

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, NOVEMBER 3, 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

- October 20, 2016

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- October 20, 2016
- November 3, 2016

APPROVAL OF PAYROLL

- November 3, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Proclamation - Judy Matlick
2. 10:00 a.m. Jennifer Maghan, County Clerk
- Approval of employment - Renee Hudson - County Clerk's Office - Payroll
Department - Discussion/Action
3. 10:15 a.m. Pete Dougherty, Sheriff
- Appointment of Christine Puttock as tax deputy in the Jefferson County
Sheriff's Tax Office - Discussion/Action

4. 10:30 a.m. **BREAK**
5. 10:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Approval of hire and meeting with outside legal counsel for assistance with possible asset acquisition of JCPSD by the cities of Ranson and Charles Town
 - Possible Executive Session - Discussion/Action
6. 12:00 p.m. **Break for Lunch**

NEW BUSINESS

7. Jefferson County CVB request to use the County Commission meeting room for open bids meeting on December 8, 2016 at 2:00 p.m. - Discussion/Action
8. Request from Nicola Bastian, Citizen to approve Proclamation to declare November 5, 2016 as an Interdenominational Day of Prayer - Discussion/Action
9. Set time for 2016 General Election Canvass on November 14, 2016 - Discussion/Action
10. Approval of Letter of Support for the HEPMPO Federal Land Access Program Grant - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Review and Approval of FY2017 State Budget Revision 1 for the Coal Severance Fund - Discussion/Action
- Review and Approval of FY2017 State Budget Revision 1 for the General Fund - Discussion/Action
- Review and Approval of FY2017 State Budget Revision 2 for the General Fund - Discussion/Action
- Review of FY2017 Budget to Actual as of 9/30/2016

COUNTY ADMINISTRATOR REPORTS

- Agenda deadline for November 17, 2016 County Commission meeting - Discussion/Action
- Discussion of FLSA rule change and impact on position classifications in the Emergency Management Department - Possible Executive Session - Discussion/Action
- Discuss status and decision on county employee - General Laborer - Possible Executive Session - Discussion/Action
- Approval of Job Description - Discussion/Action
- Approval to transfer funds from Courthouse and Other Buildings to the County Commission budget - Discussion/Action

COUNTY COMMISSION REPORTS

~~~~~ AFTERNOON SESSION ~~~~~

11. 1:30 p.m. Public Hearing - Petition to Abandon and Annul Unused Roadway - 10' strip of unused roadway lying on the eastern boundary of the lot held by Primax Properties, LLC at 890 East Washington Street, Charles Town, WV, on which the Advanced Auto Parts retail store is located

~~~~~ EVENING SESSION ~~~~~

12. 7:00 p.m. Work Session with the cities of Charles Town and Ranson regarding the possible asset acquisition of the Jefferson County Public Service District
13. **ADJOURN**

CORRESPONDENCE/INFORMATION

Jefferson County Commission Notice of Intent to Appoint to the Jefferson County Development Authority.

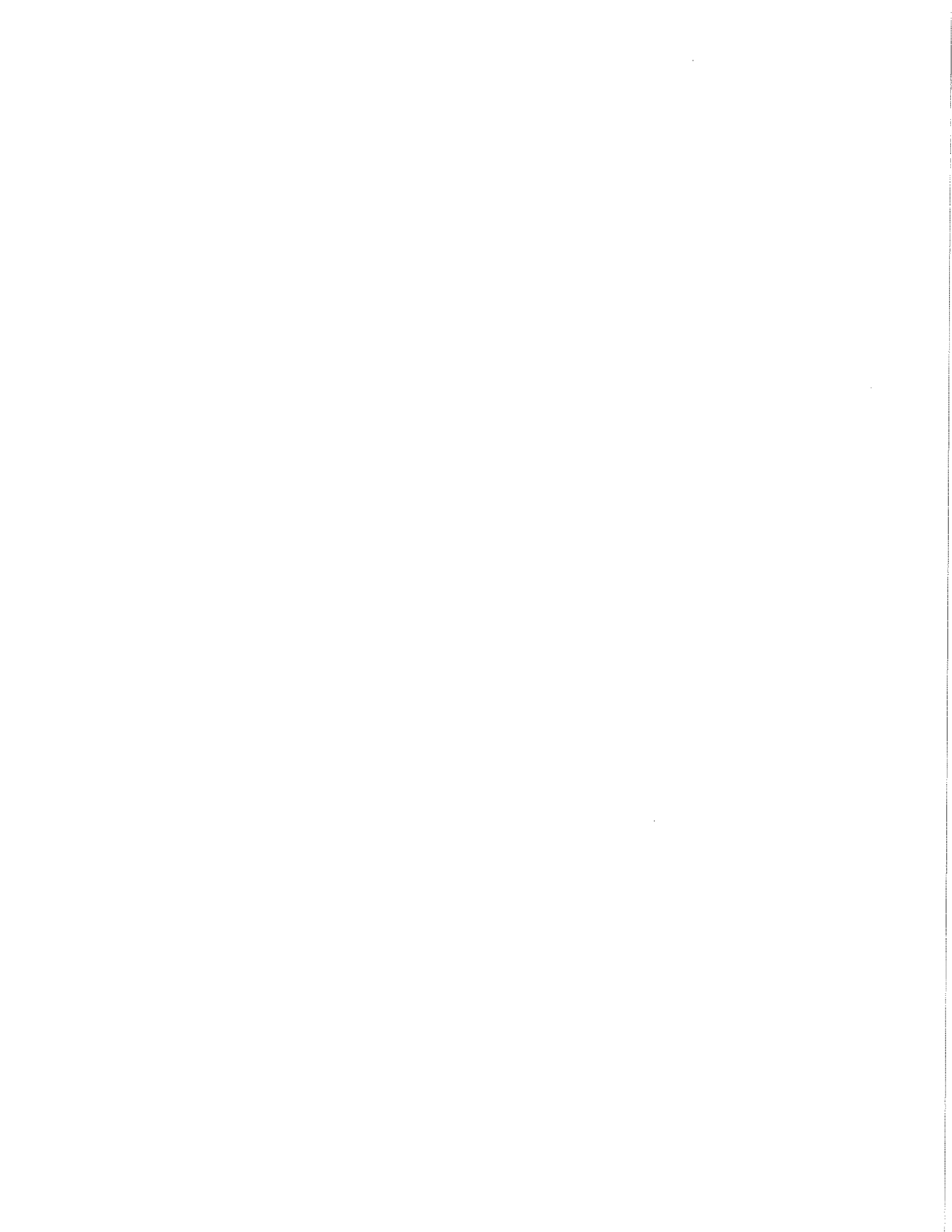
Notice of County Office Closure on Tuesday, November 8 for the 2016 General Election.

Notice of County Office Closure on Friday, November 11 in observance of Veteran's Day.

WV Lottery Weekly Settlement for Charles Town - week ending October 1, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending October 15, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending October 22, 2016.



Minutes

Jefferson County Commission

Thursday October 20, 2016

A meeting of the Jefferson County Commission was held on Thursday, October 20, 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 Thursday, October 20, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Regular Meeting Minutes for September 29, 2016 as presented/amended. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Regular Meeting Minutes for October 6, 2016 as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve the Purchase Orders for October 20, 2016 as presented to include Purchase Order No. 48572 in the amount of \$63,225.00. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077207	717	CREAMERS WRECKER SVC		\$ -	\$ 85.00	\$ 85.00
077208	402	COMPILED TECHNOLOGIES LL	52486	\$ 16,800.00	\$ -	\$ 16,800.00
077209	PAYROLL	SCOTT DEMORY		\$ -	\$ 196.23	\$ 196.23
077210	413	ESS ELECTION SYSTEMS &		\$ -	\$ 387.47	\$ 387.47
077211	PAYROLL	JESSICA GORMONT		\$ -	\$ 57.96	\$ 57.96
077212	PAYROLL	TAMMY MOBLEY		\$ -	\$ 2,297.34	\$ 2,297.34
077213	PAYROLL	JESSE W JONES		\$ -	\$ 508.31	\$ 508.31
077214	412	JUDITH A MATLICK		\$ -	\$ 746.95	\$ 746.95
077215	401	ELIZABETH MALONEY		\$ -	\$ 98.40	\$ 98.40
077216	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 283.05	\$ 283.05
077216	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 35.99	\$ 35.99
077216	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 152.61	\$ 152.61
077216	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 131.14	\$ 131.14
077216	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 47.06	\$ 47.06
077217	404	KAREN NICK		\$ -	\$ 13.38	\$ 13.38
077218	403	PRINTING IMPRESSIONS		\$ -	\$ 189.94	\$ 189.94
077218	403	PRINTING IMPRESSIONS		\$ -	\$ 189.94	\$ 189.94
077219	424	POTOMAC EDISON/OH		\$ -	\$ 2,903.99	\$ 2,903.99
077219	425	POTOMAC EDISON/OH		\$ -	\$ 3,132.89	\$ 3,132.89
077219	425	POTOMAC EDISON/OH		\$ -	\$ 27.62	\$ 27.62
077219	425	POTOMAC EDISON/OH		\$ -	\$ 11,094.43	\$ 11,094.43
077220	403	LAURA STORM		\$ -	\$ 145.80	\$ 145.80
077221	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
077222	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
077222	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 791.00	\$ 791.00
077222	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
077222	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 133.00	\$ 133.00
077223	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 47.94	\$ 47.94
077223	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 34.79	\$ 34.79
077224	704	WV REGIONAL JAIL &		\$ -	\$ 108,852.00	\$ 108,852.00
077225	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.75	\$ 114.75
077226	PAYROLL	BENJAMIN S. WILLIAMS		\$ -	\$ 4,443.43	\$ 4,443.43
077227	PAYROLL	WV BUREAU OF EMPLOYMENT		\$ -	\$ 2,100.00	\$ 2,100.00
077228	440	XEROX CORPORATION		\$ -	\$ 542.29	\$ 542.29
TOTAL						\$ 156,698.70
TOTAL				\$ 16,800.00	\$ 139,898.70	\$ 156,698.70

Motion by Ms. Tab to approve the Accounts Payable for October 13, 2016 in the amount of \$156,698.70. Motion seconded and unanimously approved.

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077231	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,759.04	\$ 3,759.04
077232	425	ACCURATE SYSTEMS INC		\$ -	\$ 282.05	\$ 282.05
077233	402	BANK OF CHARLES TOWN		\$ -	\$ 14.20	\$ 14.20
077234	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
077234	425	BOLAND SERVICES		\$ -	\$ 898.00	\$ 898.00
077234	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
077234	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
077234	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
077235	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
077236	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
077237	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
077238	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
077239	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
077240	PAYROLL	COLONIAL LIFE		\$ -	\$ 302.02	\$ 302.02
077241	424	MEGAN FARIAS		\$ -	\$ 105.96	\$ 105.96
077242	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 20,526.27	\$ 20,526.27
077243	GRANT	GOOD SHEPHERD INTERFAITH		\$ -	\$ 4,000.00	\$ 4,000.00
077244	717	GUTTMAN OIL CO		\$ -	\$ 2,732.45	\$ 2,732.45
077244	717	GUTTMAN OIL CO		\$ -	\$ 2,510.36	\$ 2,510.36
077244	717	GUTTMAN OIL CO		\$ -	\$ 2,578.45	\$ 2,578.45
077244	717	GUTTMAN OIL CO		\$ -	\$ 2,759.84	\$ 2,759.84
077245	404	THE SPIRIT OF JEFFERSON		\$ -	\$ 96.60	\$ 96.60
077246	424	THE JOURNAL		\$ -	\$ 698.76	\$ 698.76
077247	425	JEFFERSON COUNTY SOLID		\$ -	\$ 81.37	\$ 81.37
077247	425	JEFFERSON COUNTY SOLID		\$ -	\$ 114.55	\$ 114.55
077247	425	JEFFERSON COUNTY SOLID		\$ -	\$ 97.17	\$ 97.17
077248	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,640.00	\$ 5,640.00
077249	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
077249	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
077250	403	MATTHEW BENDER & CO		\$ -	\$ 137.43	\$ 137.43
077250	403	MATTHEW BENDER & CO		\$ -	\$ 278.31	\$ 278.31
077251	PAYROLL	GAIL MAGAHA		\$ -	\$ 158.86	\$ 158.86
077252	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
077253	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00

077254	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 124.64	\$ 124.64
077255	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
077256	424	NEOPOST USA INC.		\$ -	\$ 331.30	\$ 331.30
077257	PAYROLL	TERRY PALMER		\$ -	\$ 2,141.24	\$ 2,141.24
077258	425	POTOMAC EDISON/OH		\$ -	\$ 35.40	\$ 35.40
077258	425	POTOMAC EDISON/OH		\$ -	\$ 503.88	\$ 503.88
077259	717	RICE TIRES CO		\$ -	\$ 477.84	\$ 477.84
077259	717	RICE TIRES CO		\$ -	\$ 103.28	\$ 103.28
077260	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,393.80	\$ 44,393.80
077260	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 58.40	\$ 58.40
077260	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 13.66	\$ 13.66
077260	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,382.24	\$ 10,382.24
077260	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,621.19	\$ 42,621.19
077260	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46.09	\$ 46.09
077261	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 938.00	\$ 938.00
077261	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,768.87	\$ 31,768.87
077261	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.13	\$ 23.13
077262	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,359.90	\$ 10,359.90
077262	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,625.75	\$ 14,625.75
077263	405	BRANDON C.H. SIMS		\$ -	\$ 330.61	\$ 330.61
077264	401	SANDRA MCDONALD		\$ -	\$ 342.24	\$ 342.24
077265	717	S & S MOTOR PARTS		\$ -	\$ 71.68	\$ 71.68
077265	717	S & S MOTOR PARTS		\$ -	\$ 32.07	\$ 32.07
077265	717	S & S MOTOR PARTS		\$ -	\$ 2.88	\$ 2.88
077265	717	S & S MOTOR PARTS		\$ -	\$ 99.99	\$ 99.99
077265	717	S & S MOTOR PARTS		\$ -	\$ 107.09	\$ 107.09
077265	717	S & S MOTOR PARTS		\$ -	\$ 135.76	\$ 135.76
077265	717	S & S MOTOR PARTS		\$ -	\$ 52.10	\$ 52.10
077265	717	S & S MOTOR PARTS		\$ -	\$ 65.72	\$ 65.72
077265	717	S & S MOTOR PARTS		\$ -	\$ 22.68	\$ 22.68
077265	717	S & S MOTOR PARTS		\$ -	\$ (3.75)	\$ (3.75)
077266	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,910.00	\$ 2,910.00
077267	425	CAPITAL TRISTATE		\$ -	\$ 46.05	\$ 46.05
077267	425	CAPITAL TRISTATE		\$ -	\$ 269.91	\$ 269.91
077267	425	CAPITAL TRISTATE		\$ -	\$ 47.28	\$ 47.28
077267	425	CAPITAL TRISTATE		\$ -	\$ 418.13	\$ 418.13
077268	404	LINDA SUE TURNER		\$ -	\$ 5.00	\$ 5.00
077269	425	TML A XEROX CO.		\$ -	\$ 313.75	\$ 313.75
077270	712	TELTRONIC		\$ -	\$ 530.00	\$ 530.00
077273	401	GREENBRIER HOTEL		\$ -	\$ 199.00	\$ 199.00

