request approval to employ the following candidates:

1. Christopher Fiorvanti
2. Jessica Ashley
3. Erika Wilkins

Training academy will begin in either the third or fourth week of October

Respectfully Submitted,

Jeffrey Polczynski, ENP
Director of Communications

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

Motion to approve the employment of two full time and three part-time public safety dispatchers for the Emergency Communications Center

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Debra Young

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

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **09/29/2016**

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 Hiring of Crystal Gumble as Victim Advocate

Please provide the County Commission with a description of your request or presentation, including any background information: Ms. Gumble will fill the vacancy of Jennifer May-Sanner's position as a full-time Victim Advocate. The Salary for this position is already included within the Prosecuting Attorney's Budget and is partially reimbursed through the Victims of Crime Act Grant.

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: Debra Young

Email address: dyoung@jeffersoncountywv.org

Phone Number: 304-725-6550

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization:

Estimation of amount of time needed for appointment: [Click here to enter text.](#)

Date Requested – 1st Choice: **September 29, 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*): **Approval of Resolution and contract – 15-VA-092 – Victims of Crime Act (VOCA) Grant – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:
[Click here to enter text.](#)

Is this a funding request? Yes
If so, how much? \$16,776.00 Matching Funds

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Motion to approval of Resolution, contract, and grant documents – 15-VA-092 - Victims of Crime Act (VOCA) Grant in the amount of \$67,104.00 and to authorize the President of the Commission to affix her signature to the appropriate documents - Discussion/Action

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

RESOLUTION

The Jefferson County Commission met on _____ (date) with a quorum present and passed the following resolution.

Be it resolved that the Commission hereby authorizes Patsy Noland, President of Jefferson County Commission to act on its behalf to enter into a contractual agreement with the Division of Justice and Community Services to receive and administer grant funds pursuant to provisions of the Victims of Crime Act (VOCA) grant program.

Signed: _____
County Clerk

GRANT CONTRACT AGREEMENT

BETWEEN

DIVISION OF JUSTICE AND COMMUNITY SERVICES

AND

Jefferson County Commission

15-VA-092

This **AGREEMENT**, entered into this 12th day of September, 2016 by the Director of the Division of Justice and Community Services, hereinafter referred to as "DJCS", and the Jefferson County Commission hereinafter referred to as "Grantee."

WHEREAS, DJCS is the recipient of a Victims of Crime Act (VOCA) Program Grant from the United States Department of Justice, and

WHEREAS, the Grantee is an eligible applicant who is desirous of receiving funds. These funds will provide for a portion of the salaries of two full-time Victim Advocates in the Jefferson County Prosecuting Attorney's Office to provide direct services to crime victims in Jefferson County.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. DJCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by DJCS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.
4. The Grantee will commence its duties under the Agreement on October 1, 2016, and shall continue those services/activities until September 30, 2017. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.

5. In consideration of the services rendered by the Grantee, the sum of up to \$67,104.00 shall be obligated by DJCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
6. It is the understanding of all parties to this Agreement that DJCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.
7. To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Funds once per month to DJCS. Upon receipt of said request, DJCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to DJCS by the twentieth (20th) day of each month.
8. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.
9. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DJCS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner, obligations under this Agreement, the DJCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DJCS reasons for taking said action.
11. DJCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.
12. If for any reason funds received by DJCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.

13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DJCS a final report on forms provided by DJCS. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties hereto agree that notice shall be given by personal service or served when mailed certified U.S. Mail, postage prepaid, return receipt requested to the following addresses:
 - a. Division of Justice and Community Services
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301-1323
 - b. **Grantee Mailing Address:**

Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414
15. The Grantee shall hold and save DJCS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.

Patsy Noland, President
Jefferson County Commission

W. Richard Staton, Director
Division of Justice and Community Services

WEST VIRGINIA
DIVISION OF Justice and Community
Services

VICTIM OF CRIME ACT (VOCA) GRANT
SPECIAL SUPPLEMENTARY CONDITIONS AND
ASSURANCES

Jefferson County Commission

S1 Brochures.

Subgrantee's that were awarded funding for brochures must submit a copy of the brochure to DJCS for pre-approval and all brochures must be purchased within the first quarter of the grant cycle or the funds may be deobligated.

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S3 Using Arrest and Conviction Records in Making Employment Decisions.

The OCR issued an advisory document for subrecipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 20 13), available at http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf. Subrecipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, subrecipients should consult local counsel in reviewing their employment practices. If warranted, subrecipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs).

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If the subrecipient currently has other active awards of federal funds, or if the subrecipient receives any other award of federal funds during the period of performance for this award, the subrecipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the subrecipient must promptly notify DJCS and the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by DJCS or the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

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The subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016. Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to subrecipient ("sub grantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to subrecipients that are faith-based or religious organizations.

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The subrecipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712. Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

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The subgrantee authorizes DJCS and the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant. DJCS will further ensure that all VOCA subgrantees will authorize representatives of OVC and OCFO access to and the right to examine all records, books, paper or documents related to the VOCA grant.

VOCA Grants Program		Budget Summary Page 3	
Applicant: Jefferson County Commission		FEIN: 55-6000333 DUNS#: 077414548	
Category	VOCA Grant Funds (A)	Matching Funds (B)	Total Funds (A + B)
Personnel and Contractual	\$59,379	\$16,776	\$76,155
Travel and Training	\$500	\$0	\$500
Equipment	\$0	\$0	\$0
Space	\$0	\$0	\$0
Other	\$7,225	\$0	\$7,225
Total Budget	\$67,104	\$16,776	\$83,880
FUNDING STRATEGY			
Funding Source(s)	Amount	Status	
VOCA Grant Funds	\$67,104	(A)	
Match	\$16,776		
Total	\$83,880		

* TOTAL FOR COLUMN A SHALL BE PLACED IN THE SPACE PROVIDED ON PAGE ONE FOR GRANT FUNDS REQUESTED.

VOCA Grants Program	Itemization of Funds By Category Page 4		
Applicant: Jefferson County Commission	Local Matching Funds	Requested VOCA Grant Funds	Approved VOCA Funds (DJCS ONLY)
<u>Personnel and Contractual:</u>			
F/T Victim Advocate salary - Debra Young FICA 7.65% Retirement 12%	\$7,888	\$25,680 \$1,965 \$3,082	\$25,680 \$1,965 \$3,082
F/T Advocate Jennifer May-Sanner FICA 7.65% Retirement 12%	\$7,888	\$23,946 \$1,832 \$2,874	\$23,946 \$1,832 \$2,874
Volunteer hours \$10.00/hr	\$1,000		
<u>Travel and Training:</u> DJCS Pre-Approved Travel/Training (in-state only)		\$500	\$500
<u>Equipment (\$5,000 or more "per unit"):</u>			
<u>Space (includes telephone):</u>			
<u>Other:</u>			
Microsoft Access Upgrade Programming for VOCA Performance Measures in victim database		\$4,250 \$2,975	\$4,250 \$2,975
Total Local Matching Funds	\$16,776		\$16,776
Total Federal Funds		\$67,104	\$67,104
Total Approved Project (DJCS ONLY)			\$83,880



U.S. Department of Justice
Office of Justice Programs
Office of the Comptroller

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

I. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connec-

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620--

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant,

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: **Jefferson County Commission PO Box 250 Charles Town WV 25414**

15-VA-092 Victims of Crime Act (VOCA)

55-6000333

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

Patricia A. Noland, President

4. Typed Name and Title of Authorized Representative

September 29, 2016

5. Signature

6. Date

GRANT CONTRACT AGREEMENT

BETWEEN

DIVISION OF JUSTICE AND COMMUNITY SERVICES

AND

Jefferson County Commission

15-VA-092

This **AGREEMENT**, entered into this 12th day of September, 2016 by the Director of the Division of Justice and Community Services, hereinafter referred to as "DJCS", and the Jefferson County Commission hereinafter referred to as "Grantee."

WHEREAS, DJCS is the recipient of a Victims of Crime Act (VOCA) Program Grant from the United States Department of Justice, and

WHEREAS, the Grantee is an eligible applicant who is desirous of receiving funds. These funds will provide for a portion of the salaries of two full-time Victim Advocates in the Jefferson County Prosecuting Attorney's Office to provide direct services to crime victims in Jefferson County.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. DJCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by DJCS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.
4. The Grantee will commence its duties under the Agreement on October 1, 2016, and shall continue those services/activities until September 30, 2017. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.

5. In consideration of the services rendered by the Grantee, the sum of up to \$67,104.00 shall be obligated by DJCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
6. It is the understanding of all parties to this Agreement that DJCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.
7. To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Funds once per month to DJCS. Upon receipt of said request, DJCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to DJCS by the twentieth (20th) day of each month.
8. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.
9. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DJCS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner, obligations under this Agreement, the DJCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DJCS reasons for taking said action.
11. DJCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.
12. If for any reason funds received by DJCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.

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IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.

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WEST VIRGINIA
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S13	Coordination of Victim Services Policy and Inter-Agency Referral Agreement.
Subgrantees must develop and implement a specific policy regarding how they refer victims to and collaborate with other services providers when the services offered at their facilities do not meet the needs of victims, including an "Inter-Agency Referral Agreement" which will be developed by the West Virginians Against Violence Committee and DJCS. A copy of the policy and Inter-Agency Referral Agreement" must be submitted to DJCS during the first fiscal quarter of the grant period. Subgrantees must also train all advocates and/or staff members who come in contact with victims on the proper execution of the referral policy.	
S14	Monthly Match Submission Requirement.
Subgrantees that are awarded \$100,000 or more for the grant period must submit Match on a Monthly Basis.	
S15	Mandatory Technical Assistance Training.
All Subgrantees are required to send at least one representative to DJCS Mandatory Technical Assistance Training. The person(s) attending the training must be able to adequately train other VOCA funded staff on changes in reporting requirements and the correct way to collect and report data for the Subgrant Award Report and VOCA Performance Measures.	
S17	CAB/Bus Vouchers and/or Clothing Vouchers
Subgrantees awarded Travel/Training funding for Cab or Bus Vouchers or Other funds for Clothing Vouchers, must submit the DJCS Tracking Form, corresponding Invoices, and Proof of Payment to be reimbursed. Be advised DJCS will ONLY reimburse for those Vouchers that have been used by Victims of Crime and are appropriately documented on the required form.	
S18	DATABASE
Microsoft Access upgrade must be completed by the end of the grant period, and the program must agree to share the upgrade with other VOCA-funded grantees.	