077273	401	SPRINT	\$ -	\$ 54.93	\$ 54.93
077273	401	WEST VIRGINIA STATE BAR	\$ -	\$ 250.00	\$ 250.00
077273	401	WILSONS LODGE	\$ -	\$ 156.50	\$ 156.50
077273	403	SHOPLET	\$ -	\$ 132.75	\$ 132.75
077273	403	SPRINT	\$ -	\$ 54.93	\$ 54.93
077273	405	HAMPTON INNS	\$ -	\$ 318.00	\$ 318.00
077273	405	MARTINS	\$ -	\$ 29.99	\$ 29.99
077273	405	PIZZA CITY	\$ -	\$ 96.00	\$ 96.00
077273	405	WAL-MART	\$ -	\$ 2.87	\$ 2.87
077273	405	WEST VIRGINIA STATE BAR	\$ -	\$ 500.00	\$ 500.00
077273	406	USPS US POSTAL SERVICE	\$ -	\$ 18.75	\$ 18.75
077273	412	COMCAST	\$ -	\$ 105.75	\$ 105.75
077273	415	FRONTIER	\$ -	\$ 169.20	\$ 169.20
077273	415	SPRINT	\$ -	\$ 108.84	\$ 108.84
077273	424	AMAZON	\$ -	\$ 320.85	\$ 320.85
077273	424	CHARLES TOWN UTILITIES	\$ -	\$ 99.94	\$ 99.94
077273	424	FRONTIER	\$ -	\$ 10,584.53	\$ 10,584.53
077273	424	SPRINT	\$ -	\$ 54.93	\$ 54.93
077273	424	SPRINT	\$ -	\$ 12.35	\$ 12.35
077273	425	AMAZON	\$ -	\$ 55.80	\$ 55.80
077273	425	CHARLES TOWN UTILITIES	\$ -	\$ 1,119.70	\$ 1,119.70
077273	425	COMCAST	\$ -	\$ 1,064.26	\$ 1,064.26
077273	425	GRAINGER	\$ -	\$ 110.75	\$ 110.75
077273	425	HARBOR FREIGHT TOOL	\$ -	\$ 537.05	\$ 537.05
077273	425	JEFFERSON COUNTY P.S.D	\$ -	\$ 187.18	\$ 187.18
077273	425	JEFFERSON UTILITIES, INC	\$ -	\$ 559.76	\$ 559.76
077273	425	SHENANDOAH SPRING WATER	\$ -	\$ 1,122.70	\$ 1,122.70
077273	425	SSC-SOUTHERN STATES	\$ -	\$ 135.99	\$ 135.99
077273	425	THE HOME DEPOT	\$ -	\$ 557.88	\$ 557.88
077273	425	THE HOME DEPOT	\$ -	\$ 66.58	\$ 66.58
077273	425	VALCO EQUIPMENT LTD	\$ -	\$ 125.96	\$ 125.96
077273	425	WEISS BROS OF HAGERSTOWN	\$ -	\$ 1,650.46	\$ 1,650.46
077273	425	WM WASTE MGNT	\$ -	\$ 1,278.04	\$ 1,278.04
077273	425	84 LUMBER	\$ -	\$ 31.84	\$ 31.84
077273	428	AMAZON	\$ -	\$ 16.38	\$ 16.38
077273	428	AMAZON	\$ -	\$ 303.76	\$ 303.76
077273	428	CDW GOVERMENT	\$ -	\$ 53.53	\$ 53.53
077273	428	CDW GOVERMENT	\$ -	\$ 385.12	\$ 385.12
077273	428	DELL	\$ -	\$ 147.99	\$ 147.99
077273	428	DELL	\$ -	\$ 4,575.03	\$ 4,575.03

077273	428	GLOBAL DATA CONSULTANTS		\$ -	\$ 2,424.37	\$ 2,424.37
077273	428	INSIGHT AUDIO VISUAL		\$ -	\$ 1,495.26	\$ 1,495.26
077273	428	NCH SOFTWARE		\$ -	\$ 70.61	\$ 70.61
077273	428	QUICKSHIP		\$ -	\$ 78.84	\$ 78.84
077273	428	QUIKFIX LAPTOP KEYBOARD		\$ -	\$ 4.48	\$ 4.48
077273	428	SPRINT		\$ -	\$ 109.86	\$ 109.86
077273	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 1,454.97	\$ 1,454.97
077273	428	WWW.NEWEGG.COM		\$ -	\$ 366.98	\$ 366.98
077273	428	WWW.NEWEGG.COM		\$ -	\$ 38.39	\$ 38.39
077273	440	AMERICAN SOC CIVIL ENGIN		\$ -	\$ 250.00	\$ 250.00
077273	440	MILLERS OFFICE PRODUCTS		\$ -	\$ 363.00	\$ 363.00
077273	440	SPIRIT OF JEFFERSON		\$ -	\$ 36.00	\$ 36.00
077273	440	SPIRIT OF JEFFERSON		\$ -	\$ 115.74	\$ 115.74
077273	440	SPRINT		\$ -	\$ 164.79	\$ 164.79
077273	700	AMAZON		\$ -	\$ 326.16	\$ 326.16
077273	700	CREAMERS WRECKERS SERVIC		\$ -	\$ 138.21	\$ 138.21
077273	700	EMBASSY SUITES		\$ -	\$ 253.96	\$ 253.96
077273	700	EVIKE		\$ -	\$ 783.96	\$ 783.96
077273	700	GALLS		\$ -	\$ 392.00	\$ 392.00
077273	700	GALLS		\$ -	\$ 1,176.75	\$ 1,176.75
077273	700	GOWERS FEED INC		\$ -	\$ 95.98	\$ 95.98
077273	700	GS IMAGES		\$ -	\$ 525.00	\$ 525.00
077273	700	JERRYS SPORTS CENTER		\$ -	\$ 7,469.00	\$ 7,469.00
077273	700	LAKEVIEW GOLF RESORT		\$ -	\$ 534.00	\$ 534.00
077273	700	MARRIOTT		\$ -	\$ 53.52	\$ 53.52
077273	700	MATTHEW BENDER & CO		\$ -	\$ 261.70	\$ 261.70
077273	700	MID-ATLANTIC TRAINING		\$ -	\$ 175.00	\$ 175.00
077273	700	MORGANTOWN PRINTING		\$ -	\$ 160.00	\$ 160.00
077273	700	MOTOROLA, INC		\$ -	\$ 2,938.07	\$ 2,938.07
077273	700	MUNICIPAL EMERGENCY SRVC		\$ -	\$ 291.29	\$ 291.29
077273	700	PETCO		\$ -	\$ 91.98	\$ 91.98
077273	700	QDOBA		\$ -	\$ 8.10	\$ 8.10
077273	700	RIVER CITY FARM & PET SU		\$ -	\$ 133.02	\$ 133.02
077273	700	ROCIC		\$ -	\$ 300.00	\$ 300.00
077273	700	SHEETZ		\$ -	\$ 8.36	\$ 8.36
077273	700	SPRINT		\$ -	\$ 1,687.84	\$ 1,687.84
077273	700	SUPERIOR AUTOBODY		\$ -	\$ 1,799.40	\$ 1,799.40
077273	700	TACTICAL OPERATIONS CONS		\$ -	\$ 4,000.00	\$ 4,000.00
077273	700	TELTRONIC		\$ -	\$ 414.00	\$ 414.00
077273	700	THE HOME DEPOT		\$ -	\$ 48.64	\$ 48.64

077273	700	THE HOME DEPOT		\$ -	\$ 110.97	\$ 110.97
077273	700	WV SIGNAL & LIGHT		\$ -	\$ 1,732.40	\$ 1,732.40
077273	700	5 GUYS		\$ -	\$ 10.15	\$ 10.15
077273	711	INTERNATIONAL ASSOC		\$ -	\$ 190.00	\$ 190.00
077273	711	SPRINT		\$ -	\$ 187.18	\$ 187.18
077273	711	STAPLES		\$ -	\$ 82.55	\$ 82.55
077273	711	TARGET		\$ -	\$ 113.97	\$ 113.97
077273	711	THE HOME DEPOT		\$ -	\$ 58.13	\$ 58.13
077273	711	WAL-MART		\$ -	\$ 94.88	\$ 94.88
077273	712	ALL RESORT EXPRESS		\$ -	\$ 32.00	\$ 32.00
077273	712	BATTERY MART		\$ -	\$ 49.90	\$ 49.90
077273	712	DELTA AIR		\$ -	\$ 416.20	\$ 416.20
077273	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
077273	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 100.00	\$ 100.00
077273	712	OFFICE WORLD		\$ -	\$ 47.44	\$ 47.44
077273	712	SEARS		\$ -	\$ 47.89	\$ 47.89
077273	712	SPRINT		\$ -	\$ 1,086.20	\$ 1,086.20
077273	712	STAPLES		\$ -	\$ 18.90	\$ 18.90
077273	712	WV PAY.COM		\$ -	\$ 100.00	\$ 100.00
077273	712	XYBIX SYSTEMS INC.		\$ -	\$ 571.95	\$ 571.95
077273	716	GREENLAWN MEMORIAL PARK		\$ -	\$ 239.00	\$ 239.00
077273	716	HILLSIDE VETERINARY HOSPITAL		\$ -	\$ 262.09	\$ 262.09
077273	716	LAMBERT VET SUPPLY		\$ -	\$ 102.93	\$ 102.93
077273	716	MUNICIPAL EMERGENCY SRVC		\$ -	\$ 64.61	\$ 64.61
077273	716	PETCO		\$ -	\$ 165.30	\$ 165.30
077273	717	CHRISTY ENTERPRISE		\$ -	\$ 150.48	\$ 150.48
077273	717	FISHER AUTO PARTS		\$ -	\$ 303.82	\$ 303.82
077273	717	HAGERSTOWN FORD		\$ -	\$ 69.53	\$ 69.53
077274	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 56.98	\$ 56.98
077274	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 21.37	\$ 21.37
077274	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 63,920.81	\$ 63,920.81
077274	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 23,970.43	\$ 23,970.43
077275	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4,878.56	\$ 4,878.56
077275	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2,439.27	\$ 2,439.27
077276	PAYROLL	LISA WALTERS		\$ -	\$ 202.11	\$ 202.11
077277	402	W.B. MASON CO. INC		\$ -	\$ 87.30	\$ 87.30
077277	402	W.B. MASON CO. INC		\$ -	\$ 36.35	\$ 36.35
077278	PAYROLL	TAMMY YOKLEY		\$ -	\$ 1,019.63	\$ 1,019.63
TOTAL					\$ 383,784.27	\$ 383,784.27

Motion by Ms. Noland to approve the Accounts Payable for October 20, 2016 in the amount of \$383,784.27. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

BARDANE			
244			
Date	Check #	VENDOR	Amount
10/14/2016	603	POTOMAC EDISON	\$ 3,274.04
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
10/14/2016	133	JCESA	\$ 81,000.00
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
10/14/2016	1519	UNITED BANKCARD	\$ 297.45
10/14/2016	1520	UNITED BANKCARD	\$ 4,341.54
TOTAL			\$ 88,913.03

Motion by Ms. Tabb to approve the Manual Checks for October 14, 2016 in the amount of \$88,913.03. Motion seconded and unanimously approved.

FARMLAND PROTECTION BOARD			
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O57			
Date	Check #	VENDOR	Amount
10/21/2016	281	JEFFERSON CO FARMLAND PROT.	\$ 47,884.58
TOTAL			\$ 47,884.58

Motion by Ms. Tabb to approve the Manual Checks for October 21, 2016 in the amount of \$47,884.58. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Tabb to approve the Payroll for October 20, 2016 in the amount of \$238,797.43. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – stated his freedom of speech was interrupted during the last County Commission meeting and spoke about other various concerns.

Angela Banks, resident and Jefferson County Assessor – spoke to the Commission about the county modifier and provided a handout with all of the county modifiers for the entire state, and stated this information was available for the taxpayers to view on her website.

Danny Lutz, resident – stated Jefferson County is not treated fairly concerning the county modifier and public utility properties.

PRESENTATIONS

1. Peter Dougherty, Sheriff – requested approval of a grant application for the WV Records Management and Preservation Board.
 - **Motion by Mr. Manuel to approve the grant proposal as presented and recommend it to the Preservation Board as a priority and authorize the President of the Commission to affix her name on the appropriate documents, with the County Commission to provide \$1,611.14 in funding from the contingency fund. Motion seconded and unanimously approved.**
2. James Crawford and Adelaide Crawford, Crawford Law Group – requested the closure of an alley in the Shepherdstown District pursuant to WV 7-1-3 (h)

- **Motion by Mr. Manuel to set a public hearing regarding Mr. Crawford's requests on Thursday, November 17, 2016 at 1:30 pm during the regularly scheduled County Commission meeting. Motion seconded and unanimously approved.**

- 3. Jennifer Myers, Director, Jefferson County Parks and Recreation – provided the Commission and the audience with a presentation of the 10 Year Parks Master Plan.

- 4. The Commission recessed for break at 10:45 a.m.
The Commission reconvened at 11:00 a.m.

- 5. Lynn Fields, Probate Office – provided a quarterly review of accounts and waivers.
 - **Motion by Ms. Noland to convene as a fiduciary review board. Motion seconded and unanimously approved.**

 - **Motion by Ms. Tabb to approve estates for closure that have met all requirements for probate and approve the opening of new estates since last quarterly review. Motion seconded and unanimously approved.**

 - **Motion by Mr. Manuel to recess as a fiduciary review board. Motion seconded and unanimously approved.**

- 6. Barbara Miller, Director, Jefferson County Homeland Security and the Emergency Management
 - a. Presented the Program for Public Information (PPI) for the Community Rating System (CRS) of the National Flood Insurance Program (NFIP)
 - **Motion by Ms. Tabb to approve the Jefferson County, WV Program for Public Information (PPI), part of the Community Rating System (CRS) activities for Jefferson County, WV. Motion seconded and unanimously approved.**

 - b. Presented the Memoranda of Understanding with the Jefferson County Board of Education.
 - **Motion by Mr. Manuel to approve the MOUs with the Jefferson County Board of Education to use schools during disasters. Motion seconded and unanimously approved.**

- 7. Angela Banks, Assessor – Board of Assessment Appeals
 - **Motion by Ms. Noland to convene as a Board of Assessment Appeals. Motion seconded and unanimously approved.**

- a. Don Orser – Ms. Grove notified the Commission that Mr. Orser had withdrawn his request to be heard before the Board of Assessment Appeals.
- b. Patrick Schneble
 - **After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeals for the following property: Map 4, Parcel 19.1, Harpers Ferry Corporation. Motion seconded and passes on a vote of 4-1 with Mr. Onoszko opposing.**
 - **After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeal for the following property: Map 5, Parcel 15, Ranson Corporation. Motion seconded and passes on a vote of 4-1 with Mr. Onoszko opposing.**
- c. Robert B. Mellander for McDonald’s – Ms. Grove informed the Commission Mr. Mellander resides in Illinois, and requested a continuance for his hearing. It was the consensus of the Commission to grant Mr. Mellander a continuance for the November 17 2016 County Commission meeting.
- d. Jonathan Swift
 - **After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeal for the following property: Map 13, Parcel 22, Middleway District. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Defining a Jefferson County Commission Session
 - **Motion by Mr. Onoszko to define a Jefferson County Commission session as quarterly in accordance with the State Code to be codified in an amended meeting and session policy, effective January 1, 2017. Motion seconded and unanimously approved.**
9. Appointment to the Eastern Panhandle Transit Authority (EPTA) – one unexpired term ending January 31, 2019
 - **Motion by Ms. Noland to appoint Missy Thompson to the EPTA Board for one unexpired term ending January 31, 2019. Motion seconded and unanimously approved.**
10. Hiring of legal counsel regarding the possible JCPSD acquisition by the cities of Charles Town and Ranson.

- **Motion by Ms. Noland to retain outside legal counsel to assist with PSD and PSC issues and authorize Mr. Cochran to move forward with hiring said counsel. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Request from Charles Town Utilities for list of questions for the November 3, 2016 Work Session with the cities of Charles Town and Ranson regarding the possible asset acquisition of the Jefferson County Public Service District - it was the consensus of the Commission to submit their questions to Ms. Grove via e-mail prior to the November 3 meeting. The Commission also wanted to be sure they were not limited to the questions submitted prior to the meeting as other questions were likely to arise during discussion.
- Discussion of FLSA rule change and impact on position classifications in the Emergency Management Department
 - **Motion by Ms. Tabb 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.**

COUNTY COMMISSION REPORTS

Patricia Noland

- Attended a JCCOA meeting.
- Participated in a NACO conference call re: local government responsibilities concerning the Chesapeake Bay Watershed.
- Attended a PSD meeting.
- Attended a Courthouse Facilities and Improvement Authority presentation.
- Noted she would be traveling to Lewisburg, WV next week for a Leadership WV event.
- Also noted October is national Breast Cancer Awareness month.

Jane Tabb

- Attended a Fair Livestock meeting.
- Led the Leadership Jefferson agricultural module.
- Attended the Communications Awards Banquet.
- Attended an LEPC meeting.
- Attended the testing of the voting equipment.
- Attended a HEPMPO meeting.
- Attended Middleway Days.
- Attended an ESA meeting.

- Stated her daughter was on the front page of the Journal for her research on stink bugs.
- Stated the ethics complaints filed against William Strider (PSD board member) had been dismissed by the Public Service Commission.

Dale Manuel

- Attended Middleway Days.
- Attended a Jefferson Center meeting.
- Attended a JCCOA board meeting and annual meeting.
- Chaired a Day Report Center meeting.
- Attended Reformation/Renaissance event in Shepherdstown.
- Attended NAACP dinner at Shepherd University.
- Attended a Parks and Recreation meeting and stated they had received two grants to pay for two pavilions in the parks.

Walt Pellish

- Attended a Development Authority Executive Committee meeting.
- Attended a Development Authority Board meeting.
- Stated the Radox expansion has been completed.

Peter Onoszko

- Attended a Planning Commission meeting.
- Attended a Day Report Center meeting.
- Attended a Board of Health meeting.
- Attended an EPTA meeting.
- Attended a Development Authority meeting.
- Attended and LEPC meeting.
- Attended the testing of the new voting machines.

11. The Commission meeting was adjourned at 12:57 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	\$ 379,207.71		\$ 379,207.71
6.2% Tax Payable OASDI	22,626.01		\$ 22,626.01
1.45% Tax Payable HI	5,291.51		\$ 5,291.51
Fed Withholding	42,645.81		\$ 42,645.81
WV State Withholding	16,159.80		\$ 16,159.80
PERS Retirement Deduct 4.5%	11,862.53		\$ 11,862.53
PERS Retirement Deduct 6%	1,456.48		\$ 1,456.48
Hosp. Pre-Tax	11,749.50		\$ 11,749.50
Cancer/ICU Pre-Taxed	986.31		\$ 986.31
Cancer/ICU Not Pre-Taxed	809.81		\$ 809.81
Optional Life Not Pre-Taxed	2,318.42		\$ 2,318.42
Christmas Club	5,720.00		\$ 5,720.00
Wage Attach #1	1,588.24		\$ 1,588.24
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,450.86		\$ 5,450.86
457 - Nationwide	749.00		\$ 749.00
457I - Empower	2,860.00		\$ 2,860.00
MD State Tax	469.00		\$ 469.00
D/VF	1,536.51		\$ 1,536.51
VA. State Tax	114.42		\$ 114.42
COLONIAL(PLUS)	151.01		\$ 151.01
Total Deductions	\$ 134,757.53	\$ -	\$ 134,757.53
Net Wages Total	\$ 244,450.18	\$ -	\$ 244,450.18
Payroll Date	3-Nov-2016		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Staff

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: November 3, 2016

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Proclamation of Service and Excellence – Judy Matlick, WVU Extension Agent

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



Proclamation of Service and Excellence

Whereas, Judy Matlick is the longest serving WVU Extension professional in Jefferson County, began her career as a Program Assistant in Home Economics in 1974 and became an Extension Agent for Families and Consumer Science in 1978, and

Whereas, Judy Matlick is a well-respected WVU Extension professional having served 14 years on the Peer Review Committee for the Families and Health Program Center and receiving numerous state and national awards: WVU Outstanding Teacher, WVU Extension Service Outstanding Professional Award, the Florence Hall Award from the National Association of Extension Home Economists and the National Education Association Families and Consumer Science Extension Educator of the Year Award. Judy Matlick has touched all of Jefferson County as a ServSafe class instructor which is required training for school cafeteria cooks & managers as well as all County restaurant managers, providing the Maintain Don't Gain program in all the schools and fitness centers in the County and conducting numerous Dining with Diabetes educational sessions. Further, she has mentored three 4-H Agents and two Agricultural Agents and countless Family and Consumer Science Agents in and out of the state of WV, and

Whereas, Judy Matlick has served as advisor to the Jefferson County Community Outreach Clubs throughout her career: providing support and technical expertise for the many service projects, educational initiatives and fundraising events of the clubs, and

Whereas, Judy Matlick has contributed to her community as a Board Member of Shepherdstown Day Care Center for 18 years, has been a member of the Jefferson County Fair since 1974 and served as a Fair Assistant Superintendent of the Family and Consumer Sciences Department from 1978 to present, and

Whereas, Judy Matlick is an active volunteer and supporter of Jefferson County 4-H, serving as co-leader of the Ridge Runners 4-H Club, a Tri-County 4-H Older Counselor for 14 years and has been recognized as a WV 4-H All Star, 4H Friend of the Year and Outstanding 4-H Alumni, and

Whereas, Judy Matlick, wife of Roy, mother of Kristen and Jared, grandmother of Brigid is known for her work ethic, boundless energy and cheerful disposition and is well deserving of this proclamation of service and excellence upon her retirement.

THEREFORE, BE IT RESOLVED, upon Judy Matlick's retirement, the County Commission of Jefferson County commends her for her years of service to Jefferson County and wishes her well for the future.

Dated: November 3, 2016

The County Commission of Jefferson County:

Patricia A. Noland, President

Jane Tabb, Commissioner

Dale Manuel, Commissioner

Walt Pellish, Commissioner

Peter Onoszko, Commissioner



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Maghan

Department or Organization: County Clerk

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: November 3, 2016

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

Date Requested – 2nd Choice:

Subject: Approval to hire, Renee Hudson, to fill vacancy in the County Clerk's Office, Payroll Department.

Please provide the County Commission with a description of your request or presentation, including any background information: Requesting that Renee Hudson be approved at a starting salary of \$39,087.00, which is a Grade 4, Step D. This is to fill vacancy in the Payroll Department. After a probationary period her salary will increase to \$40,221.05. Ms. Hudson has 14 years' experience as a Payroll Clerk in County Government.

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*):

We hereby approve the hiring of Renee Hudson by the County Clerk at a starting salary of \$39,087.00.

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: Gail Magaha

Email address: gmagaha@jeffersoncountywv.org

Phone Number: 304-728-3216

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty, Sheriff

Department or Organization: **Jefferson County Sheriff's Tax Office**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice:

*If a specific date is needed, please provide reason for specific date: **November 3, 2016***

Date Requested – 2nd Choice: November 17, 2016

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

Please provide the County Commission with a description of your request or presentation, including any background information:
Appoint Christine Puttock as a tax deputy in the Jefferson County Sheriff's Tax Office.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

I move that Christine T. Puttock be appointed as a tax deputy in the at an annual salary of \$33, 932.77 effective Monday November 28th, 2016

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

If not attached, explain: This is being done to fill a vacancy within the Sheriff's Tax Office that was created by a previous employee that retired. The position being filled does not have any negative budget implications and filling this position should leave us with a positive cash flow within the personnel line item for the Tax office.

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nathan Cochran, Assistant Prosecuting Attorney

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

Estimation of amount of time needed for appointment: 20 minutes

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

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Outside Legal Counsel for assistance with possible asset acquisition of JCPSD by the cities of Ranson and Charles Town – Possible Executive Session**

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

Is this a funding request? Y/N 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





Name: Annette Gavin

Department or Organization: Jefferson County CVB

Estimation of amount of time needed for appointment: 10 minutes

Date Requested—1st Choice: Nov. 3, 2016

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

Date Requested—2nd Choice: Nov. 17, 2016

Subject (Wording to be placed on agenda. Request to use County Commission room for Open bids meeting

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

The Jefferson County CVB will begin accepting construction bids on the expansion of the A- Frame starting October 31, 2016 through December 8, 2016. On December 8, 2016, there is a mandatory open bids meeting for all contractors who wish to bid on the project and the JCCVB is asking that we utilize the Commission space for that process.

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request:

Recommend motion *Approve the Jefferson County CVB to use the County Commission room for an open bids process December 8 at 2:00.*

Attach supporting documents for request or request may be denied.

Is equipment needed? Y/N

Projector Y/N

Internet/WIFI

Y/N

Telephone for conference call

Y/N

Contact information: Annette.gavin@jccvb.com

Email address: cswiger@jeffersoncountywv.org

Phone Number: 304-728-5606

FOR COMMISSION STAFF USE ONLY—FINANCIAL IMPACT/RECOMMENDATION

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COUNTY COMMISSION MEETING ROOM

INDEMNIFICATION FORM

As the individual or the authorized representative of the organization making the reservation, I agree to indemnify and hold harmless the Jefferson County Commission, its agents and representatives, from any and all lawsuits, action, claims or demands of any character or nature arising out of or brought on account of injuries or damages sustained by any person(s) as a consequence or result of using the meeting room, its furnishings or its equipment.

Person Making Request: (printed): Annette Gavin
Signature of Person Making Request: Annette Gavin Date: 10/27/16
Contact Person: _____
(If other than the representative signing above)
Representative's Address: 39 Washington Court
Harpers Ferry WV 25425
Telephone: 304-299-3637 Fax: _____
E-mail: annette.gavin@jcarb.com

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: Thursday Dec. 8, 2016

Meeting Time: 2:00 to 5:00

Organization Name: Jefferson County CVB

Purpose of Meeting: Open bids process for Contractors

Please attach a brief description of your organization. (You may attach other printed materials.) We will have an open bids process for contractors who wish to bid on construction of the new expansion.