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

Patricia A. Noland, President
 Printed/Typed Authorized Official Name

 SIGNATURE (Original) of Authorized Official

 DATE

 Printed/Typed Project Director Name

 SIGNATURE (Original) of Project Director

 DATE

INSTRUCTIONS

Completing the Certification Form Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

Recipients should complete *either* Section A *or* Section B *or* Section C, not all three.

Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

Submission Process

If a recipient receives multiple awards subject to the Safe Streets Act, the recipient should complete a Certification Form for each grant. Recipients should download the online Certification Form, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: EEOPForms@usdoj.gov. *The document must have the following title: EEOP Certification.* If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

Public Reporting Burden Statement

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: Jefferson County Commission		DUNS Number: 07-741-4548
Address: 124 E. Washington Street Charles Town, WV 25414		
Grant Title: Victims of Crime Act (VOCA)	Grant Number: 15-VA-092	Award Amount: \$1,440
Name and Title of Contact Person: Debra Young, Victim Advocate		
Telephone Number: 304-724-6277	E-Mail Address: dyoung@jeffersoncountywv.org	

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees. Recipient is an Indian tribe. Recipient is a medical institution.
 Recipient is a nonprofit organization. Recipient is an educational institution. Recipient is receiving an award less than \$25,000.

I, _____ [responsible official],
certify that _____ [recipient] is
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.
I further certify that _____ [recipient]
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of
services.

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Patricia A. Noland, President _____ [responsible official],
certify that Jefferson County Commission _____ [recipient],
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:
Jefferson County Commission _____ [organization],
P.O. Box 250, Charles Town, WV 25414 _____ [address].

Patricia A. Noland, President

September 29, 2016

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, _____ [responsible official],
certify that _____ [recipient],
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title

Signature

Date

INSTRUCTIONS

Completing the Certification Form Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

Recipients should complete *either* Section A *or* Section B *or* Section C, not all three.

Section A

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Section B

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Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

Submission Process

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **September 29, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Acknowledgement of the Assessor's Certificate of Compliance – Discussion/Action**

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

Is this a funding request? Y/N 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



West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305
304-558-3550

Received

SEP 20 2016

Jefferson County Commission

Walt Helmick
Commissioner

ASSESSOR'S CERTIFICATE OF COMPLIANCE

TO THE HONORABLE COUNTY COURT OF JEFFERSON COUNTY

The Assessor of Jefferson County, Angela Banks, has completed the Farm Census of 2016 and has satisfactorily complied with the requirements of the Farm Statistics Law. She is, therefore, eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.

A handwritten signature in blue ink that reads "Walt Helmick".

Commissioner of Agriculture

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 29, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Resolution in Support of "Brunch Bill" referendum**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

Whereas, the Legislature passed Senate Bill 298 in the Spring of 2016;

Whereas, Senate Bill 298 permits restaurants, bars, and taverns to sell alcohol by the drink on premises on Sundays beginning at 10 AM, provided that a majority of voters vote to opt in by referendum placed on a general or primary election ballot;

Whereas, the Jefferson County Commission has placed the question of on premises Sunday alcohol sales on the general election ballot, which election will be held on November 8, 2016;

Whereas, tourism is the largest industry in Jefferson County, which welcomes over 3 million visitors each year;

Whereas, the tourism industry in Jefferson County employs nearly 7,500 people, accounting for nearly 34% of employment;

Whereas, tourism produces a \$750 million annual economic impact to Jefferson County, which is the largest tourism county in the State of West Virginia;

Whereas, the tourism industry generates over \$175 million in taxes annually;

Whereas, \$105 million dollars are spent in overnight accommodations in hotels and motels in the Eastern Panhandle, and

Whereas, travelers to the Eastern Panhandle spend \$219 million on food service, which is second only to gaming in expenditures by visitors;

Whereas, the food service industry generates nearly \$23 million in payroll annually;

Whereas, the ability to serve alcohol during typical brunch hours would make the Jefferson County tourism and hospitality industry competitive with jurisdictions in other states, which all allow for Sunday sale of alcohol by 10 AM;

Whereas, Jefferson County restaurants that serve tourists and visitors serve hundreds of customers each Sunday during the typical brunch hours of 10 AM to 1 PM, many whom request beverages containing alcohol;

Whereas, a better brunch experience on Sunday translates into more overnight stays on Saturday, generating more revenue for our community

Whereas, approval of the brunch option would create jobs and revenue in Jefferson County with a positive impact on the budgets of local governments with no additional tax on the citizens;

Therefore, Be It Resolved, that the County Commission of Jefferson County strongly supports approval of the brunch option, and encourages its constituents to vote “yes” in favor of the brunch option on November 8, 2016.

Date: _____

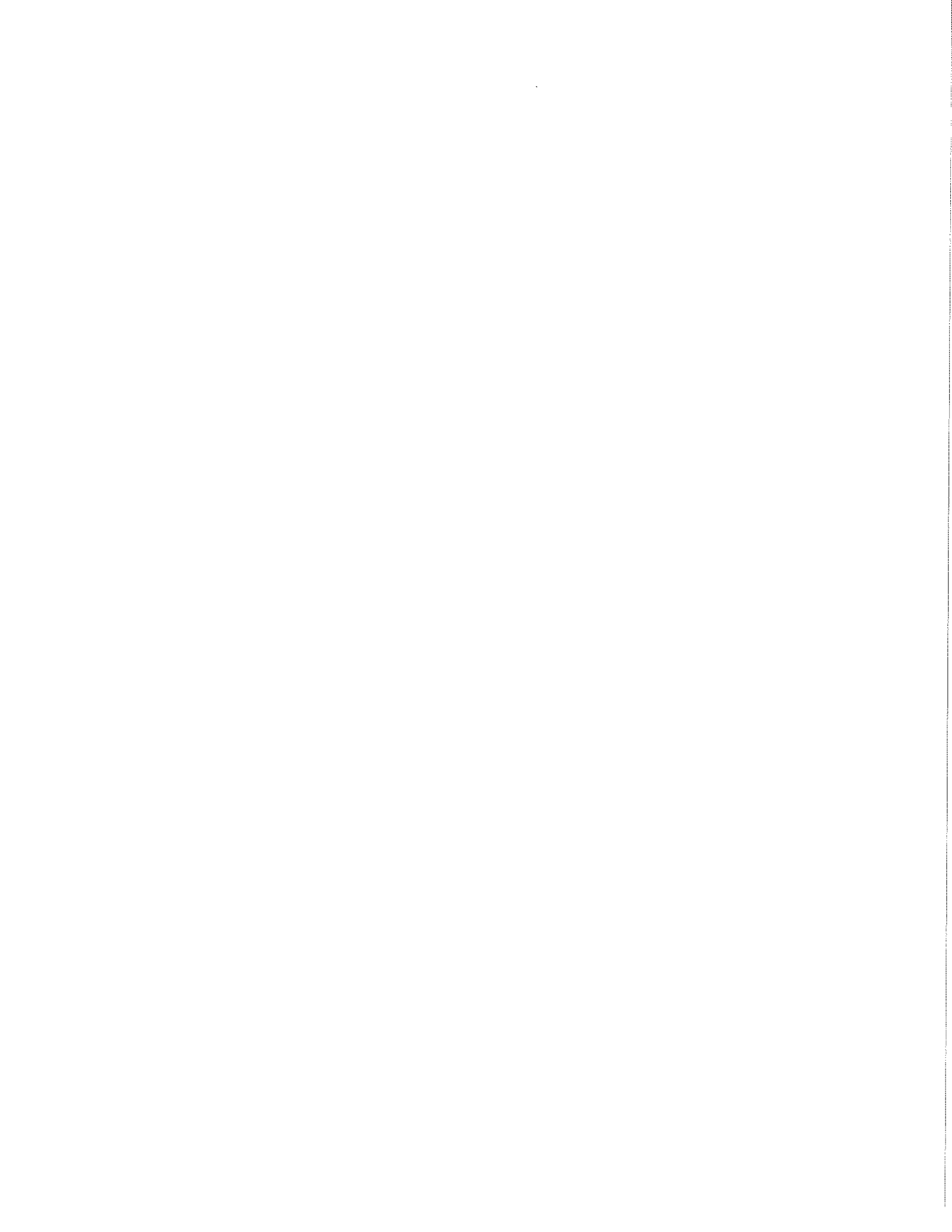
Patricia A. Noland, President

Peter Onoszko Commissioner

Jane M. Tabb, Commissioner

Dale Manuel, Commissioner

Walt Pellish, Commissioner



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: **September 15, 2016**

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

Date Requested – 2nd Choice:

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

- Review of Capital Outlay Fund as of 8/31/2016
- Review of Ambulance Fee Revenue and Expenditures FY14-FY16
- Review of Cash as of June 30, 2016
- Review of Budget to Actual as of June 30, 2016

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

Is this a funding request? Y/N NO

If so, how much? \$N/A

Provide exact financial impact/request: N/A

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

- Motion to transfer \$400,000 from BCT ICS Account ending in 575 to BB&T Capital Outlay Checking Account ending in 9739.

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
 Capital Outlay Fund
 Updated 9/8/2016

<u>Description</u>	<u>Budget</u>	<u>Expensed Amount</u>	<u>Remaining Amount</u>	<u>Cash Balance</u>	<u>Over/(Under) Budget</u>
Cash and Investments as of 8/31/2016				3,755,156	
<i>FY16 Projects Carried Forward:</i>					
120 George St Purchase	950,000	908,911	-		
120 George St Renovations	100,000		100,000		
WV Courthouse Roof/Gutter Repairs					
County Matching Funds Approved by Commissioners 10/2/14		300,343			
Less: State Grant Received	250,000	(100,000)	200,343		(49,657)
<i>FY17 Projects Approved:</i>					
Magistrate Ct 3rd Floor Renovations	300000-500,000	13,500	286,500		
Courthouse Windows	100,000		100,000		
Fire Escape (Moffit)	40,000		40,000		
Tax Office Remodel	20,000		20,000		
Fire Alarm Mason	15,000		15,000		
Hunter House Windows	20,000		20,000		
Lighting Retro	15,000	4,250	10,750		
Utility Vehicle	33,800	31,716	-		(2,084)
Elections Pollbook	356,976	178,488	178,488	971,081	
Cash and Investments at end of FY2017				2,784,075	
Required Capital Outlay Reserve				2,000,000	
Net Balance				784,075	

Jefferson County
 Ambulance Fee Billing Reconciliation
 As of 6/30/2016

PB: Mgordon

<u>Description</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>TOTALS</u>
Expenditures						
Wages & Benefits						
Wages	3,379.20	29,977.12	29,786.38			63,142.70
FICA	209.51	1,858.58	1,846.76			3,914.85
Med	49.00	434.67	431.90			915.57
Retire	152.07	1,335.51	1,340.30			2,827.88
Vision	7.53	90.36	90.36			188.25
Life	6.80	81.60	81.60			170.00
Total Wages & Benefits	<u>3,804.11</u>	<u>33,777.84</u>	<u>33,577.30</u>			<u>71,159.25</u>
Materials & Supplies	-	1,861.58	1,200.03			3,061.61
Contracted Services		-	408.00	2,078.33		2,486.33
Postage	-	8,902.50	11,343.20	9,198.90		29,444.60
Software Annual Fee		1,800.00	1,800.00	1,800.00		5,400.00
Merchant Services Fees		1,015.94	3,038.12			4,054.06
Customer Refunds		8,263.00	485.00			8,748.00
NSF Checks		1,220.00	630.00			1,850.00
NSF Checks Paid		(1,180.00)	(500.00)			(1,680.00)
Total Expenses	<u>3,804.11</u>	<u>55,660.86</u>	<u>51,981.65</u>	<u>13,077.23</u>		<u>124,523.85</u>
Revenues - CASH BASIS						
Deposits		818,896.00	871,618.15			1,690,514.15
NSF Fee		217.00	171.00			388.00
Merchant Conven Fee Rev		1,229.00	3,676.00			4,905.00
Interest Earned		176.27	268.31			444.58
Total Revenues	<u>-</u>	<u>820,518.27</u>	<u>875,733.46</u>	<u>-</u>		<u>1,696,251.73</u>
Net Income	(3,804.11)	764,857.41	823,751.81			1,584,805.11
Less: Disbursements to JCESA		675,000.00	800,000.00			1,475,000.00
Income	<u>(3,804.11)</u>	<u>89,857.41</u>	<u>23,751.81</u>	<u>-</u>	<u>-</u>	<u>109,805.11</u>
Bill Information as of 7/21/2016 - ACCRUAL BASIS						
Base Fees		849,200.00	887,095.30	894,975.00	895,905.00	3,527,175.30
Base Collected		786,570.00	757,370.30	26,425.00	840.00	1,571,205.30
Base Outstanding		62,630.00	129,725.00	868,550.00	895,065.00	1,955,970.00
Late Fees Collected <i>per Report</i>		72,563.00	60,402.00	16.00	-	132,981.00
Est Late Fees <i>each FY</i>		31,974.00	100,991.00	16.00		132,981.00
Count		18,609	19,806	20,035	20,021	
Fees Paid in Advance (Deferred Revenue 001.239.00.000)				26,441.00	840.00	27,281.00
Due to General Fund			97,054.23			

Jefferson County Commission

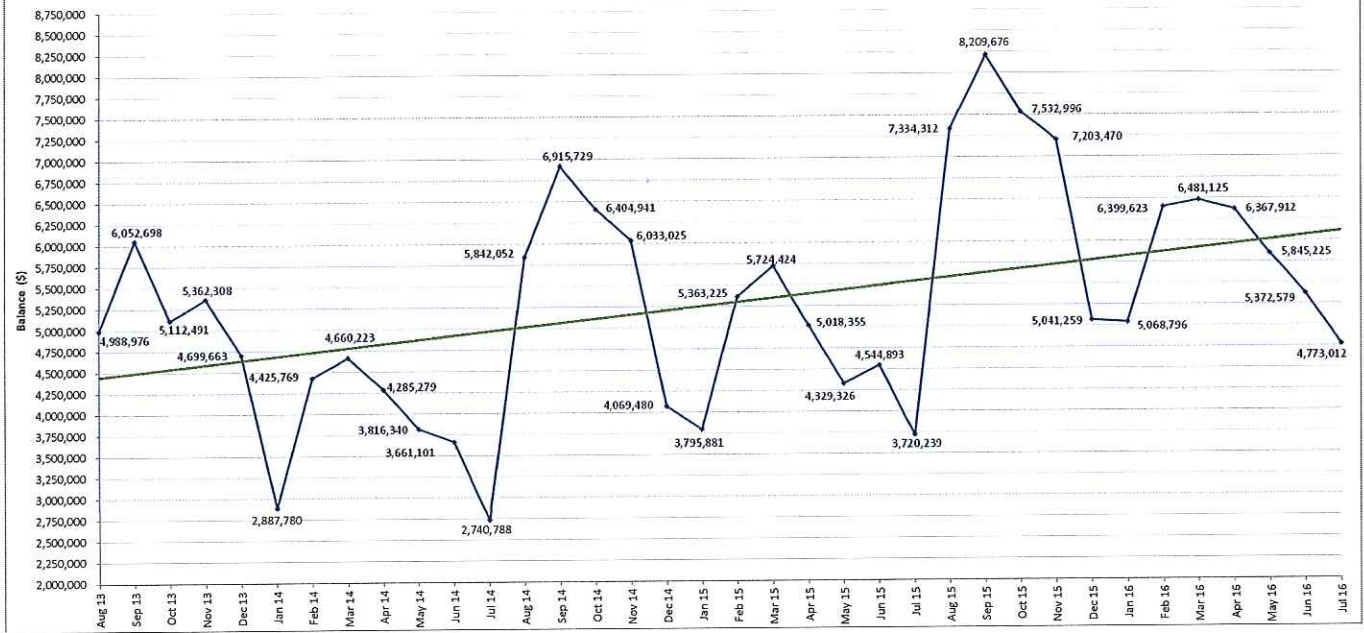
Cash Balances by Fund

As of 06-30-2016

Fund	Discription	Balance
001	General Operating	\$ 5,372,579
002	Coal Severance	106,187
003	Dog & Kennel	6,791
004	General School	(22,100)
005	Magistrate Court	2,869
006	Worthless Check	31,504
008	Home Confinement	38,506
009	Federal Grants	
010	State Grant	
023	Flood Mitigation	34,959
039	Waste Coal	8,394
056	Assessor Valuation	309,811
057	Farmland Protection	1
059	Concealed Weapons	61,012
063	Voter Registration	2
074	Drug Forfeiture	14,456
075	Sub Division Bond Forfeiture	172
077	Teen Court	-
244	Bardane Public Health Center	37,984
246	Capital Outlay	4,116,329
247	Parks Land Fund	-
249	Impact Fees	2,522,342
315	State Police	60
369	Deputy Sheriff Retire	1
Total Cash all Funds		<u>\$ 12,641,859</u>

Jefferson County Commission
 General Fund Cash Balance
 36 Month Trend

Series1
 Cash Trend



Jefferson County Commission
 FY16 General Fund Revenues and Expenditures
 Compiled September 8, 2016
 Expenditures by Department

	Budget				YTD Actual		
	FY16 YTD	FY16 YTD	Variance	% Rec'd	FY15 YTD	FY16-FY15 Var	% Rec'd
	FY16 Budget	Actual as of 06/30/16	Favorable / (Unfavorable)	/Exp'd	Actual as of 06/30/15	Favorable / (Unfavorable)	/Exp'd
REVENUE							
AD VALOREM TAXES	12,582,514	12,273,170	(309,344)	97.54 %	11,905,481	367,689	3.09 %
TAX PENALTIES	282,000	285,246	3,246	101.15 %	285,034	212	0.07 %
PROPERTY TRANSFER TAX	664,000	664,414	414	100.06 %	581,924	82,490	14.18 %
GAS & OIL SEVERANCE TAX	95,000	95,320	320	100.34 %	81,957	13,363	16.30 %
HORSE & DOG RACING TAX	12,686	12,545	(141)	98.89 %	12,923	(379)	(2.93) %
WINE & LIQUOR TAX	36,000	36,831	831	102.31 %	32,965	3,866	11.73 %
HOTEL OCCUPANCY TAX	635,000	652,945	17,945	102.83 %	600,591	52,355	8.72 %
LICENSE/DECALS	65	78	13	120.00 %	68	10	14.71 %
BUILDING PERMIT FEES	300,000	241,384	(58,616)	80.46 %	303,631	(62,247)	(20.50) %
MISC. RENTS	131	142	11	108.40 %	134	8	5.97 %
FEDERAL GOV GRANTS	160,462	177,112	16,650	110.38 %	160,021	17,091	10.68 %
FED PYMNT IN LIEU OF TAXS	11,676	18,698	7,022	160.14 %	28,660	(9,962)	(34.76) %
SHERIFF'S SRVC OF PROCESS	17,600	19,255	1,655	109.40 %	18,001	1,254	6.96 %
SHERIFF EARNINGS	21,000	21,155	155	100.74 %	28,313	(7,158)	(25.28) %
COUNTY CLERK'S EARNING	202,375	201,959	(416)	99.79 %	174,949	27,010	15.44 %
CIRCUIT CLERK'S EARNING	61,815	64,933	3,118	105.04 %	64,318	615	0.96 %
PROSECUTING ATTY EARNINGS	1,278	1,081	(197)	84.55 %	1,293	(213)	(16.44) %
ACCIDENT REPORTS	3,500	4,060	560	116.00 %	3,800	260	6.84 %
MAP SALES	2,700	2,685	(15)	99.44 %	2,514	171	6.80 %
RENT - CONCESSIONS	47,400	46,975	(425)	99.10 %	43,225	3,750	8.68 %
AMBULANCE FEES	800,000	992,393	192,393	124.05 %	675,000	317,393	47.02 %
EMG COMM - 911 FEE	1,823,000	1,852,675	29,675	101.63 %	1,792,090	60,586	3.38 %
FRANCHISE FEES	461,500	470,701	9,201	101.99 %	427,867	42,834	10.01 %
IRP FEES-INTNATL REG PGM	15,000	15,496	496	103.31 %	6,030	9,466	157.00 %
FINES,FEES & COURTS COSTS	-	14,847	14,847			14,847	-
JAIL FEES	95,000	97,813	2,813	102.96 %	96,912	901	0.93 %
INTEREST EARNED	20,290	30,916	10,626	152.37 %	25,434	5,482	21.55 %
MISCELLANEOUS REVENUE	6,100	1,140	(4,960)	18.69 %	755	385	50.94 %
FILING FEES					3,542	(3,542)	(100.00) %
SHERIFF'S COMMISSION	12,000	11,563	(437)	96.36 %	11,619	(56)	(0.48) %
SALE OF MATERIALS	-	7,822	7,822	100.00 %		7,822	-
CONT/TRANS FRM OT ENTITES	14,800	14,800	-	100.00 %		14,800	-
CHARGES TO OTHER ENTITIES	161,983	166,390	4,407	102.72 %		166,390	-
REIMBURSEMENTS	299,873	184,021	(115,852)	61.37 %	228,635	(44,614)	(19.51) %
GAIN/LOSS SALE-FIX ASSETS	10,950	33,750	22,800	308.22 %		33,750	-
CONTR/TRANS FROM OTHR FND	-	33,936	33,936		45,906	(11,970)	(26.08) %
GEN SCHOOL FUND REIMB	264,000	219,218	(44,782)	83.04 %	264,466	(45,248)	(17.11) %
TRANS/ASSR VAL FUND	436,740	436,534	(206)	99.95 %	451,504	(14,970)	(3.32) %
TOTAL REVENUES	19,558,438	19,404,002	(154,436)	99.21 %	18,359,564	1,044,438	5.69 %
EXPENDITURES							
COUNTY COMMISSION	1,803,671	1,687,540	116,131	93.56 %	1,617,382	(70,158)	(4.34) %
COUNTY CLERK	753,392	720,816	32,576	95.68 %	698,868	(21,948)	(3.14) %
CIRCUIT CLERK	632,182	596,132	36,051	94.30 %	622,728	26,597	4.27 %
SHERIFF AND TREASURER	575,687	560,242	15,445	97.32 %	582,979	22,738	3.90 %
PROSECUTING ATTORNEY	1,799,740	1,776,094	23,646	98.69 %	1,746,878	(29,216)	(1.67) %
ASSESSOR	526,372	511,554	14,818	97.18 %	519,849	8,295	1.60 %
ASSESSOR'S VALUATION FUND	436,740	436,534	206	99.95 %	450,124	13,589	3.02 %