Please check the boxes on all that apply to your organization:

- Has previously used the library
- Is a not-for-profit organization
- Can provide a certificate of insurance
- Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): Annette Cravin

Signature of Person Making Request: Annette Cravin Date: 10/27/16

Contact Person: _____

Representative's Address: (If other than the representative signing above) 37 Washington Court
Harpers Ferry WV 25425

Telephone: 304-279-3637 Fax: _____

E-mail:

Annette.gavin@jeorv.com

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nicola Bastian

Department or Organization: Citizen

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: November 3, 2016

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Proclamation to declare November 5, 2016 as an Interdenominational Day of Prayer

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

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Patricia A. Noland

VICE PRESIDENT
Walt Pellish

COMMISSIONER
Dale Manuel

COMMISSIONER
Peter Onoszko

COMMISSIONER
Jane Tabb

PROCLAMATION

WHEREAS: Members of the Community hope to further cooperation, and peace in the days leading up to the General Election and after,

WHEREAS, Members of the Community hope by interfaith prayer to focus their intent in the service of blessing all voters to do what is best for all the people in the United States and for our entire planet,

WHEREAS, Members of the Community hope to come together and lay to rest our differences in the service of Unity, Peace, Harmony, and Love,

WHEREAS, Members of the Community plan to meet together to pray for the nation and its people at the Wainwright Baptist Church, 413 W. Avis Street in Charles Town, on November 5, 2016 from 5 p.m. to 6 p.m.

BE IT THEREFORE declared that Saturday, November 5, 2016 is declared a day of interdenominational prayer in the County of Jefferson for our nation. The Commission encourages the citizens of the county to keep our nation in prayer on November 5th.

Patricia A. Noland
President, Jefferson County Commission

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

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

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Set date and time for 2016 General Election Canvass – 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*): **Motion to schedule the 2016 General Election Canvass for Monday, November 14, 2016 (per the State Election calendar) beginning at 9:30 am at the County Courthouse.**

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

2016 WEST VIRGINIA ELECTION CALENDAR

Being an UNOFFICIAL, modified version of the official election calendar issued by the West Virginia Secretary of State.

Numbers at the end of each entry indicate West Virginia Code and the Cumulative Supplement thereto, showing Chapter, Article, and Section (as Code § ___-___-___)

GENERAL ELECTION NOVEMBER 8

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Jul 11 (D) Notice of Precinct Change (§ 3-1-7(b), 59-3-1 et seq.) <input type="checkbox"/> Aug 1 (D) Deadline for No Party Organization/Unaffiliated Candidates to File Nominating Petitions, Certificate of Announcements and Pay Filing Fee (§ 3-5-23, 3-5-24) <input type="checkbox"/> Aug 1 – 23 Special Filing Period for Board of Education Vacancy Occurring after Close of Filing for Primary Election (§ 3-5-19(c)) <input type="checkbox"/> Aug 10 (D) Notice of Emergency Precinct Change (§ 3-1-7(g), 59-3-1 et seq.) <input type="checkbox"/> Aug 10 (D) Deadline for Ordering Precinct Change (§ 3-1-7(b)) <input type="checkbox"/> Aug 10 (D) Adopt Medical Emergency Absentee Voting Policy (§ 3-3-5c(a)) <input type="checkbox"/> Aug 10 (S) Submit List of Candidates w/ FINAL & APPROVED Levies/Bonds to C&H via SVRS and email <input type="checkbox"/> Aug 10 Petition for Suspension of Election Official (§ 3-1-28(c)) <input type="checkbox"/> Aug 16 (D) Notice of Number of Election Officials & Emergency Absentee Voting Commissioners (§ 3-1-29(c), 3-3-5c) <input type="checkbox"/> Aug 16 (D) Ballot Vacancy for Specific Causes and Action Needed (§ 3-5-19(a) & (b)) <input type="checkbox"/> Aug 16 Last Day to Apply for Withdrawal for Extenuating Circumstances (§ 3-5-19(a)) <input type="checkbox"/> Aug 16 – Nov 2 Application for Absentee Ballot by Mail Accepted from All Voters (§ 3-3-1(b)(3), 3-3-5(b)(1)) <input type="checkbox"/> Aug 22 (D) Executive Committee Fills Vacancies (§ 3-5-19(a)(4)) <input type="checkbox"/> Aug 24 (D) Executive Committee Chair Fills Vacancies (§ 3-5-19(a)(1)) <input type="checkbox"/> Aug 24 – 30 Secretary of State Certifies Candidate Names to County Clerks (§ 3-5-18, 3-6-2) <input type="checkbox"/> Aug 29 Death of Candidate; May Be Removed From Ballot by Ballot Commissioners at Request of Family (§ 3-5-11(b)) <input type="checkbox"/> Aug 30 (D) Estimate Number of Absentee Ballots (§ 3-3-11(a)) <input type="checkbox"/> Aug 30 Election Official Nominations Filed (§ 3-1-30(a)(4)) <input type="checkbox"/> Aug 30 Drawing for Ballot Order @ 9:00 a.m. (§ 3-6-2(d)(2)) <input type="checkbox"/> Aug 30 (S) Deliver FINAL & APPROVED List of Candidates in Proper Draw Order to C&H via fax & email <input type="checkbox"/> Sep 9 (D) Emergency Precinct Change Order (§ 3-1-7(g), 59-3-1 et. seq.) <input type="checkbox"/> Sep 9 (S) Absentee Ballots APPROVED for Printing <input type="checkbox"/> Sep 13 (D) Notice of Number of Sets of Emergency Absentee Voting Commissioners Needed (§ 3-5-19(b)) <input type="checkbox"/> Sep 20 (D) Election Officials and Alternates Appointed (§ 3-1-30, 3-4A-14, 3-3-5c) <input type="checkbox"/> Sep 20 (D) Write-In Candidate Filing Deadline (§ 3-6-4(a)) <input type="checkbox"/> Sep 23 (D) Delivery of Absentee Ballots to County Clerk (§ 3-3-11) <input type="checkbox"/> Sep 23 – Nov 3 Mail Absentee Ballots (§ 3-3-5) <input type="checkbox"/> Sep 26 – 30 First General Campaign Finance Report Due (§ 3-8-5, 3-8-5a, CSR 146-3-8) <input type="checkbox"/> Sep 27 (D)* Notice of Appointment Mailed to Election Officials *(Within 7 days of appointment) (§ 3-1-30) <input type="checkbox"/> Oct 4 (D) Election Officials Notify Clerk of Acceptance (and County Clerk proceeds to fill vacancies) (§ 3-1-30) <input type="checkbox"/> Oct 9 (D) Instructional Program for Election Officials (Within 30 Days of Election) (§ 3-1-46(c), 3-4A-14) <input type="checkbox"/> Oct 11 (D) Deliver Ballots to County Clerk (§ 3-1-21(c) & (e)) <input type="checkbox"/> Oct 13 – 19 Publish Sample Ballot for Early Voting (§ 3-6-3, 59-3-1 et. seq.) <input type="checkbox"/> Oct 14 (D) Last Day Vacancy Caused by Death of Candidate Can Be Filled by Appointment (§ 3-5-19(a)(7)) <input type="checkbox"/> Oct 18 (D) Publish Notice of Public Inspection of Ballots, Vote Recording Devices, ePoll Books, & Tabulating Equipment for Early Voting (§ 3-4A-13) <input type="checkbox"/> Oct 18 (D) Voter Registration Deadline (§ 3-2-6, 3-2-7) <input type="checkbox"/> Oct 19 (D) Notification of Ballots, Vote Recording Devices, ePoll Books, & Tabulating Equipment Readiness for Early Voting (§ 3-4A-13) | <ul style="list-style-type: none"> <input type="checkbox"/> Oct 21* Public Inspection of Ballots, Vote Recording Devices, ePoll Books, & Tabulating Equipment for Early Voting (§ 3-4A-13) *1 inspection can be held for both EV and ED or they can be held separately if ED materials are not ready in time <input type="checkbox"/> Oct 21 Accept Voter Registration Card by Mail without Postmark (§ 3-2-6(b)(2)(A)) <input type="checkbox"/> Oct 24 Correct Incomplete Applications for Voter Registrations (§ 3-2-6(b)(1)) <input type="checkbox"/> Oct 24 – 28 Pre-General Election Financial Reports Due (§ 3-8-5, 3-8-5a, CSR 146-3-8) <input type="checkbox"/> Oct 24 – Nov 7 "Last Minute" Independent Expenditures Reported (§ 3-8-2) <input type="checkbox"/> Oct 26 – Nov 5 Early Voting in Person (§ 3-3-3) (including the last two Saturdays before Election Day) <input type="checkbox"/> Oct 30 (D) Publish Notice of Public Test of Ballots, Vote Recording Devices, ePoll Books, & Tabulating Equipment for Election Day (§ 3-4A-26a) <input type="checkbox"/> Oct 31 (D) Publish Notice of Inspection of Ballots, Vote Recording Devices, ePoll Books, & Tabulating Equipment for Election Day (§ 3-4A-13b) <input type="checkbox"/> Nov 1 (D) Notification of Ballots, Vote Recording Devices, ePoll Books, & Tabulating Equipment Readiness for Early Voting (§ 3-4A-13a) <input type="checkbox"/> Nov 1 – 3 Public Test/Inspection of Ballots, Vote Recording Devices, ePoll Books, Tabulating Equipment for Election Day (§ 3-4A-13a, 3-4A-26a, 59-3-1 et. seq.) <input type="checkbox"/> Nov 1 – 7 Publish Official List of Candidates or Sample Ballot for ED in Local Newspaper(s) (§ 3-6-3, 59-3-1 et. seq.) <input type="checkbox"/> Nov 1 – 7 Instructional Program Make-Up Session (§ 3-1-46(c), 3-4A-14) <input type="checkbox"/> Nov 1 – 8 Receive Requests Emergency Absentee Ballot (Until Noon on Election Day) (§ 3-3-1(c)(2), 3-3-5c(d)) <input type="checkbox"/> Nov 2 (D) Deadline for Absentee by Mail Application (§ 3-3-5(b)(1)) <input type="checkbox"/> Nov 3 (D) Write-In Candidate Filing Deadline in Case of Death or Disqualification of Candidate (§ 3-6-4a(c)(3)) <input type="checkbox"/> Nov 7 (D) Deadline for Accepting Hand-Delivered Absentee Ballot (§ 3-3-5(k)) <input type="checkbox"/> Nov 7 (D) Election Commissioners Receive Election Supplies (§ 3-1-24, 3-4A-13(f), 3-5-14) <input type="checkbox"/> Nov 7 (D) Failure to Pick Up Supplies, Delivery by Special Messenger (§ 3-1-25, 3-4A-13a) <input type="checkbox"/> Nov 8 GENERAL ELECTION DAY Polls Open 6:30 am to 7:30 pm (§ 3-1-31) <input type="checkbox"/> Nov 8 Post Summary Results (§ 3-4A-28(e)) <input type="checkbox"/> Nov 9 Absentee Ballots without Postmark Accepted (§ 3-3-5) <input type="checkbox"/> Nov 14 Absentee Ballots Postmarked by Election Day Accepted (Before Canvass Convenes) (§ 3-3-5) <input type="checkbox"/> Nov 14 Canvass of Election Returns (§ 3-6-9, 3-6-10) <input type="checkbox"/> Nov 16* Certify results *48 hrs after declaring (§ 3-5-17, 3-6-9(a)(8)(A)) <input type="checkbox"/> Nov 21 – Dec 19 Post-General Election Financial Statement Filing Period (§ 3-8-5, 3-8-5a, CSR 146-3-8) <input type="checkbox"/> Dec 4 (D) Transmit Certificates of Results to SOS (§ 3-6-11) <input type="checkbox"/> Jan 1 Term of Judicial Officers begins (not all terms are for the same number of years) <input type="checkbox"/> Mar 8 (D) Voter History Records Entered into SVRS (§ 3-2-18(e)) <input type="checkbox"/> Mar 25 – 31 Annual Financial Statement Filing Period (§ 3-8-5; CSR 146-3-8) |
|---|--|

elections@casto-harris.com

(S) SUGGESTED BALLOT APPROVAL GUIDELINES

BALLOTS SHOULD BE APPROVED Within 5 Days of Initial Receipt, or **BALLOT CORRECTIONS SHOULD BE APPROVED** Within 3 Days of Receipt

*COMPUTATION OF TIME

"If any applicable provision of this code or any legislative rule or other administrative rule or regulation ... designates a particular date on, before or after which an act, event, default or omission is required or allowed to occur, and if the particular date designated falls on a Saturday, Sunday, legal holiday or designated day off, then the date on which the act, event, default or omission is required or allowed to occur is the next day that is not a Saturday, Sunday, legal holiday or designated day off." (§ 2-2-1(e))

"When a proceeding is directed to take place or any act to be done on any particular day of the month or within any period of time prescribed or allowed ... if that day or the last day falls on a Saturday, Sunday, legal holiday ... the next day that is not a Saturday, Sunday, legal holiday ... shall be deemed to be the one intended ..." (§ 2-2-2(a))

(D) DEADLINE (S) SUGGESTED

CASTO & HARRIS

PRINTED IN WEST VIRGINIA BY WEST VIRGINIANS



See Reverse Side for Primary Election

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Steve Thomas, Transportation Planner

Department or Organization: **Hagerstown-Eastern Panhandle Metropolitan Planning Organization**

Estimation of amount of time needed for appointment: 10 minutes

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

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Letter of Support for the Federal Land Access Program Grant**

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

HEPMPO is currently working on a project in conjunction with Harpers Ferry, Harpers Ferry NHP and the City of Ranson to submit a Federal Land Access Program (FLAP) Grant to Federal Highways to do 3 things: 1) Construct the Flowing Springs Park trail in the City of Ranson; 2) Plan and Design the Armory Canal Trail West in Harpers Ferry (terminus is Potomac Street downtown) and 3) Plan and Design bike access to Harpers Ferry from the Route 9 bike path. We are already coordinating with the Town of Harpers Ferry, the City of Ranson, the National Park Service at Harpers Ferry, and the WV DOH. We are very excited about this project because much of it was outlined in both the MPOs Regional Bike Study (http://www.hepmo.net/HEPMPO_BMP/) and the recently drafted Jefferson County Parks and Recreation Master Plan.