Jefferson County Commission
 FY16 General Fund Revenues and Expenditures
 Compiled September 8, 2016
 Expenditures by Department

	FY16 YTD				YTD Actual		
	FY16 Budget	Actual	Budget Variance	% Rec'd	FY15 YTD	FY16-FY15 Var	
		as of 06/30/16	Favorable / (Unfavorable)	/Exp'd	as of 06/30/15	Favorable / (Unfavorable)	% Rec'd
STATEWIDE COMPUTER NET	63,100	53,302	9,798	84.47 %	60,079	6,777	11.28 %
AGRICULTURAL AGENT	129,461	115,880	13,581	89.51 %	125,383	9,503	7.58 %
ELECTIONS COUNTY CLERK	413,417	379,574	33,843	91.81 %	241,497	(138,077)	(57.18) %
MAGISTRATE COURT	2,200	2,257	(57)	102.58 %	1,135	(1,122)	(98.90) %
COURTHOUSE (MAINTENANCE)	1,218,604	1,172,505	46,099	96.22 %	1,083,000	(89,505)	(8.26) %
OTHER BUILDINGS	609,750	561,378	48,372	92.07 %	593,238	31,859	5.37 %
DATA PROCESSING	343,993	274,039	69,954	79.66 %	323,913	49,874	15.40 %
REGIONAL DEVELOPMENT AUTH	19,795	19,794	1	100.00 %	19,794	-	-
ECONOMIC DEVELOPMENT	429,155	413,552	15,603	96.36 %	450,159	36,607	8.13 %
GIS DEPT	261,474	251,007	10,467	96.00 %	239,891	(11,116)	(4.63) %
PLANNING AND ZONING	315,787	310,112	5,675	98.20 %	335,739	25,626	7.63 %
ENGINEERING	785,404	759,349	26,055	96.68 %	738,765	(20,584)	(2.79) %
DEPT OF ZONING	149,360	121,419	27,941	81.29 %	69,951	(51,469)	(73.58) %
TRANS/REIMB	-	43,781	(43,781)			(43,781)	-
CONTINGENCIES	59,104	-	59,104	-	-	-	-
SHERIFF LAW ENFORCEMENT	3,653,984	3,637,393	16,591	99.55 %	3,417,649	(219,744)	(6.43) %
SHERIFF SVC OF PROCESS	18,000	17,564	436	97.58 %	17,534	(30)	(0.17) %
REGIONAL JAIL	1,350,000	1,195,973	154,027	88.59 %	1,229,458	33,486	2.72 %
EMERGENCY SERVICES	274,197	229,555	44,642	83.72 %	226,043	(3,512)	(1.55) %
COMMUNICATIONS CENTER	1,991,164	1,831,615	159,549	91.99 %	1,907,032	75,417	3.95 %
FIRE DEPARTMENTS	420,000	420,000	-	100.00 %	373,625	(46,375)	(12.41) %
AMBULANCE AUTHORITY	2,253,312	2,439,972	(186,660)	108.28 %	1,997,562	(442,410)	(22.15) %
ANIMAL CONTROL	329,409	319,140	10,269	96.88 %	309,388	(9,753)	(3.15) %
CENTRAL GARAGE	308,779	239,280	69,499	77.49 %	273,270	33,990	12.44 %
SOLID WASTE AUTHORITY					1,500	1,500	100.00 %
PARKS AND RECREATION	543,668	536,892	6,776	98.75 %	550,989	14,097	2.56 %
ARTS AND HUMANITIES	12,700	12,827	(127)	101.00 %	12,012	(815)	(6.79) %
HISTORICAL COMMISSION	18,432	18,994	(562)	103.05 %	17,786	(1,207)	(6.79) %
VISITOR'S BUREAU	317,860	320,676	(2,816)	100.89 %	300,295	(20,380)	(6.79) %
LIBRARIES	250,000	250,000	-	100.00 %	234,000	(16,000)	(6.84) %
PUBLIC TRANSPORTATION	10,275	10,275	-	100.00 %	10,275	-	-
TOTAL EXPENDITURES	23,080,168	22,247,016	833,152	96.39 %	21,399,768	(847,248)	(3.96) %
NET PRIOR TO GAMING REVENUE	(3,521,730)	(2,843,014)	(678,716)		(3,040,204)	197,190	-6.49 %
TABLE GAMES	840,000	853,011	13,011	101.55 %	891,153	(38,143)	(4.28) %
VIDEO LOTTERY	3,300,000	3,263,262	(36,738)	98.89 %	3,237,306	25,956	0.80 %
NET REVENUE LESS EXPENDITURES	618,270	1,273,259	(654,989)	205.94 %	1,088,256	185,003	17.00 %

Jefferson County Commission
 FY16 General Fund Revenues and Expenditures
 Compiled September 8, 2016
 General Fund Expenditures by Object Code

	FY16 YTD		Budget		FY15 YTD	YTD Actual	
	Actual	Variance	Favorable /	% Rec'd	Actual	FY16-FY15 Var	% Rec'd
	as of 06/30/16	(Unfavorable)	/Exp'd		as of 06/30/15	(Unfavorable)	/Exp'd
	FY16 Budget						
REVENUES							
AD VALOREM TAXES	12,582,514	12,273,170	(309,344)	97.54 %	11,905,481	367,689	3.09 %
TAX PENALTIES	282,000	285,246	3,246	101.15 %	285,034	212	0.07 %
PROPERTY TRANSFER TAX	664,000	664,414	414	100.06 %	581,924	82,490	14.18 %
GAS & OIL SEVERANCE TAX	95,000	95,320	320	100.34 %	81,957	13,363	16.30 %
HORSE & DOG RACING TAX	12,686	12,545	(141)	98.89 %	12,923	(379)	(2.93) %
WINE & LIQUOR TAX	36,000	36,831	831	102.31 %	32,965	3,866	11.73 %
HOTEL OCCUPANCY TAX	635,000	652,945	17,945	102.83 %	600,591	52,355	8.72 %
LICENSE/DECALS	65	78	13	120.00 %	68	10	14.71 %
BUILDING PERMIT FEES	300,000	241,384	(58,616)	80.46 %	303,631	(62,247)	(20.50) %
MISC. RENTS	131	142	11	108.40 %	134	8	5.97 %
FEDERAL GOV GRANTS	160,462	177,112	16,650	110.38 %	160,021	17,091	10.68 %
FED PYMNT IN LIEU OF TAXS	11,676	18,698	7,022	160.14 %	28,660	(9,962)	(34.76) %
SHERIFF'S SRVC OF PROCESS	17,600	19,255	1,655	109.40 %	18,001	1,254	6.96 %
SHERIFF EARNINGS	21,000	21,155	155	100.74 %	28,313	(7,158)	(25.28) %
COUNTY CLERK'S EARNING	202,375	201,959	(416)	99.79 %	174,949	27,010	15.44 %
CIRCUIT CLERK'S EARNING	61,815	64,933	3,118	105.04 %	64,318	615	0.96 %
PROSECUTING ATTY EARNINGS	1,278	1,081	(197)	84.55 %	1,293	(213)	(16.44) %
ACCIDENT REPORTS	3,500	4,060	560	116.00 %	3,800	260	6.84 %
MAP SALES	2,700	2,685	(15)	99.44 %	2,514	171	6.80 %
RENT - CONCESSIONS	47,400	46,975	(425)	99.10 %	43,225	3,750	8.68 %
AMBULANCE FEES	800,000	992,393	192,393	124.05 %	675,000	317,393	47.02 %
EMG COMM - 911 FEE	1,823,000	1,852,675	29,675	101.63 %	1,792,090	60,586	3.38 %
FRANCHISE FEES	461,500	470,701	9,201	101.99 %	427,867	42,834	10.01 %
IRP FEES-INTNATL REG PGM	15,000	15,496	496	103.31 %	6,030	9,466	157.00 %
FINES,FEES & COURTS COSTS	-	14,847	14,847	-	-	14,847	-
JAIL FEES	95,000	97,813	2,813	102.96 %	96,912	901	0.93 %
INTEREST EARNED	20,290	30,916	10,626	152.37 %	25,434	5,482	21.55 %
MISCELLANEOUS REVENUE	6,100	1,140	(4,960)	18.69 %	755	385	50.94 %
FILING FEES	-	-	-	-	3,542	(3,542)	(100.00) %
SHERIFF'S COMMISSION	12,000	11,563	(437)	96.36 %	11,619	(56)	(0.48) %
SALE OF MATERIALS	-	7,822	7,822	-	-	7,822	-
CONT/TRANS FRM OT ENTITES	14,800	14,800	-	100.00 %	-	14,800	-
CHARGES TO OTHER ENTITIES	161,983	166,390	4,407	102.72 %	-	166,390	-
REIMBURSEMENTS	299,873	184,021	(115,852)	61.37 %	228,635	(44,614)	(19.51) %
GAIN/LOSS SALE-FIX ASSETS	10,950	33,750	22,800	308.22 %	-	33,750	-
CONTR/TRANS FROM OTHR FND	-	33,936	33,936	-	45,906	(11,970)	(26.08) %
GEN SCHOOL FUND REIMB	264,000	219,218	(44,782)	83.04 %	264,466	(45,248)	(17.11) %
TRANS/ASSR VAL FUND	436,740	436,534	(206)	99.95 %	451,504	(14,970)	(3.32) %
TOTAL REVENUES	19,558,438	19,404,002	(154,436)	99.21 %	18,359,564	1,044,438	5.69 %
EXPENDITURES							
SALARIES	9,941,908	9,719,172	222,736	97.76 %	9,565,970	(153,202)	(1.60) %
FICA	763,182	742,502	20,680	97.29 %	702,081	(40,421)	(5.76) %
HEALTH INSURANCE	1,889,595	1,854,549	35,046	98.15 %	1,826,659	(27,890)	(1.53) %
RETIREMENT	1,266,308	1,257,096	9,212	99.27 %	1,160,850	(96,245)	(8.29) %
TELEPHONE	221,647	242,007	(20,360)	109.19 %	235,209	(6,797)	(2.89) %
PRINTING	25,220	16,598	8,622	65.81 %	14,438	(2,160)	(14.96) %
UTILITIES	342,300	345,643	(3,343)	100.98 %	302,649	(42,995)	(14.21) %
TRAVEL	59,475	55,281	4,194	92.95 %	43,884	(11,397)	(25.97) %
MAINT/REP BLDG & GRNDS	60,000	39,795	20,205	66.33 %	58,411	18,616	31.87 %
MAINT/REP EQUIPMENT	190,721	144,928	45,793	75.99 %	140,512	(4,417)	(3.14) %
MAINT/REP AUTO	8,000	1,668	6,332	20.85 %	10,619	8,951	84.29 %
POSTAGE	123,763	102,456	21,307	82.78 %	120,767	18,310	15.16 %
BLDG/EQUIP RENTAL	142,617	139,779	2,838	98.01 %	138,545	(1,233)	(0.89) %
ADVERTISING/LEGAL PUBS	46,045	33,020	13,025	71.71 %	30,197	(2,824)	(9.35) %
TRAINING AND EDUCATION	48,106	35,318	12,788	73.42 %	34,975	(343)	(0.98) %

Jefferson County Commission
 FY16 General Fund Revenues and Expenditures
 Compiled September 8, 2016
 General Fund Expenditures by Object Code

	FY16 YTD		Budget		FY15 YTD		YTD Actual	
	FY16 Budget	Actual as of 06/30/16	Favorable / (Unfavorable)	% Rec'd /Exp'd	Actual as of 06/30/15	Favorable / (Unfavorable)	% Rec'd /Exp'd	
DUES AND SUBSCRIPTIONS	72,135	66,994	5,141	92.87 %	65,473	(1,521)	(2.32) %	
PROFESSIONAL SERVICES	282,847	172,506	110,341	60.99 %	201,611	29,105	14.44 %	
AUDIT COSTS	70,000	69,052	948	98.65 %	34,600	(34,452)	(99.57) %	
INSURANCE AND BONDS	492,379	471,556	20,823	95.77 %	431,736	(39,820)	(9.22) %	
COURT COSTS AND DAMAGES	2,007	1,007	1,000	50.17 %	56,789	55,782	98.23 %	
CONTRACTED SERVICES	283,972	244,259	39,713	86.02 %	284,499	40,240	14.14 %	
BANK CHARGES	500	3,573	(3,073)	714.54 %	219	(3,354)	(1,534.21) %	
REMITTANCE FEES COLLECTED	805,000	940,220	(135,220)	116.80 %	675,000	(265,220)	(39.29) %	
REFUNDING ERRONEOUS PMTS	175	764	(589)	-	96	(669)	(698.16) %	
INSURANCE PREMIUM RETIREE	89,484	84,506	4,978	(100.00) %	86,655	2,149	2.48 %	
REFUNDS / REIMBURSEMENTS	10	1,040	(1,030)	10,400.00 %	1,233	193	15.65 %	
MATERIALS AND SUPPLIES	418,965	377,460	41,505	(100.00) %	289,853	(87,607)	(30.22) %	
RECORD BOOKS	6,450	2,925	3,525	45.35 %	6,168	3,242	52.57 %	
AUTO SUPPLIES	203,444	141,338	62,106	69.47 %	171,695	30,357	17.68 %	
C/F PRISONRS REG JAIL FEE	1,350,000	1,195,973	154,027	88.59 %	1,229,458	33,486	2.72 %	
UNIFORMS	29,410	30,444	(1,034)	103.52 %	42,004	11,560	27.52 %	
CHARGES BY OTHR GOV UNITS	63,100	53,302	9,798	84.47 %	60,079	6,777	11.28 %	
COMPUTER SOFTWARE	48,160	29,612	18,548	61.49 %	33,424	3,812	11.41 %	
COMPUTER HARDWARE	50,252	50,057	195	99.61 %	94,789	44,732	47.19 %	
IT SUPPORT	101,000	76,299	24,701	75.54 %	54,618	(21,682)	(39.70) %	
LICENSE AND ANNUAL FEES	76,443	24,340	52,103	31.84 %	60,523	36,183	59.78 %	
CAPITAL OUTLAY-EQUIPMENT	130,451	130,450	1	100.00 %	-	(130,450)	-	
CONTR/TRSFR TO OTHR FUNDS	6,000	43,781	(37,781)	729.68 %	12,936	(30,844)	(238.43) %	
CONTR/TRSFR OTHR GOV UNIT	3,080,565	3,076,316	4,249	99.86 %	2,861,509	(214,807)	(7.51) %	
CONTR/TRSFR OTHER	229,428	229,428	-	100.00 %	259,036	29,608	11.43 %	
CONTINGENCY RESERVE	59,104	-	59,104	-	-	-	-	
TOTAL EXPENDITURES	23,080,168	22,247,016	833,152	96.39 %	21,399,768	(847,248)	(3.96) %	
NET PRIOR TO GAMING REVENUE	(3,521,730)	(2,843,014)	(678,716)	80.73 %	(3,040,204)	197,190	-6.49 %	
TABLE GAMES	840,000	853,011	13,011	101.55 %	891,153	(38,143)	(4.28) %	
VIDEO LOTTERY	3,300,000	3,263,262	(36,738)	98.89 %	3,237,306	25,956	0.80 %	
NET REVENUE LESS EXPENDITURES	618,270	1,273,259	654,989	205.94 %	1,088,256	185,003	17.00 %	

Jefferson County Commission
Fund Balance Reconciliation
As of 6-30-2016

Fund	Description	Balance
001	General Fund	
	Fund Balance at 6-30-2015	3,891,395.85
	Surplus / (Deficit) FY16	1,311,239.35
	PPADJ's	
	FY15 Permit Revenue	78,928.62
	FY15 Amb Fee Adjustments (Net)	49,384.45
	FY15 VOCA Revenue	9,813.88
	FY15 Pcard Rebate Revenue	2,602.26
	FY15 CAD WIFI Reimb's	2,756.96
	FY15 Fuel Reimb	8,821.08
	FY15 Franchise Fee	113,291.06
	FY15 Magistrate Ct Rent Income	7,500.00
	FY15 DUI Grant Revenue	9,403.54
	Fund Balance at 6-30-2016	<u>5,485,137.05</u>
	Fund Balance at 6-30-2016 per GL	<u>5,485,137.05</u>
	Diff	-

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman

Department or Organization: **Planning and Zoning**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 29, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Final Approval of the Campground 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 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

**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

- Cabin 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.
- Camping Cabin 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.
- 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.
- Campground Amenities Uses or features which are clearly incidental to the use of the property as a campground and may include shelters, pavilions, gathering halls, bathhouses, pools, recreation areas, trails, fire

*For County Commission Action 09/29/16
edits made at the 9/13/16 CC workshop are highlighted in yellow*

	<u>pits, retail stores, laundry facilities, food service, amphitheaters, ponds, lakes and other uses related to the needs of the campers.</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>
<u>Campsite</u>	<u>Generally means an area where an individual, family or group can pitch or place a camping unit; a campground may contain many campsites.</u>
<u>Campsite Pad</u>	<u>An area within a camp site intended for the exclusive occupancy by a camping unit or units under the control of a camper.</u>
<u>Caretaker Residence</u>	<u>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.</u>
<u>RV Park</u>	<u>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".</u>

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.
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 unless otherwise authorized by the campground management.

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. If the facility and parking for such event was included on the

Site Plan and previously included in the Zoning Certificate, such separate Zoning Certificate shall not be required.

Commented [JB1]: Staff proposed language to clarify issue discussed on 9/13

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 50 from existing property lines.

6. 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. Campground uses must submit a Concept Plan and be approved by the 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.

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	NP	P	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. 8.17
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	

**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.

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. All campgrounds shall process as a Minor Site Plan. Campgrounds proposing more than 10 sites shall also process a Concept Plan. 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.

Commented [JB1]: It appears the process for proposing a campground was inadvertently deleted from the previous version

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 easements.
3. Each campsite shall have a minimum road frontage (width) of 20 feet along a platted road ~~easement right-of-way~~ unless such sites are only accessible by foot.
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 ~~pad 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. This requirement does not apply to cabins or camping cabins.
7. No more than one camping unit shall be placed on or above a campsite.

~~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.~~

C.E. Road and Access Requirements

1. Campground roads that serve have less than 300 vehicle trips per day 100 campsites 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 100 campsites shall meet the following standards
 - 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 feet 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 feet 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 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.