We are requesting the Commission sign a letter of support for the project to be included in our grant application which is due November 15, 2016.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

- I move to approve the letter of support for the HEPMPO Federal Land Access Program Grant as presented and authorize the President of the Commission to affix her signature to the appropriate document.

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: Steve Thomas, Transportation Planner

Email address: sThomas@washco-md.net

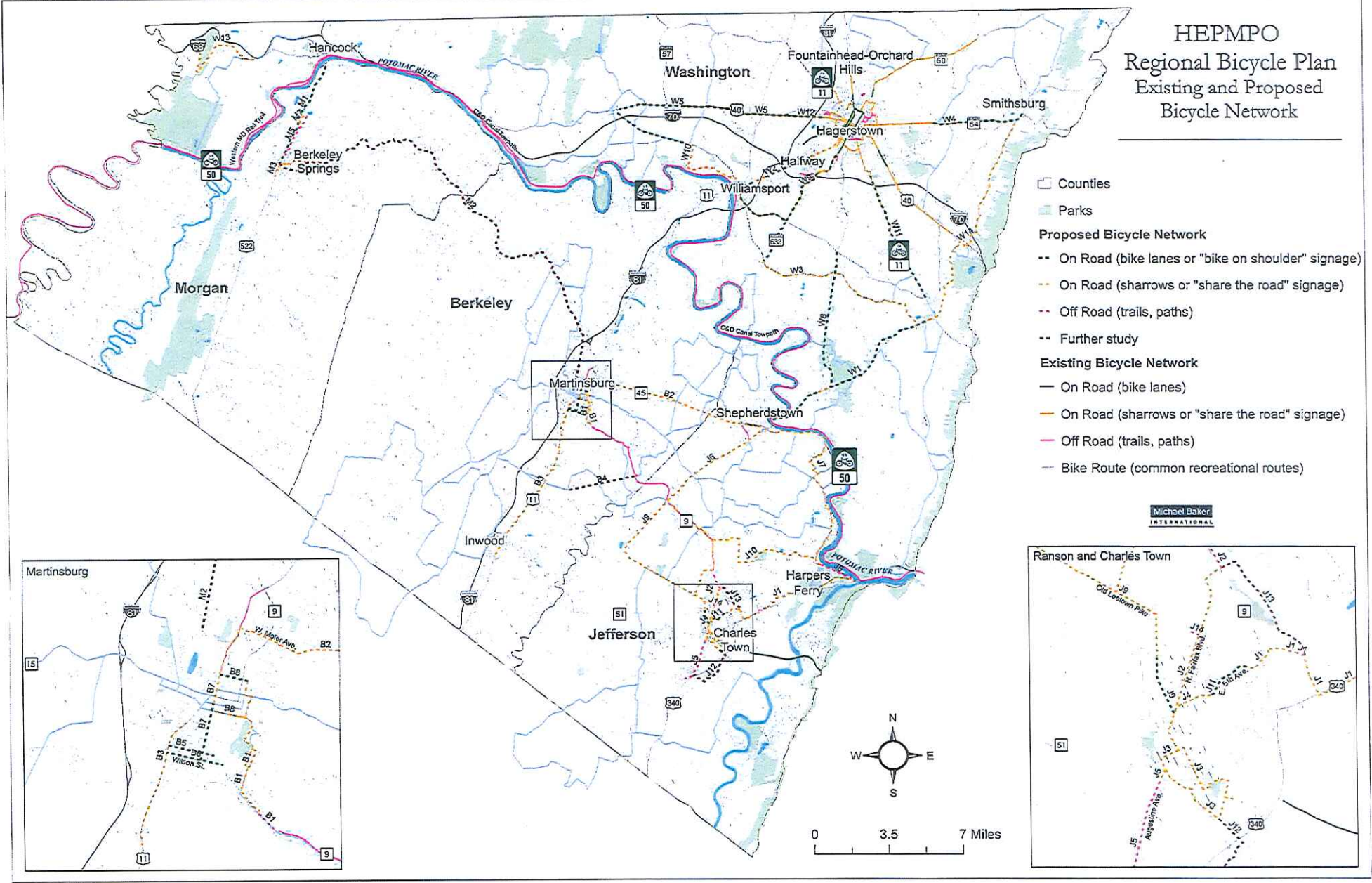
Phone Number: (304) 267-5014



Sign in

MAP LEGEND

HEPMPO Regional Bicycle Plan Existing and Proposed Bicycle Network





JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Patricia A. Noland

VICE PRESIDENT

Walt Pellish

COMMISSIONER

Dale Manuel

COMMISSIONER

Peter Onoszko

COMMISSIONER

Jane Tabb

November 3, 2016

Mr. Lewis G. Grimm, P.E.
Planning Team Leader
Eastern Federal Lands Highway Division
Federal Highway Administration
21400 Ridgetop Circle
Sterling, VA 20166
Lewis.grimm@dot.gov

Re: Eastern Federal Lands Access Program (FLAP) Application for Harpers Ferry Canal West

Dear Mr. Grimm:

On behalf of the Jefferson County Commission, I am excited to offer our support of the Federal Lands Access Program grant application, being jointly submitted by the City of Ranson and the Town of Harpers Ferry that would enhance bicycle access to Harpers Ferry National Historic Park. Jefferson County, the eastern-most County in West Virginia, is home to a number of historic small towns, most notably one of which is Harpers Ferry. Because of the scenic, cultural and historical amenities offered, Jefferson County is a major tourist destination with numerous outdoor activities and amenities offered.

The three components of the FLAP grant application, being jointly applied for by the City of Ranson and Town of Harpers Ferry, that would enhance bicycle access to Harpers Ferry National Historic Park are:

1. Planning and Design of the Harpers Ferry Armory Canal Trail West

A proposed 12' wide gravel path running from Bakerton Road to Potomac Street (Harpers Ferry) for a distance of approximately 1.6 miles along the Potomac River. The path would be designed to accommodate both bicycle and pedestrian users and would provide both an alternate access

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

point to the Town of Harpers Ferry and Harpers Ferry National Historic Park and would provide access to a previously inaccessible part of the Park.

2. Construction of the Flowing Springs Park Trail (City of Ranson)

A proposed 10' wide asphalt path that is approximately 0.8 miles in length and would help to establish a bicycle connection from the existing WV Route 9 Bike Path towards Harpers Ferry. The multi-use recreational path has already been engineered and would provide a safe venue for bicyclists to continue their journey to Harpers Ferry.

3. Planning and Design of bicycle route connecting the existing WV Route 9 Bike Path to Flowing Springs Park to Harpers Ferry Armory Canal Trail West

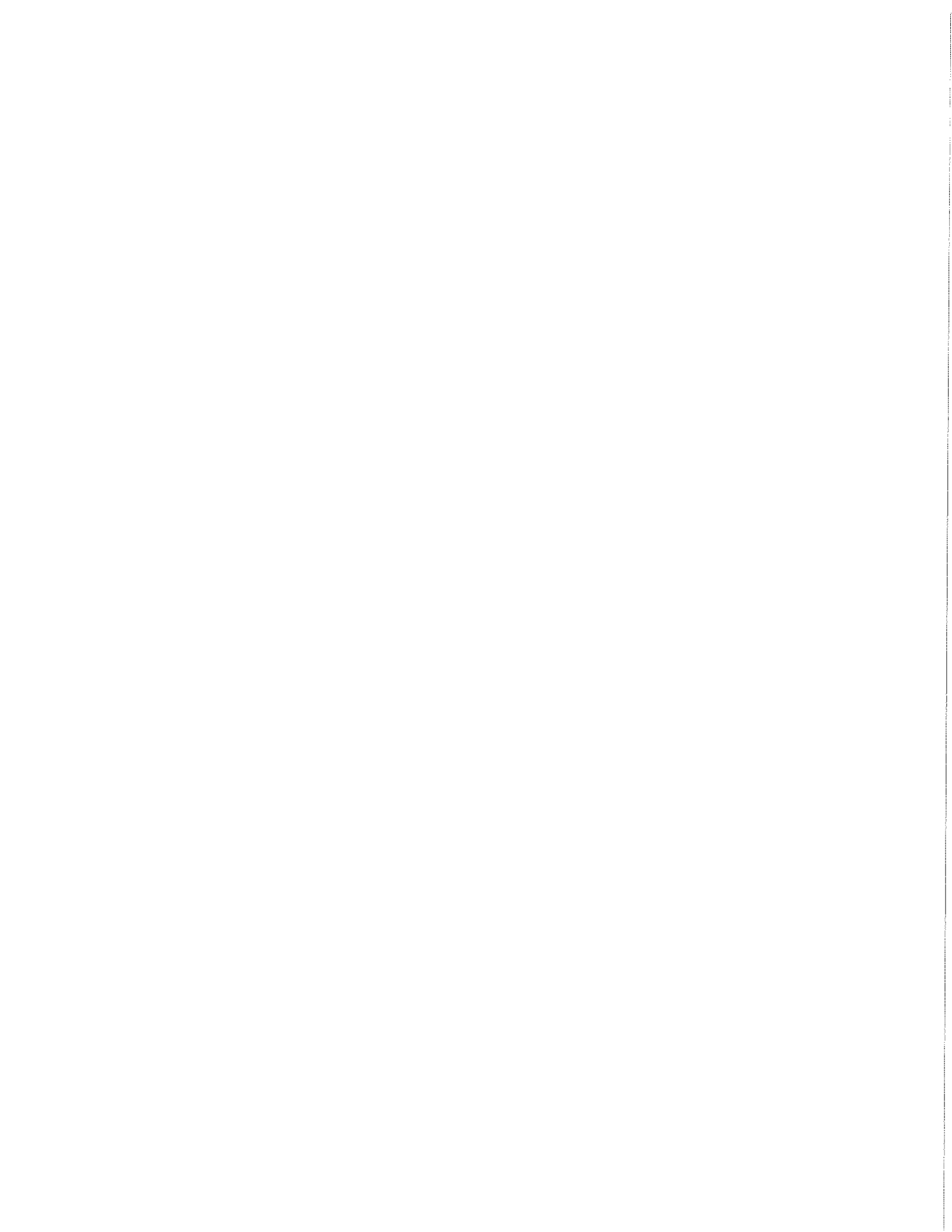
To finish the connection between the WV Route 9 Bike Path and the Town of Harpers Ferry, a planning and engineering design project will be pursued to explore different opportunities in shared-use paths, shared-lane markings and signings, shoulder width/resurfacing solutions and other options along with logical phasing of the preferred improvements. The route will traverse through Flowing Springs Park after leaving WV Route 9 and connect to the Harpers Ferry Armory Canal Trail West.

Therefore, we are writing to voice our full support of this project, which would provide an amazing opportunity for the residents of Jefferson County, WV and the City of Ranson and Town of Harpers Ferry. Not only that, it would offer an amazing cycling and walking opportunity for the approximately 250,000 annual visitors to the Harpers Ferry National Historic Park. The addition of a two non-motorized, multi-use trails between Ranson, Harpers Ferry and the Park would be of enormous benefit not only to the local community, but also to the visitors of the region. The implementation of the above projects would help enhance the safety of both bicyclists and pedestrians as they move about between the towns and the Park.

We hope this letter of supports helps the Federal Highway Administration understand the critical importance and value added of this project. The addition of the Armory Canal Trail and the Flowing Springs Park Trail would provide numerous benefits to an array of stakeholders. The proposed trails and connections would improve safety within the community, they would enhance the economic prospects of the region, and they would provide excellent non-motorized access to Harpers Ferry National Historic Park.

Thank you for your time and consideration,

Patricia A. Noland
President, Jefferson County Commission



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: **November 3, 2016**

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

Date Requested – 2nd Choice:

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

- Review and Approval of FY2017 State Budget Revision 1 for the Coal Severance Fund
- Review and Approval of FY2017 State Budget Revision 1 for the General Fund
- Review and Approval of FY2017 State Budget Revision 2 for the General Fund
- Review of FY2017 Budget to Actual as of 9/30/2016

Please provide the County Commission with a description of your request or presentation, including any background information: Internal budget revisions relate to payroll calculations for FY16 year end and based on discussions with Department managers and elected officials regarding account overages or shortages.

Is this a funding request? Y/N No

If so, how much? \$ NA

Provide exact financial impact/request:

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

- Motion to accept State Budget Revision 1 for the Coal Severance Fund
- Motion to accept State Budget Revision 1 for the General Fund
- Motion to accept State Budget Revision 2 for the General Fund

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 3rd day of November, 2016, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on budget revision number #1 to the Coal Severance Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by _____,
and duly seconded by _____ the vote was as follows:

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Peter Onoszko	_____

Whereupon, Commissioner Noland declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patsy Noland, President of the Jefferson County Commission, is authorized to affix her signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Patsy Noland, President
Jefferson County Commission

Budget Revision #1 of Coal Severance Fund FY17

Description	GL acct	Increase	Decrease
Assigned Fund Balance	002-298-00-002	106,187	Adj year end fund balance
Co Comm Prof Services	002-401-02-223-000-GG-000	106,187	Adj year end fund balance

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

Jefferson County Commission
 GOVERNMENT ENTITY

CONTROL NUMBER

2017
 FY
001
 FUND
1
 REV. NO.
1 of 1
 PG. OF NO.

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

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

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	3,941,054	1,512,022		5,453,076
	#N/A				
	#N/A				
	#N/A				#VALUE!
	#N/A				#VALUE!
	#N/A				#VALUE!