*For County Commission Action 09/29/16
edits made at the 9/13/16 CC workshop are highlighted in yellow*

- ~~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: Nathan Cochran, Assistant Prosecuting Attorney

Department or Organization: Prosecuting Attorney's Office

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: September 29, 2016

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Discussion of Cable franchise agreement – potential executive session to receive legal advice regarding renewal of agreement.

o Draft Agreement with JCBOE re: Commemorative Rock - Discussion / Action
Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N 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

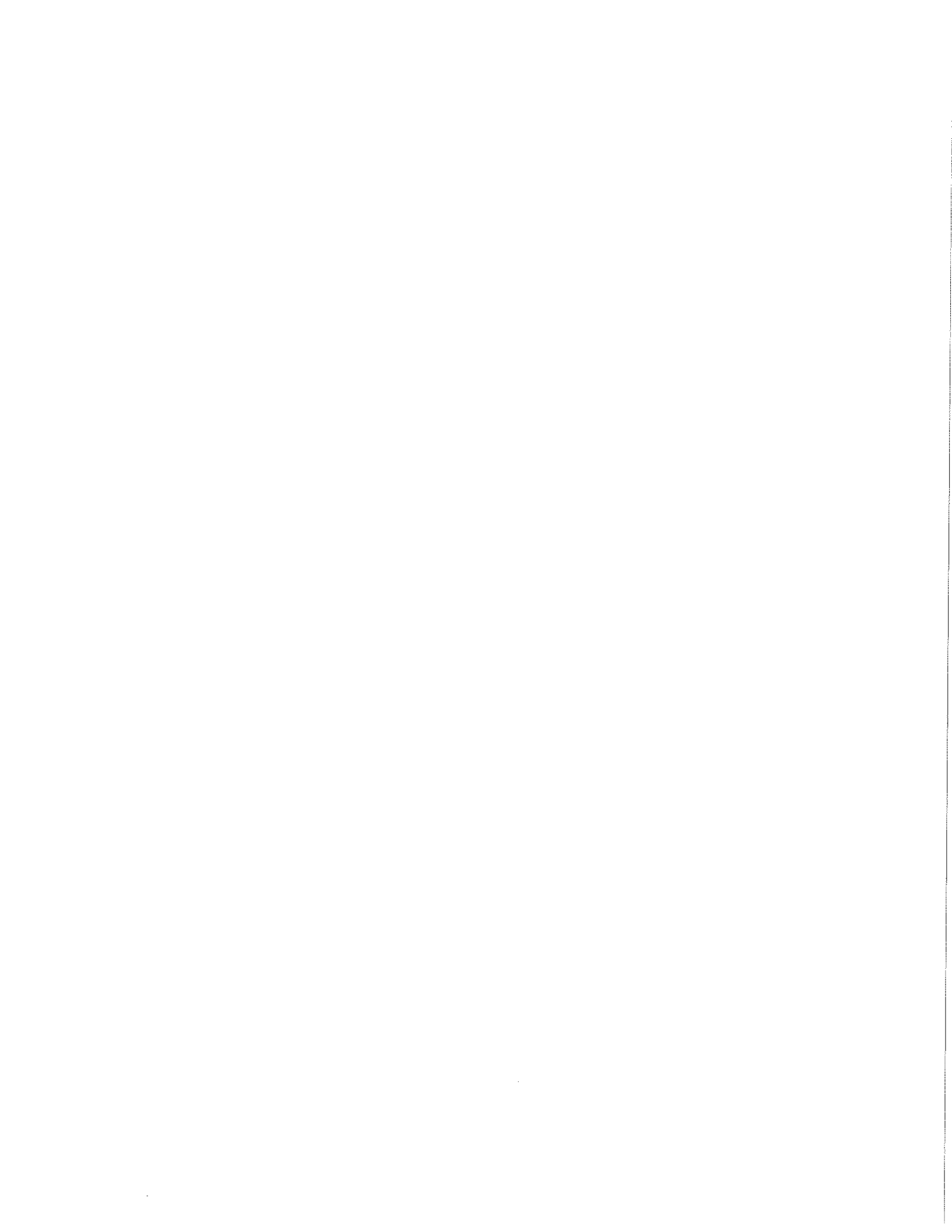
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



MEMORANDUM

TO: County Commission

FROM: Ralph A. Lorenzetti, Jr., Prosecuting Attorney

DATE: September 19, 2016

RE: New Offices

This is to share my concerns with the new office space in the Gray Building. The following is a list of some deficiencies which I view as creating problems for the day-to-day operations of the Office of the Prosecuting Attorney:

1. Entrance security: we want to ensure that the building—which unlike our current space is not in sight of the courthouse or any bailiffs—has enough security measures in place that staff are not in danger.
2. Sufficient office space: several of the existing offices are too small for confidential meetings with defense counsel and victims.
3. Sufficient filing space: despite our progress toward electronic files we still have voluminous paper files which take up significant space. Housing these files in a separate space from where lawyers and paralegals work will substantially affect our efficiency.

The Commission has made clear that it intends to configure the Gray building in a manner that the Commission deems most appropriate. I want to clearly state that I believe that a lack of sufficient office and filing space is a fundamental problem and may affect the ability of this Office to fulfill its Constitutional duties and obligations. Ensuring the safety of the public is

the primary focus of this office, however, ensuring the safety of the employees of the office is also critical.

I will defer to the wishes of the new prosecutor after the November 8, 2016 election, but want the Commission to understand that I do not agree that the proposals of the Commission will result in suitable offices for the Office of the Prosecuting Attorney.

Public Service Commission of West Virginia

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

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



Received

SEP 12 2016

Jefferson County Commission

September 7, 2016

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

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$186,857.76 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office**. This amount is your County's share of the fees remitted to the Public Service Commission for the months of June, July, and August 2016. The next disbursement will be in three months.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp

Jefferson County Public Service District

Received

SEP 12 2016

Jefferson County Public Service District
Regular Board Meeting
August 1, 2016

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, June 6, 2016 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; from Bowles Rice, District Legal Counsel, Jim Kelsh; from Thrasher Engineering, Wayne Morgan; and liaison for the County Commission, Commissioner Jane Tabb. Mr. Weese was absent from the meeting.

CALL TO ORDER

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

Approval of agenda

There were no changes made to the agenda and it was approved with unanimous consent.

OLD BUSINESS

Review Minutes of July 5 regular board meeting

The minutes of the July 5, 2016 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the July 5, 2016 regular board meeting minutes as presented. Approved 2-0.

Discuss sewer collection and transmission project

- Consider substitution of Counsel for the sewer certificate project

The PSC granted motions for both Mr. Kelsh to withdraw as Counsel from the case and a 90 day toll to allow for additional time to provide information requested by the PSC. Ms. Lawton has provided the Board with background on two lawyers who don't have any conflicts of interest, Mr. David Hanna of Hanna & Hanna PLLC and Robert Rodecker of Kay Casto & Chaney PLLC.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to hire Bob Rodecker as Counsel for the sewer certificate project. Approved 2-0.

Discuss the District's financial status (status of paying bills)

The District will need to collect an estimated \$2,000 in payments to cover the disbursements for sewer and \$19,000 for water.

Action: No action required by the Board.

NEW BUSINESS

Update on Status of Current Public Service Commission Cases

2015 sewer rate case, 15-1338-PSD-42R-PC –The District is waiting for a final order from the PSC.

2016 sewer rate case, 16-0411-PSD-30B –The PSC issued an order approving an interim rate of \$17.83 per 1000 gallons effective for all bills rendered after July 1st. The PSC is waiting on the outcome of the 42R case to set final rates.

Certificate of Convenience and Necessity case, 16-0616-PSD-PC-CN – The PSC granted Bowles Rice's motion to withdraw as counsel from the case and granted a 90 day toll to allow for additional time to provide information requested by the PSC.

Water Rate Increase case, 16-0701-PWD-19A – The PSC Staff recommended an 18.2% interim rate increase. A PSC Staff report is due by September 5th.

Action: No action required by the Board.

Discussion of any Expenses over Budget

The following line items were over budget for the 2016 fiscal year; Collecting Supplies and Expense, General Office Suppliers and Expense, Miscellaneous and General Expense, Bad Debt Expense, and Special Expense. The District operated within the limitations of the budget for the current fiscal year.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the line items over budget as discussed. Approved 2-0.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for Public Service District water expenses in the amount of \$6,638.12. Approved 2-0.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for the Public Service District sewer expenses in the amount of \$178,598.47. Approved 2-0.

Approve transfer of \$1,076.78 from the Renewal & Replacement account to the Sewer Operating account for a new starter pump station 3-9

Approve transfer of \$4,895.38 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$2,692.05 from the Water Security Deposit account to the Water Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve transfer of \$1,076.78 from the Renewal & Replacement account to the Sewer Operating account for a new starter pump station 3-9; approve transfer of \$4,895.38 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds; approve transfer of \$2,692.05 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Approved 2-0.

General Manager's Report

None discussed.

Action: No action required by the Board.

Other staff reports

Mr. Appignani questioned an exhibit that was created by District staff.

Action: No action required by the Board.

Correspondence

None discussed.

Action: No action required by the Board.

Public Comment

Jacquelyn Milliron, District customer, referenced the discussions from last month's meeting and the concerns regarding giving customer's reductions or discounts in capital improvement fees. She gave the examples of Driswood Elementary School and recent hotels being charged an amount of EDU's that don't line up with the tariff sheet. Ms. Milliron questioned that if the District is asking for CIF's that don't match the tariff then why is the District asking for CIF's at all when the amount is being reduced for potential customers that are supposed to be helping to support the infrastructure.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to convene in executive session for the purpose of discussing litigation regarding East Jefferson Sewer Service. Approved 2-0.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to return to public

session. Approved 2-0.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to adjourn. Approved 2-0.

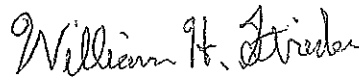
There being no further business at this time, the meeting was adjourned at 7:32PM.

The next regular meeting is scheduled for Tuesday, September 6, 2016 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani
Chairman



William H. Strider
Treasurer



September 15, 2016

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

To the Jefferson County Commission,

The by-laws of the Jefferson County Historic Landmarks Commission require that the Jefferson County Commission and West Virginia State Historic Preservation Office be notified when the Landmarks Commission designates additional structures or sites as historic landmarks. At its August 17, 2016 meeting, the Landmarks Commission added a historic church to the list of Jefferson County Historic Landmarks.