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 1,512,022

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
699	Contingencies	2,200,000	1,512,022		3,712,022
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 1,512,022

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

AUTHORIZED SIGNATURE OF ENTITY _____ APPROVAL DATE _____

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 3rd day of November, 2016, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on budget revision number #1 to the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by _____,
and duly seconded by _____ the vote was as follows:

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Peter Onoszko	_____

Whereupon, Commissioner Noland declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patsy Noland, President of the Jefferson County Commission, is authorized to affix her signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Patsy Noland, President
Jefferson County Commission

Jefferson County Commission
State Budget Revision JE

Budget Revision #1 of General Fund FY17

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>	
Unencumbered Balance	001-299-00-002	1,512,022		Adj for projected year end fund balance
Contingency for Fund Balance Reserve	001.699.06.675.000.GG.000	1,512,022		Adj for projected year end fund balance
Total		3,024,044		

JEFFERSON COUNTY, WEST VIRGINIA
BALANCE SHEET - GOVERNMENTAL FUNDS
June 30, 2016

	General	Coal Severance Tax	County Capital Outlay	Impact Fees	Other Nonmajor Governmental Funds	Total Governmental Funds
ASSETS AND DEFERRED OUTFLOWS						
Assets						
Current:						
Cash and cash equivalents	\$ 5,372,779	\$ 106,187	\$ 4,116,329	\$ --	\$ 370,003	\$ 9,965,298
Receivables, net of allowance for uncollectibles:						
Taxes	685,672	--	--	--	--	685,672
Accounts	349,677	--	--	--	--	349,677
Intergovernmental receivable	283,717	--	--	--	23,447	307,164
Due from:						
Other funds	36,076	--	5,800	--	246,029	287,905
Inventory, at cost	5,224	--	--	--	--	5,224
Prepaid expenses	93,322	--	--	--	1,252	94,574
Restricted cash	--	--	--	2,522,342	--	2,522,342
Total assets	6,826,467	106,187	4,122,129	2,522,342	640,767	14,217,892
Deferred Outflows						
Total deferred outflows of resources	--	--	--	--	--	--
Total assets and deferred outflows of resources	\$ 6,826,467	\$ 106,187	\$ 4,122,129	\$ 2,522,342	\$ 640,767	\$ 14,217,892
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES						
Liabilities						
Accounts payable	326,148	--	--	--	39,621	365,769
Refunds payable	226	--	--	--	--	226
Payroll payable	169,582	--	--	--	--	169,582
Intergovernmental payable	267,766	--	--	--	5,000	272,766
Due to:						
Other funds	51,485	--	202,233	--	34,187	287,905
Unearned revenue - other fees	27,281	--	--	--	--	27,281
Total liabilities	842,488	--	202,233	--	78,808	1,123,529
Deferred Inflows						
Deferred revenue - taxes	530,903	--	--	--	--	530,903
Total deferred inflows of resources	530,903	--	--	--	--	530,903
Total liabilities and deferred inflows of resources	1,373,391	--	202,233	--	78,808	1,654,432
Fund balances						
Nonspendable	134,622	--	5,800	--	247,281	387,703
Restricted	--	106,187	--	2,522,342	102,288	2,730,817
Committed	--	--	3,914,096	--	70,457	3,984,553
Assigned	5,318,454	--	--	--	141,933	5,460,387
Total fund balances	5,453,076	106,187	3,919,896	2,522,342	561,959	12,563,460
Total liabilities, deferred inflows and fund balances	\$ 6,826,467	\$ 106,187	\$ 4,122,129	\$ 2,522,342	\$ 640,767	\$ 14,217,892

The notes to the financial statements are an integral part of this statement.

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

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

Jefferson County Commission
 GOVERNMENT ENTITY

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

CONTROL NUMBER
2017
 FY
001
 FUND
2
 REV. NO.
1 of 1
 PG. OF NO.

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
322	Federal Grants	181,676	70,000		251,676
331	County Clerk's Earnings	192,375		12,000	180,375
399	Transfers Assessor's Valuation Fund	440,267	741		441,008
	#N/A				
	#N/A				#VALUE!
	#N/A				#VALUE!
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			58,741		

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
428	Data Processing	411,480	1,500		412,980
440	Engineering	1,331,369	15,000		1,346,369
699	Contingencies	3,712,022	1,423,741		5,135,763
700	Sheriff-Law Enforcement	3,561,357	140,000		3,701,357
407	Assessor's Valuation Fund	440,267	741		441,008
696	Transfer to Financial Stabilization Fund	2,275,241		2,275,241	
698	Transfers/Reim. (Audit Findings)	594,000	753,000		1,347,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			58,741		

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

AUTHORIZED SIGNATURE
 OF ENTITY

APPROVAL
 DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 3rd day of November, 2016, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on budget revision number #2 to the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by _____, and duly seconded by _____ the vote was as follows:

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Peter Onoszko	_____

Whereupon, Commissioner Noland declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patsy Noland, President of the Jefferson County Commission, is authorized to affix her signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Patsy Noland, President
Jefferson County Commission

Jefferson County Commission
 State Budget Revision JE

Budget Revision #2 of General Fund FY17

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>	
IT Telephone	001.428.02.211.000.GG.000	1,500		To adjust for formula error on budget worksheet
Engineer-Professional Services	001.440.02.223.000.GG.000	15,000		Sinkhole Mitigation approved in FY16, work not invoiced until FY17
Co Clk-Voter Registr Fees	001.331.CS.001		12,000	Based on History (Incorrect GL used in FY14)
Cont for Fund Balance Reserve	001-699-06-675-000-GG-000		28,500	Adj ending fund bal reserve
Cont for Fund Balance Reserve	001-699-06-675-000-GG-000		753,000	Adj for Fund Balance Policy-Trfr to C/O Fund
Transfer to Capital Outlay Fund	001.698.05.566.000.GG.000	753,000		Transfer to Capital Outlay Fund
Assr Val-Salary/Wages	001.407.01.103.000.GG.000	618		Correct Budget for 3% increase vs Indiv Raises
Assr Val-FICA	001.407.01.104.000.GG.000	39		Correct Budget for 3% increase vs Indiv Raises
Assr Val-Medicare	001.407.01.104.001.GG.000	9		Correct Budget for 3% increase vs Indiv Raises
Assr Val-Retirement	001.407.01.106.000.GG.000	75		Correct Budget for 3% increase vs Indiv Raises
Transfer from Assr Val Fund	001.399.TR.000	741		Correct Budget for 3% increase vs Indiv Raises
Contingency for Emergencies	001.699.06.675.001.GG.000		70,000	Funding for Vehicle Approved 8-18-2016
Law Enf Capital Outlay	001.700.04.459.000.CP.000	70,000		Funding for Vehicle Approved 8-18-2016
State Grant Revenue	001.322.IG.000	70,000		Funding for HIDTA Grant
Law Enf Capital Outlay	001.700.04.459.000.CP.000	70,000		Funding for HIDTA Grant-License Plate Readers
Transfer to Stabalization Fund	001-696-05-566-000-GG-000		2,275,241	Adj ending fund bal reserve to be in compliance with fund balance policy
Cont for Fund Balance Reserve	001-699-06-675-000-GG-000	2,275,241		Adj ending fund bal reserve to be in compliance with fund balance policy
Total		3,256,223	3,138,741	

Jefferson County Policies & Procedures

Policy Name:	Fund Balance Policy	Approved:	12-19-2013
Policy Number:	308	Author:	Stanton
Associated:			

The County shall maintain an unencumbered fund balance in the General Fund of a minimum of 16.67% of general fund operating expenditures, with a goal of maintaining the fund balance at 20% of General Fund operating expenditures. This ratio will be reviewed as of June 30th of each year. Should the unencumbered fund balance fall below the benchmark, then the County shall adopt a plan to restore this balance to the benchmark level within 24 months. If restoration of the reserve cannot be accomplished within such a period without severe hardship to the County, then the County will establish a different time period.

Should the unencumbered balance rise above the amount stated in the policy, 50 percent of the excess amount will be placed into a Rainy Day Fund.

FY 17 Oper Exp. \$ 22.9 mil
20% FB Reserve \$ 4,580,000

Budget Revision

Michelle Gordon

From: Stephanie Grove
Sent: Thursday, October 13, 2016 10:18 AM
To: Michelle Gordon
Subject: Sheriff's HIDTA Reimbursements

Michelle,

The Sheriff stopped into to talk to me about the significance of Jefferson County being included in the HIDTA territory. It works kind of like a grant in that the county is now eligible to have certain purchases reimbursed. We buy the items first, and then we submit them to HIDTA for reimbursement. This fiscal year, the Sheriff would like to purchase license plate readers that will be reimbursed by HIDTA but he doesn't have the money in his budget allocated for the readers. I think he said they would cost between \$60,000 and \$70,000. He wants to make sure before he buys them that the reimbursement will go back into his budget. Additionally, he would like to have a line item of about \$70,000 for HIDTA purchases that would be reimbursed by them. What do we need to do so he can buy the license plate readers now? And how should we proceed going forward? I think he will have to submit a purchase order to the Commission for approval even if the money is eventually reimbursed. Give me a call or stop by if you need additional information.

Thanks,

Stephanie

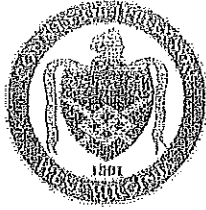
Stephanie F. Grove
County Administrator
County Commission of Jefferson County, WV
Post Office Box 250
124 East Washington Street
Charles Town, WV 25414
Office: (304) 728-3284
www.jeffersoncountywv.org

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8-18-2010 Agenda

AGENDA REQUEST FORM
www.jeffersoncountyva.gov



FY17 need Budget Revision.

nd Rev
er Pete -
+80 Rev from
Bedivar. has new
contract for FY17.
Will get me Exp
Allocation.

Name: Pete Dougherty, Sheriff

Department or Organization: Jefferson County Sheriff's Office

Estimation of amount of time needed for appointment: 10 minutes

Date Requested - 1st Choice:

If a specific date is needed, please provide reason for specific date: August 18th

Date Requested - 2nd Choice:

Subject (Wording to be placed on agenda): FUNDING FOR VEHICLES

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

Is this a funding request? Y/N Yes

If so, how much? \$ 70,000 4

Provide exact financial impact/request: Funds are needed to provide vehicles for Sheriff's Office

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

I move \$70,000 be added to the Jefferson County Sheriff's line item for vehicles.

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

If not attached, explain: We are in need of a vehicle to transport those in custody and those being transported to mental hygiene facilities and we need at least one new vehicle to replace a deputy vehicle with over 130,000 miles that was involved in an accident but due to its age and mileage will not be repaired. There was no funding approved when the Commission set the current fiscal year budget.

Is equipment needed?

Projector Y/N

Internet/Wi Fi Y/N

Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

1100 hrs
proceeds
few hundred scrap value

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/RECOMMENDATION

Done move from ~~Capital Outlay~~
Part 2nd. wait cont. for Emerg.
Unan. Jane absent

Michelle Gordon

From: Angela Banks <abanks@jeffersoncountywv.org>
Sent: Thursday, May 05, 2016 3:04 PM
To: Michelle Gordon
Subject: RE: FY17 Approved Budget

Ok

Thanks!

From: Michelle Gordon [mailto:mgordon@jeffersoncountywv.org]
Sent: Thursday, May 05, 2016 2:20 PM
To: Angela Banks
Cc: Stephanie Grove
Subject: RE: FY17 Approved Budget

No problem. I will take care of it July 1 with a budget revision.

Michelle Gordon
Finance Director
Jefferson County Commission
O: 304.724.8425

From: Angela Banks [mailto:abanks@jeffersoncountywv.org]
Sent: Thursday, May 05, 2016 1:00 PM
To: Michelle Gordon
Cc: Stephanie Grove
Subject: RE: FY17 Approved Budget



Michelle,

The 407 budget does not have enough money in the salary line item for the full 3% raise so some of the other line items will not be enough either. This should have been brought back to me before the final budgets were approved. What do I need to do to fix it?

Angela L. Banks
Assessor of Jefferson County
104 E. Washington St.
Charles Town WV 25414
304-728-3224 Phone
304-728-3383 Fax

From: Michelle Gordon [mailto:mgordon@jeffersoncountywv.org]
Sent: Monday, April 25, 2016 3:52 PM

Jefferson County Commission

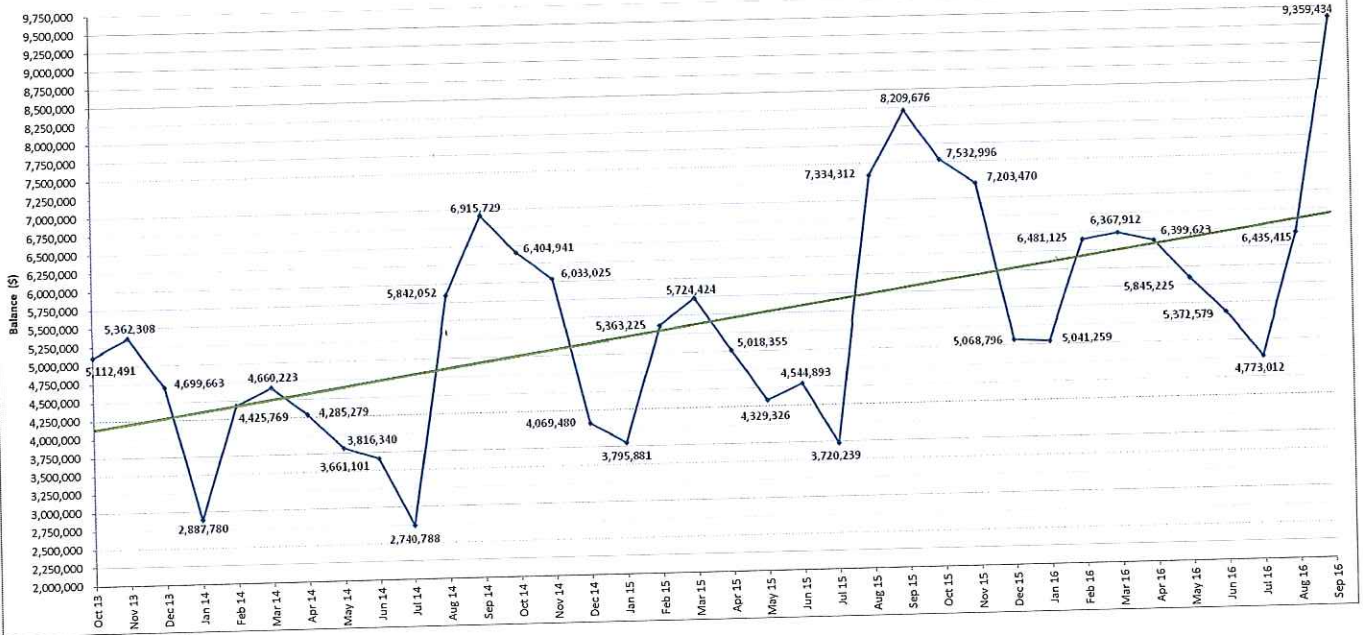
Cash Balances by Fund

As of 09-30-2016

Fund	Description	Balance
001	General Operating	\$ 9,359,434
002	Coal Severance	127,820
003	Dog & Kennel	27,154
004	General School	(10)
005	Magistrate Court	12,154
006	Worthless Check	32,183
008	Home Confinement	11,025
009	Federal Grants	-
010	State Grant	(198,761)
023	Flood Mitigation	34,959
039	Waste Coal	8,404
056	Assessor Valuation	615,580
057	Farmland Protection	3
059	Concealed Weapons	69,293
063	Voter Registration	549
074	Drug Forfeiture	14,794
075	Sub Division Bond Forfeiture	172
077	Teen Court	-
244	Bardane Public Health Center	32,752
246	Capital Outlay	3,715,026
247	Parks Land Fund	-
249	Impact Fees	2,827,543
315	State Police	60
369	Deputy Sheriff Retire	1
Total Cash all Funds		<u>\$ 16,690,135</u>

Jefferson County Commission General Fund Cash Balance 36 Month Trend

Series1
Cash Trend



Jefferson County Commission
 FY17 General Fund Revenues and Expenditures
 Compiled October 27, 2016
 Expenditures by Department

	FY17 YTD		Budget		FY15 YTD	YTD Actual	
	FY17 Budget	Actual as of 09/30/16	Variance Favorable / (Unfavorable)	% Rec'd /Exp'd	Actual as of 09/30/15	FY17-FY16 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
REVENUE							
UNENCUMBERED BALANCE	3,941,054	-	(3,941,054)	-	-	-	-
AD VALOREM TAXES	13,025,919	6,660,752	(6,365,167)	51.13 %	6,281,409	379,343	6.04 %
TAX PENALTIES	295,000	79,775	(215,225)	27.04 %	80,135	(360)	(0.45) %
PROPERTY TRANSFER TAX	788,109	241,997	(546,112)	30.71 %	170,328	71,668	42.08 %
GAS & OIL SEVERANCE TAX	83,732	-	(83,732)	-	-	-	-
HORSE & DOG RACING TAX	8,973	3,005	(5,968)	33.49 %	3,707	(701)	(18.92) %
WINE & LIQUOR TAX	32,000	9,748	(22,252)	30.46 %	5,225	4,523	86.56 %
HOTEL OCCUPANCY TAX	549,500	257,842	(291,658)	46.92 %	196,562	61,280	31.18 %
LICENSE/DECALS	61	14	(47)	22.95 %	20	(6)	(30.00) %
BUILDING PERMIT FEES	250,000	40,752	(209,248)	16.30 %	6,508	34,243	526.16 %
MISC. RENTS	120	104	(16)	86.67 %	110	(6)	(5.45) %
FEDERAL GOV GRANTS	170,000	(15,861)	(185,861)	(9.33) %	19,217	(35,078)	(182.53) %
FED PYMNT IN LIEU OF TAXS	11,676	-	(11,676)	-	-	-	-
SHERIFF'S SRVC OF PROCESS	19,512	4,775	(14,737)	24.47 %	6,255	(1,480)	(23.66) %
SHERIFF EARNINGS	23,727	40,541	16,814	170.86 %	5,779	34,762	601.54 %
COUNTY CLERK'S EARNING	192,375	49,424	(142,951)	25.69 %	48,606	818	1.68 %
CIRCUIT CLERK'S EARNING	54,380	17,619	(36,761)	32.40 %	15,536	2,084	13.41 %
PROSECUTING ATTY EARNINGS	1,134	379	(755)	33.41 %	170	209	122.84 %
ACCIDENT REPORTS	3,500	1,330	(2,170)	38.00 %	1,060	270	25.47 %
MAP SALES	3,697	524	(3,174)	14.16 %	968	(445)	(45.92) %
RENT - CONCESSIONS	44,679	400	(44,279)	0.90 %	7,900	(7,500)	(94.94) %
AMBULANCE FEES	725,000	175,000	(550,000)	24.14 %	-	175,000	-
EMG COMM - 911 FEE	1,900,000	438,251	(1,461,749)	23.07 %	471,033	(32,782)	(6.96) %
FRANCHISE FEES	491,000	-	(491,000)	-	113,291	(113,291)	(100.00) %
IRP FEES-INTNATL REG PGM	9,867	4,183	(5,684)	42.40 %	6,540	(2,356)	(36.03) %
JAIL FEES	98,000	69,244	(28,756)		97,813	(28,569)	(29.21) %
INTEREST EARNED	20,200	6,902	(13,298)	34.17 %	6,382	520	8.14 %
MISCELLANEOUS REVENUE	500	9	(491)	1.80 %	10	(1)	(5.77) %
SHERIFF'S COMMISSION	11,498	11,536	38	100.33 %	11,563	(27)	(0.23) %
REIMBURSEMENTS	346,800	197,507	(149,293)	56.95 %	136,101	61,406	45.12 %
GEN SCHOOL FUND REIMB	264,000	34,050	(229,950)	12.90 %	45,594	(11,544)	(25.32) %
TRANS/ASSR VAL FUND	440,267	6,675	(433,592)	100.00 %	-	6,675	-
TOTAL REVENUES	23,806,280	8,336,477	(15,469,803)	35.02 %	7,737,823	598,654	7.74 %
EXPENDITURES							
COUNTY COMMISSION	1,765,011	553,928	1,211,083	31.38 %	457,764	(96,164)	(21.01) %
COUNTY CLERK	743,881	147,524	596,357	19.83 %	159,793	12,269	7.68 %
CIRCUIT CLERK	596,187	126,411	469,776	21.20 %	142,378	15,967	11.21 %
SHERIFF AND TREASURER	576,969	141,363	435,606	24.50 %	146,014	4,651	3.19 %
PROSECUTING ATTORNEY	1,782,394	387,548	1,394,846	21.74 %	415,645	28,097	6.76 %
ASSESSOR	527,389	114,433	412,956	21.70 %	117,381	2,948	2.51 %
ASSESSOR'S VALUATION FUND	440,267	99,264	341,003	22.55 %	101,193	1,929	1.91 %
STATEWIDE COMPUTER NET	58,077	-	58,077	-	(15,019)	(15,019)	100.00 %
AGRICULTURAL AGENT	128,704	26,690	102,014	20.74 %	26,333	(357)	(1.36) %
ELECTIONS COUNTY CLERK	309,742	37,952	271,790	12.25 %	36,960	(991)	(2.68) %
MAGISTRATE COURT	1,700	193	1,507	11.38 %	386	192	49.87 %
COURTHOUSE (MAINTENANCE)	1,223,081	287,543	935,538	23.51 %	265,043	(22,500)	(8.49) %
OTHER BUILDINGS	523,000	78,278	444,722	14.97 %	130,457	52,179	40.00 %
DATA PROCESSING	411,480	94,504	316,976	22.97 %	30,935	(63,570)	(205.50) %

Jefferson County Commission
 FY17 General Fund Revenues and Expenditures
 Compiled October 27, 2016
 Expenditures by Department

	FY17 YTD		Budget		FY15 YTD		YTD Actual	
	FY17 Budget	Actual as of 09/30/16	Favorable / (Unfavorable)	% Rec'd /Exp'd	Actual as of 09/30/15	Favorable / (Unfavorable)	% Rec'd /Exp'd	
REGIONAL DEVELOPMENT AUTH	19,795	19,794	1	100.00 %	19,794	-	-	
ECONOMIC DEVELOPMENT	423,249	92,782	330,467	21.92 %	103,741	10,958	10.56 %	
ENGINEERING	1,331,369	313,489	1,017,880	23.55 %	337,375	23,886	7.08 %	
FINANCIAL STABILIZATION	2,275,241	-	2,275,241	-	-	-	-	
TRANS/REIMB (AUDIT FIND)	594,000	556,019	37,981	93.61 %	-	(556,019)	-	
CONTINGENCIES	2,200,000	-	2,200,000	-	-	-	-	
SHERIFF LAW ENFORCEMENT	3,561,357	770,150	2,791,207	21.63 %	864,643	94,493	10.93 %	
SHERIFF SVC OF PROCESS	19,512	-	19,512	-	-	-	-	
REGIONAL JAIL	1,375,000	112,567	1,262,433	8.19 %	101,808	(10,760)	(10.57) %	
EMERGENCY SERVICES	273,360	52,092	221,268	19.06 %	57,649	5,558	9.64 %	
COMMUNICATIONS CENTER	1,970,152	379,144	1,591,008	19.24 %	407,769	28,625	7.02 %	
FIRE DEPARTMENTS	595,000	220,000	375,000	36.97 %	160,000	(60,000)	(37.50) %	
AMBULANCE AUTHORITY	2,203,366	544,669	1,658,698	24.72 %	362,641	(182,028)	(50.20) %	
ANIMAL CONTROL	328,947	62,397	266,550	18.97 %	68,950	6,553	9.50 %	
CENTRAL GARAGE	262,396	58,758	203,638	22.39 %	64,158	5,400	8.42 %	
SOLID WASTE AUTHORITY	15,600	-	15,600	-	-	-	-	
PARKS AND RECREATION	498,280	130,550	367,730	26.20 %	78,527	(52,024)	(66.25) %	
ARTS AND HUMANITIES	10,440	3,091	7,349	29.61 %	1,154	(1,937)	(167.81) %	
HISTORICAL COMMISSION	16,584	4,577	12,007	27.60 %	1,709	(2,868)	(167.81) %	
VISITOR'S BUREAU	274,750	77,273	197,477	28.12 %	28,854	(48,420)	(167.81) %	
LIBRARIES	330,000	82,500	247,500	25.00 %	62,500	(20,000)	(32.00) %	
PUBLIC TRANSPORTATION	20,000	5,000	15,000	25.00 %	2,569	(2,431)	(94.65) %	
TOTAL EXPENDITURES	27,686,280	5,580,483	22,105,797	20.16 %	4,739,101	(841,382)	(17.75) %	
NET PRIOR TO GAMING REVENUE	(3,880,000)	2,755,994	(6,635,994)		2,998,722	(242,728)	-8.09 %	
TABLE GAMES	740,000	203,197	(536,803)	27.46 %	227,577	(24,380)	(10.71) %	
VIDEO LOTTERY	3,140,000	1,249,060	(1,890,940)	39.78 %	1,225,659	23,401	1.91 %	
NET REVENUE LESS EXPENDITURES	-	4,208,251	(4,208,251)		4,451,958	(243,707)	(5.47) %	

Jefferson County Commission
 FY17 General Fund Revenues and Expenditures
 Compiled October 27, 2016
 General Fund Expenditures by Object Code