Bethesda United Methodist Church (Criteria A)

Enclosed is the Landmarks Commission's nomination report on the property, including photographs. These are provided for your review, though no action is required by the County Commission. A duplicate report has been sent to the WV State Historic Preservation Office in Charleston.

If you have any questions regarding this report, please do not hesitate to contact me at (304) 876-3883.

Respectfully,

Martin Burke
Chair, JCHLC

Landmark Nomination Report
Jefferson County Historic Landmarks Commission

Bethesda United Methodist Church

22 Knott Rd.
Shepherdstown, WV 25443

Physical Description:

Bethesda United Methodist Church is located at Moler's Crossroads, at the corner of Knott and Bakerton Road, about 3.5 miles southeast of downtown Shepherdstown in a rural setting. The church is a front-gabled structure with a centered vestibule and steeple; it is covered in pebbledash stucco, painted a bright white. (See Architectural Information below.)

Historic Description:

The Bethesda United Methodist Church was built in 1874 when Lee Henry Moler granted 64 square perches of his Linden Spring estate to the friends and members of the Methodist Episcopal Church South (Jefferson County Deed Book C/382). The congregation had previously been participants in interdenominational meetings at the nearby Reinhart schoolhouse, which began in 1851 and included adherents of the Lutheran, Reform, and Episcopal Churches. There were eleven meeting places listed in the "Shepherdstown Circuit," two of which were for colored slaves, with the Reinhart schoolhouse listed as number seven with leader Michael Nichols. Tensions arose in the neighborhood when the Methodist members separated from the group to build their church, leading to the eventual breakup of the Reinhart school meetings as members joined their respective congregations in Shepherdstown and Uvilla (Unionville). The first pastor, Reverend A. A. P. Neal, christened the church "Bethesda Methodist Episcopal Church South" after the Pool of Bethesda where Christ healed a lame man. The church was dedicated on December 20, 1874 by Reverend G. T. Tyler. The Methodist Episcopal Church South merged with the Methodist Episcopal and Methodist Protestant Churches in 1939 to form the Methodist Church, which then merged with the Evangelical United Brethren Church in 1968 to form the present United Methodist Church. Bethesda has been in the continual use of the Methodist Church since 1874.

When younger members of the church felt that improvements were needed, they decided to retain the original wood structure, which was expanded and updated in 1916. The church was raised several feet and a basement dug below, paid for with funds left in the will of George M. Knott. The original windows became the basement windows and stained glass was added above, as well as a vestibule, steeple, and apse. The exterior was covered in pebbledash stucco. The renovations cost \$4,000 and were paid in full at the time of the rededication. The church has looked much the same since, with the addition of restrooms on one side in 1969 and a handicap ramp and restroom on the other between 2007 and 2008.

The church has been continuously maintained through the care and generosity of its members and has been chosen by both the National Geographic and History Channels to be featured in

historic pieces as representative of a traditional rural church in its rural setting, with panoramic views of mountains and fields.

Architectural information:

Gable-front church 30' wide x 56' long
Sited parallel to crossroads, facing Bakerton Road
Date stone "1874" set at a front corner
Wood structure overlaid with pebbledash stucco, painted white
Concrete foundation with water table and parget, painted white

Grey asphalt shingle roof
Decorative slate roof on steeple with metal flashing and finial
Interior brick chimney to the rear on the southeast side with corbelled top
Decorative brackets on the cornice and returns
Cornice continues into belt course around the vestibule and steeple

3-bay front northeast gable
3-bay sides
2-bay rear southwest gable

Stained glass windows with round tops and geometric pattern with protective panels
Stained glass fanlight above the main entrance
Modern fixed frame round top vinyl windows with grids in basement
Round window in rear gable
Additional stained glass window centered high on the steeple

Main entrance: double door purchased in 2001
Two doors on northwest side – one from handicap ramp and one at ground level
Bricked stair leading up to the main door

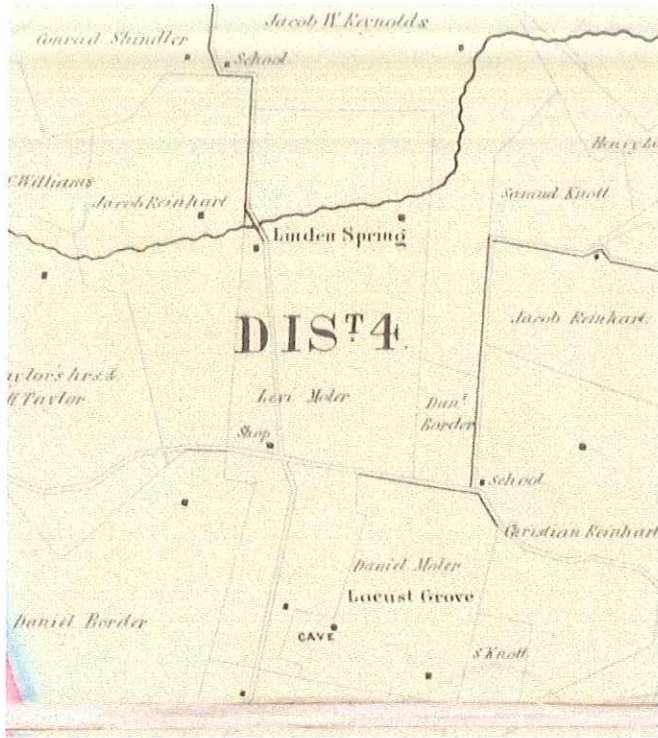
Addition on southeast side to accommodate 2 restrooms, exterior entrance, stuccoed to match the church
Handicap ramp on opposite side with white wood railing

Nomination Criteria:

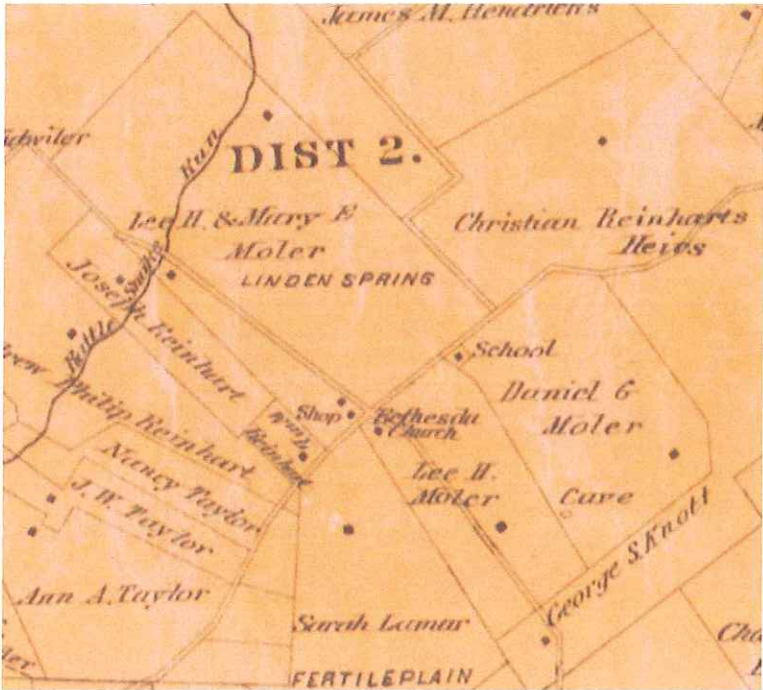
The JCHLC nominates this property under Criteria A for inclusion on the list of registered county landmarks. Criteria A states that a site may be nominated if, in the opinion of the JCHLC, it is associated with events that have made a significant contribution to the broad patterns of our history.

Nomination Action:

The JCHLC voted unanimously to add **Bethesda United Methodist Church**, under Criteria A, to the rolls of registered Jefferson County Historic Landmarks on August 17, 2016 .



1852 map showing the Linden Spring estate and the school on Christian Reinhart's property



1883 map showing the Linden Spring estate with the Bethesda church present



You are cordially invited to . . .



The Ribbon Cutting Celebration

*Where: Charles Washington Hall
101 W Washington Street, Charles Town, West Virginia*

Date: Friday, October 21, 2016

Time: 10 a.m.

Rsvp to: Debbie Wilson (304) 724-3250 or dwilson@charlestownwv.us

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

Week Ending Date	FY17 September 3, 2016
To be Deposited on:	September 12, 2016
Amount Played	\$ 64,271,105.46
Amount Won	57,581,401.99
Amount Promo	393,025.00
MWAP Contribution	<u>-</u>
Adjusted Gross Terminal Revenue	<u>6,296,678.47</u>
Administrative Costs @ 4%	251,867.14
Excess Lottery Fund @ 4%	<u>-</u>
Net Terminal Revenue	<u>6,044,811.33</u>
Surcharge @ 10%	-
State Share Excess @ 58% & 10% of 42%	-
Track Share of Capital Reinvestment @ 90% of 42%	<u>-</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	-
<i>Track Share of Capital Reinvestment @ 4%</i>	-
Adjusted Net Terminal Revenue	<u>6,044,811.33</u>
Racetrack @ 46.50% / 42%	2,810,837.27
Lottery Fund @ 30% / 0%	1,813,443.35
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	776,758.28
Race Track Purses @ 90% of 7% / 4%	380,823.11
Employee Pension Fund @ 1% / .5%	60,448.12
Greyhound Development @ 90% of .75%	40,802.48
Thoroughbred Development @ 90% of .75%	40,802.48
County/Municipality @ 2%	<u>120,896.24</u>
	<u>\$ 6,044,811.33</u>

WEST VIRGINIA LOTTERY

First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2017

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%
2 days ending: 07/02/16	\$ 51,477.36	\$ 51,477.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/09/16	125,605.24	125,605.24	-	-	-	-	-	-
07/16/16	107,876.48	107,876.48	-	-	-	-	-	-
07/23/16	107,196.20	107,196.20	-	-	-	-	-	-
07/30/16	111,534.28	111,534.28	-	-	-	-	-	-
08/06/16	110,378.32	110,378.32	-	-	-	-	-	-
08/13/16	101,561.56	101,561.56	-	-	-	-	-	-
08/20/16	115,270.28	115,270.28	-	-	-	-	-	-
08/27/16	111,097.28	96,130.52	14,966.76	1,186.86	5,971.74	324.78	5,040.80	2,442.58
09/03/16	120,896.24	60,448.12	60,448.12	4,793.54	24,118.80	1,311.72	20,358.93	9,865.13
Subtotal	\$ 1,062,893.24	\$ 987,478.36	\$ 75,414.88	\$ 5,980.40	\$ 30,090.54	\$ 1,636.50	\$ 25,399.73	\$ 12,307.71

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12	7/4/2015	89,446.56	7/1-2/2016	51,477.36
7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68	7/9/2016	125,605.24
7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24	7/16/2016	107,876.48
7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88	7/23/2016	107,196.20
8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60	7/30/2016	111,534.28
8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52	8/6/2016	110,378.32
8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48	8/13/2016	101,561.56
8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12	8/20/2016	115,270.28
9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10	8/27/2016	96,130.52
9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76	9/3/2016	60,448.12
9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30		
9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06		
9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60		
10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94		
10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26		
10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80		
10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72		
11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64		
11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08		
11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86		
11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76		
12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98		
12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86		
12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56		
12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16		
12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48		
1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14		
1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24		
1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58		
1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40		
2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26		
2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74		
2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78		
2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40		
3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86		
3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66		
3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02		
3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80		
3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46		
4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88		
4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04		
4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82		
4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78		

5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46
5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22
5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84
5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48
6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84
6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50
6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42
6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18
6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00
6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00

3,580,645.18

3,261,565.02

3,148,372.80

3,167,478.80

987,478.36

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>	<u>Date</u>	<u>Amount</u>
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
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	May, 2016	76,415.84		
June, 2015	81,569.83	June, 2016	62,572.11		
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78	Total 2016-2017	77,234.20

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>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60
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		
May, 2016	229,247.52		
June, 2016	187,716.33		
Total 2015-2016	2,498,270.34	Total 2016-2017	231,702.60

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

Week Ending Date	FY17 September 10, 2016
To be Deposited on:	September 16, 2016
Amount Played	\$ 65,791,745.48
Amount Won	59,011,183.98
Amount Promo	364,100.00
MWAP Contribution	<u>-</u>
Adjusted Gross Terminal Revenue	<u>6,416,461.50</u>
Administrative Costs @ 4%	256,658.46
Excess Lottery Fund @ 4%	<u>-</u>
Net Terminal Revenue	<u>6,159,803.04</u>
Surcharge @ 10%	-
State Share Excess @ 58% & 10% of 42%	-
Track Share of Capital Reinvestment @ 90% of 42%	<u>-</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	-
<i>Track Share of Capital Reinvestment @ 4%</i>	-
Adjusted Net Terminal Revenue	<u>6,159,803.04</u>
Racetrack @ 46.50% / 42%	2,864,308.41
Lottery Fund @ 30% / 0%	1,847,940.87
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	791,534.71
Race Track Purses @ 90% of 7% / 4%	388,067.59
Employee Pension Fund @ 1% / .5%	61,598.04
Greyhound Development @ 90% of .75%	41,578.67
Thoroughbred Development @ 90% of .75%	41,578.67
County/Municipality @ 2%	<u>123,196.08</u>
	<u>\$ 6,159,803.04</u>

WEST VIRGINIA LOTTERY
 First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2017

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%
2 days ending: 07/02/16	\$ 51,477.36	\$ 51,477.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/09/16	125,605.24	125,605.24	-	-	-	-	-	-
07/16/16	107,876.48	107,876.48	-	-	-	-	-	-
07/23/16	107,196.20	107,196.20	-	-	-	-	-	-
07/30/16	111,534.28	111,534.28	-	-	-	-	-	-
08/06/16	110,378.32	110,378.32	-	-	-	-	-	-
08/13/16	101,561.56	101,561.56	-	-	-	-	-	-
08/20/16	115,270.28	115,270.28	-	-	-	-	-	-
08/27/16	111,097.28	96,130.52	14,966.76	1,186.86	5,971.74	324.78	5,040.80	2,442.58
09/03/16	120,896.24	60,448.12	60,448.12	4,793.54	24,118.80	1,311.72	20,358.93	9,865.13
09/10/16	123,196.08	61,598.04	61,598.04	4,884.72	24,577.62	1,336.68	20,746.22	10,052.80
Subtotal	\$ 1,186,089.32	\$ 1,049,076.40	\$ 137,012.92	\$ 10,865.12	\$ 54,668.16	\$ 2,973.18	\$ 46,145.95	\$ 22,360.51

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12	7/4/2015	89,446.56	7/1-2/2016	51,477.36
7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68	7/9/2016	125,605.24
7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24	7/16/2016	107,876.48
7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88	7/23/2016	107,196.20
8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60	7/30/2016	111,534.28
8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52	8/6/2016	110,378.32
8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48	8/13/2016	101,561.56
8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12	8/20/2016	115,270.28
9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10	8/27/2016	96,130.52
9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76	9/3/2016	60,448.12
9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30	9/10/2016	61,598.04
9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06		
9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60		
10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94		
10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26		
10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80		
10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72		
11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64		
11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08		
11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86		
11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76		
12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98		
12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86		
12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56		
12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16		
12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48		
1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14		
1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24		
1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58		
1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40		
2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26		
2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74		
2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78		
2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40		
3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86		
3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66		
3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02		
3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80		
3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46		
4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88		
4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04		
4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82		
4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78		

5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46
5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22
5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84
5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48
6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84
6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50
6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42
6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18
6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00
6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00

3,580,645.18

3,261,565.02

3,148,372.80

3,167,478.80

1,049,076.40

Table Game Revenue

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

Date	Amount	Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
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	May, 2016	76,415.84		
June, 2015	81,569.83	June, 2016	62,572.11		
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78	Total 2016-2017	77,234.20

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>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60
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		
May, 2016	229,247.52		
June, 2016	187,716.33		
Total 2015-2016	2,498,270.34	Total 2016-2017	231,702.60

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

Week Ending Date	FY17 September 17, 2016
To be Deposited on:	September 23, 2016
Amount Played	\$ 54,530,428.57
Amount Won	48,872,878.53
Amount Promo	385,712.00
MWAP Contribution	<u>-</u>
Adjusted Gross Terminal Revenue	<u>5,271,838.04</u>
Administrative Costs @ 4%	210,873.54
Excess Lottery Fund @ 4%	<u>-</u>
Net Terminal Revenue	<u>5,060,964.50</u>
Surcharge @ 10%	-
State Share Excess @ 58% & 10% of 42%	-
Track Share of Capital Reinvestment @ 90% of 42%	<u>-</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	-
<i>Track Share of Capital Reinvestment @ 4%</i>	-
Adjusted Net Terminal Revenue	<u>5,060,964.50</u>
Racetrack @ 46.50% / 42%	2,353,348.49
Lottery Fund @ 30% / 0%	1,518,289.38
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	650,333.90
Race Track Purses @ 90% of 7% / 4%	318,840.77
Employee Pension Fund @ 1% / .5%	50,609.64
Greyhound Development @ 90% of .75%	34,161.52
Thoroughbred Development @ 90% of .75%	34,161.52
County/Municipality @ 2%	<u>101,219.28</u>
	<u>\$ 5,060,964.50</u>

WEST VIRGINIA LOTTERY

First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2017

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%
2 days ending: 07/02/16	\$ 51,477.36	\$ 51,477.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/09/16	125,605.24	125,605.24	-	-	-	-	-	-
07/16/16	107,876.48	107,876.48	-	-	-	-	-	-
07/23/16	107,196.20	107,196.20	-	-	-	-	-	-
07/30/16	111,534.28	111,534.28	-	-	-	-	-	-
08/06/16	110,378.32	110,378.32	-	-	-	-	-	-
08/13/16	101,561.56	101,561.56	-	-	-	-	-	-
08/20/16	115,270.28	115,270.28	-	-	-	-	-	-
08/27/16	111,097.28	96,130.52	14,966.76	1,186.86	5,971.74	324.78	5,040.80	2,442.58
09/03/16	120,896.24	60,448.12	60,448.12	4,793.54	24,118.80	1,311.72	20,358.93	9,865.13
09/10/16	123,196.08	61,598.04	61,598.04	4,884.72	24,577.62	1,336.68	20,746.22	10,052.80
09/17/16	101,219.28	50,609.64	50,609.64	4,013.34	20,193.25	1,098.23	17,045.33	8,259.49
Subtotal	\$ 1,287,308.60	\$ 1,099,686.04	\$ 187,622.56	\$ 14,878.46	\$ 74,861.41	\$ 4,071.41	\$ 63,191.28	\$ 30,620.00

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12	7/4/2015	89,446.56	7/1-2/2016	51,477.36
7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68	7/9/2016	125,605.24
7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24	7/16/2016	107,876.48
7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88	7/23/2016	107,196.20
8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60	7/30/2016	111,534.28
8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52	8/6/2016	110,378.32
8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48	8/13/2016	101,561.56
8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12	8/20/2016	115,270.28
9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10	8/27/2016	96,130.52
9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76	9/3/2016	60,448.12
9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30	9/10/2016	61,598.04
9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06	9/17/2016	50,609.64
9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60		
10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94		
10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26		
10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80		
10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72		
11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64		
11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08		
11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86		
11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76		
12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98		
12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86		
12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56		
12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16		
12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48		
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1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24		
1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58		
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2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78		
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3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86		
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3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02		
3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80		
3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46		
4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88		
4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04		
4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82		
4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78		

5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46
5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22
5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84
5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48
6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84
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6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18
6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00
6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00

3,580,645.18

3,261,565.02

3,148,372.80

3,167,478.80

1,099,686.04



*West Virginia State
Treasurer's Office*

John D. Perdue
State Treasurer

<u>Political Subdivision</u>	<u>Amount</u>
Huntington	1,067.00
Hurricane	1,067.00
Huttonsville	1,067.00
laeger	1,067.00
Jackson County	4,247.06
Jane Lew	1,067.00
Jefferson County	63,158.62
Jefferson County School Board	189,475.86
Junior	1,067.00
Kanawha County	28,728.65
Kenova	1,067.00
Kermit	1,067.00
Keyser	1,067.00
Keystone	1,067.00
Kimball	1,067.00
Kingwood	1,067.00
Leon	1,067.00
Lester	1,067.00
Lewis County	4,247.06

Table Game Revenue

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

Date	Amount	Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62
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	May, 2016	76,415.84		
June, 2015	81,569.83	June, 2016	62,572.11		
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78	Total 2016-2017	140,392.82

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>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60
August, 2015	210,194.19	August, 2016	189,475.86
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		
May, 2016	229,247.52		
June, 2016	187,716.33		
Total 2015-2016	2,498,270.34	Total 2016-2017	421,178.46