	FY17 Budget	FY17 YTD Actual as of 09/30/16	Budget Variance Favorable / (Unfavorable)	% Rec'd /Exp'd	FY15 YTD Actual as of 09/30/15	YTD Actual FY17-FY16 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
REVENUES							
UNENCUMBERED BALANCE	3,941,054	-	(3,941,054)	-	-	-	-
AD VALOREM TAXES	13,025,919	6,660,752	(6,365,167)	51.13 %	6,281,409	379,343	6.04 %
TAX PENALTIES	295,000	79,775	(215,225)	27.04 %	80,135	(360)	(0.45) %
PROPERTY TRANSFER TAX	788,109	241,997	(546,112)	30.71 %	170,328	71,668	42.08 %
GAS & OIL SEVERANCE TAX	83,732	-	(83,732)	-	-	-	-
HORSE & DOG RACING TAX	8,973	3,005	(5,968)	33.49 %	3,707	(701)	(18.92) %
WINE & LIQUOR TAX	32,000	9,748	(22,252)	30.46 %	5,225	4,523	86.56 %
HOTEL OCCUPANCY TAX	549,500	257,842	(291,658)	46.92 %	196,562	61,280	31.18 %
LICENSE/DECALS	61	14	(47)	22.95 %	20	(6)	(30.00) %
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MISC. RENTS	120	104	(16)	86.67 %	110	(6)	(5.45) %
FEDERAL GOV GRANTS	170,000	(15,861)	(185,861)	(9.33) %	19,217	(35,078)	(182.53) %
FED PYMNT IN LIEU OF TAXS	11,676	-	(11,676)	-	-	-	-
SHERIFF'S SRVC OF PROCESS	19,512	4,775	(14,737)	24.47 %	6,255	(1,480)	(23.66) %
SHERIFF EARNINGS	23,727	40,541	16,814	170.86 %	5,779	34,762	601.54 %
COUNTY CLERK'S EARNING	192,375	49,424	(142,951)	25.69 %	48,606	818	1.68 %
CIRCUIT CLERK'S EARNING	54,380	17,619	(36,761)	32.40 %	15,536	2,084	13.41 %
PROSECUTING ATTY EARNINGS	1,134	379	(755)	33.41 %	170	209	122.84 %
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AMBULANCE FEES	725,000	175,000	(550,000)	24.14 %	-	175,000	-
EMG COMM - 911 FEE	1,900,000	438,251	(1,461,749)	23.07 %	471,033	(32,782)	(6.96) %
FRANCHISE FEES	491,000	-	(491,000)	-	113,291	(113,291)	(100.00) %
IRP FEES-INTNATL REG PGM	9,867	4,183	(5,684)	42.40 %	6,540	(2,356)	(36.03) %
JAIL FEES	98,000	69,244	(28,756)	70.66 %	97,813	(28,569)	(29.21) %
INTEREST EARNED	20,200	6,902	(13,298)	34.17 %	6,382	520	8.14 %
MISCELLANEOUS REVENUE	500	9	(491)	1.80 %	10	(1)	(5.77) %
SHERIFF'S COMMISSION	11,498	11,536	38	100.33 %	11,563	(27)	(0.23) %
REIMBURSEMENTS	346,800	197,507	(149,293)	56.95 %	136,101	61,406	45.12 %
GEN SCHOOL FUND REIMB	264,000	34,050	(229,950)	12.90 %	45,594	(11,544)	(25.32) %
TRANS/ASSR VAL FUND	440,267	6,675	(433,592)	1.52 %	-	6,675	-
TOTAL REVENUES	23,806,280	8,336,477	(15,469,803)	35.02 %	7,737,823	598,654	7.74 %
EXPENDITURES							
SALARIES	9,882,070	2,122,088	(7,759,982)	21.47 %	2,157,931	35,843	1.66 %
FICA	763,408	155,710	(607,698)	20.40 %	190,764	35,054	18.38 %
HEALTH INSURANCE	1,995,573	474,824	(1,520,749)	23.79 %	458,269	(16,555)	(3.61) %
RETIREMENT	1,124,983	239,320	(885,663)	21.27 %	320,620	81,300	25.36 %
TELEPHONE	225,675	35,119	(190,556)	15.56 %	40,451	5,332	13.18 %
PRINTING	21,950	2,850	(19,100)	12.98 %	3,577	727	20.32 %
UTILITIES	287,200	38,131	(249,069)	13.28 %	59,783	21,651	36.22 %
TRAVEL	56,093	3,965	(52,128)	7.07 %	8,026	4,062	50.60 %
MAINT/REP BLDG & GRNDS	60,000	-	(60,000)	-	14,933	14,933	100.00 %
MAINT/REP EQUIPMENT	173,373	15,614	(157,759)	9.01 %	15,128	(486)	(3.21) %
MAINT/REP AUTO	7,000	652	(6,348)	9.32 %	335	(317)	(94.73) %
POSTAGE	131,425	62,980	(68,445)	47.92 %	47,188	(15,792)	(33.47) %
BLDG/EQUIP RENTAL	143,067	43,056	(100,011)	30.09 %	33,417	(9,639)	(28.84) %
ADVERTISING/LEGAL PUBS	39,470	2,814	(36,656)	7.13 %	5,450	2,636	48.37 %
TRAINING AND EDUCATION	44,385	2,588	(41,797)	5.83 %	6,138	3,550	57.84 %
DUES AND SUBSCRIPTIONS	68,276	28,249	(40,027)	41.37 %	24,750	(3,499)	(14.14) %
PROFESSIONAL SERVICES	285,260	86,571	(198,689)	30.35 %	24,882	(61,688)	(247.92) %
AUDIT COSTS	35,000	-	(35,000)	-	17,300	17,300	100.00 %
INSURANCE AND BONDS	492,958	228,964	(263,994)	46.45 %	190,234	(38,730)	(20.36) %
COURT COSTS AND DAMAGES	1,500	10,000	(8,500)	666.67 %	-	(10,000)	-
CONTRACTED SERVICES	222,665	43,685	(178,980)	19.62 %	60,195	16,510	27.43 %

Jefferson County Commission
 FY17 General Fund Revenues and Expenditures
 Compiled October 27, 2016
 General Fund Expenditures by Object Code

	FY17 Budget	FY17 YTD Actual as of 09/30/16	Budget Variance Favorable / (Unfavorable)	% Rec'd /Exp'd	FY15 YTD Actual as of 09/30/15	YTD Actual FY17-FY16 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
BANK CHARGES	250	118	132	47.08 %	-	(118)	-
REMITTANCE FEES COLLECTED	724,692	175,000	549,692	24.15 %	-	(175,000)	-
INSURANCE PREMIUM RETIREE	89,484	19,053	70,431	-	21,543	2,490	11.56 %
MATERIALS AND SUPPLIES	360,027	47,228	312,799	(100.00) %	46,388	(839)	(1.81) %
RECORD BOOKS	5,150	-	5,150	-	30	30	100.00 %
AUTO SUPPLIES	146,000	34,741	111,259	(100.00) %	38,391	3,650	9.51 %
C/F PRISONRS REG JAIL FEE	1,375,000	112,567	1,262,433	8.19 %	101,808	(10,760)	(10.57) %
UNIFORMS	27,887	579	27,308	2.08 %	3,684	3,105	84.28 %
CHARGES BY OTHR GOV UNITS	58,077	-	58,077	-	(15,019)	(15,019)	100.00 %
COMPUTER SOFTWARE	45,075	-	45,075	-	1,527	1,527	100.00 %
COMPUTER HARDWARE	69,671	12,433	57,238	17.85 %	(149)	(12,582)	8,464.73 %
IT SUPPORT	100,790	12,897	87,894	12.80 %	16,512	3,616	21.90 %
LICENSE AND ANNUAL FEES	51,382	37,216	14,166	72.43 %	99	(37,117)	(37,491.46) %
CONTR/TRSFR TO OTHR FUNDS	2,869,241	556,019	2,313,222	19.38 %	78,000	(478,019)	(612.85) %
CONTR/TRSFR OTHR GOV UNIT	3,278,723	920,954	2,357,769	28.09 %	-	(920,954)	-
CONTR/TRSFR OTHER	223,500	54,500	169,000	24.38 %	725,988	671,488	92.49 %
CONTINGENCY RESERVE	2,200,000	-	2,200,000	-	40,928	40,928	100.00 %
TOTAL EXPENDITURES	27,686,280	5,580,483	22,105,797	20.16 %	4,739,101	(841,382)	(17.75) %
NET PRIOR TO GAMING REVENUE	(3,880,000)	2,755,994	(6,635,994)	(71.03) %	2,998,722	(242,728)	-8.09 %
TABLE GAMES	740,000	203,197	(536,803)	27.46 %	227,577	(24,380)	(10.71) %
VIDEO LOTTERY	3,140,000	1,249,060	(1,890,940)	39.78 %	1,225,659	23,401	1.91 %
NET REVENUE LESS EXPENDITURES	-	4,208,251	4,208,251		4,451,958	(243,707)	(5.47) %

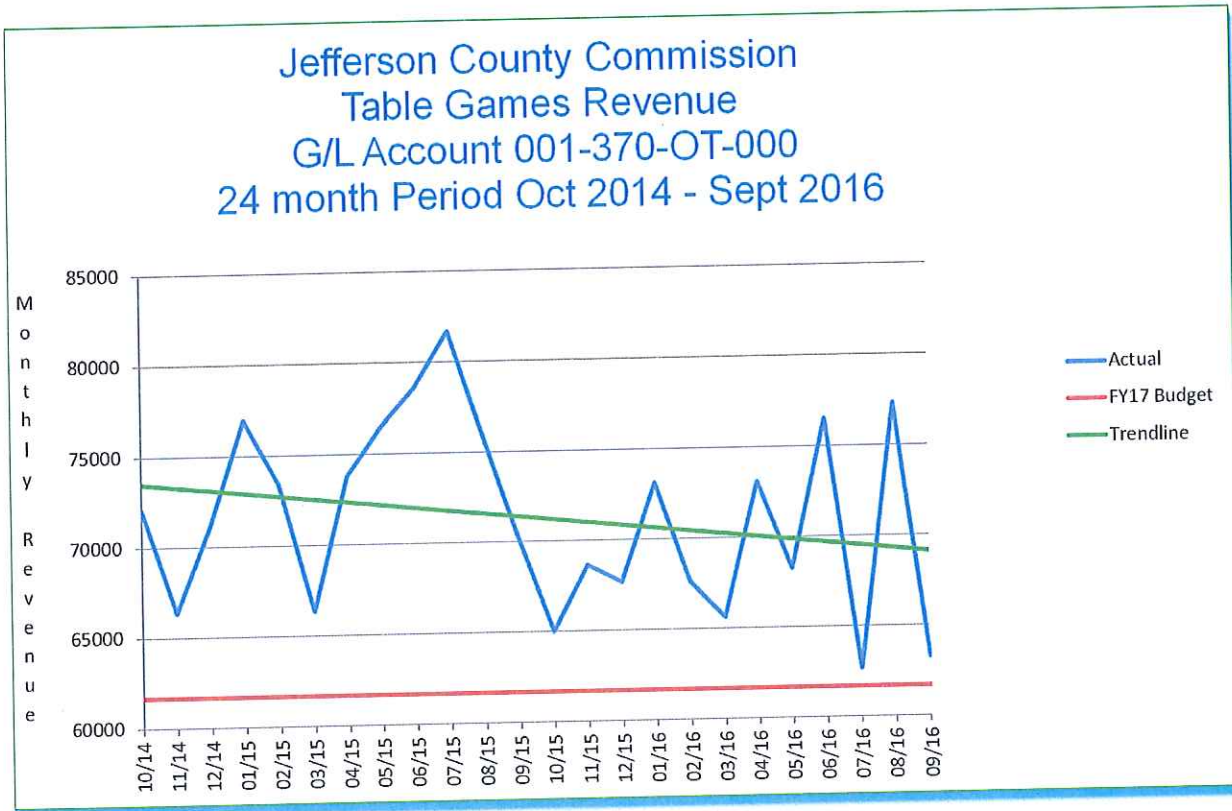
Jefferson County Commission
Table Games Revenue

0013700T000

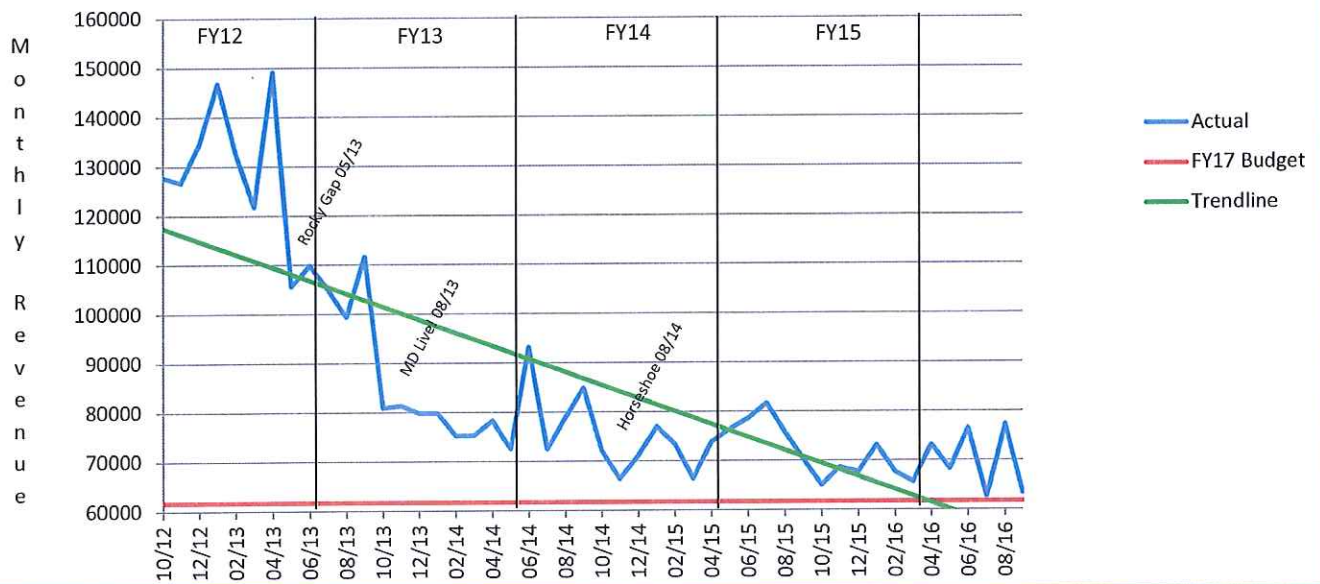
	Act Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Decrease from FY12	
						%	Cumulative
FY12	1,596,516	1,596,516	920,000	35.2%	133,043		
FY13	1,556,473	1,556,473	1,800,000	-2.5%	129,706		(40,043)
FY14	1,032,251	1,032,251	1,163,539	-33.7%	86,021		(564,265)
FY15	891,153	891,153	943,444	-13.7%	74,263	-44.2%	(705,363)
FY16	853,009	853,009	790,000	-4.3%	71,084	-46.6%	(743,507)
FY17	203,196	708,891	740,000	-13%	61,667	-54.5%	(847,582)
			Avg Dec	-13.5%			(2,900,760)

Jefferson County Commission
Table Games Revenue
FY17 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY17 Total Revenue	FY17 Budget	Projected Variance
07/16	62,652					-23.3%
08/16	77,286					2.0%
09/16	63,258					-9.8%
10/16	-	-13.0%	55,022			
11/16	-	1.7%	55,981			
12/16	-	1.0%	56,540			
01/17	-	5.7%	59,765			
02/17	-	-7.6%	55,215			
03/17	-	-3.7%	53,163			
04/17	-	12.6%	59,866			
05/17	-	-14.4%	51,257			
06/17	-	14.9%	58,886			
Totals	203,196		505,695	708,891	740,000	(31,109)



Jefferson County Commission Table Games Revenue G/L Account 001-370-OT-000 48 month Period Oct 2012 - Sept 2016



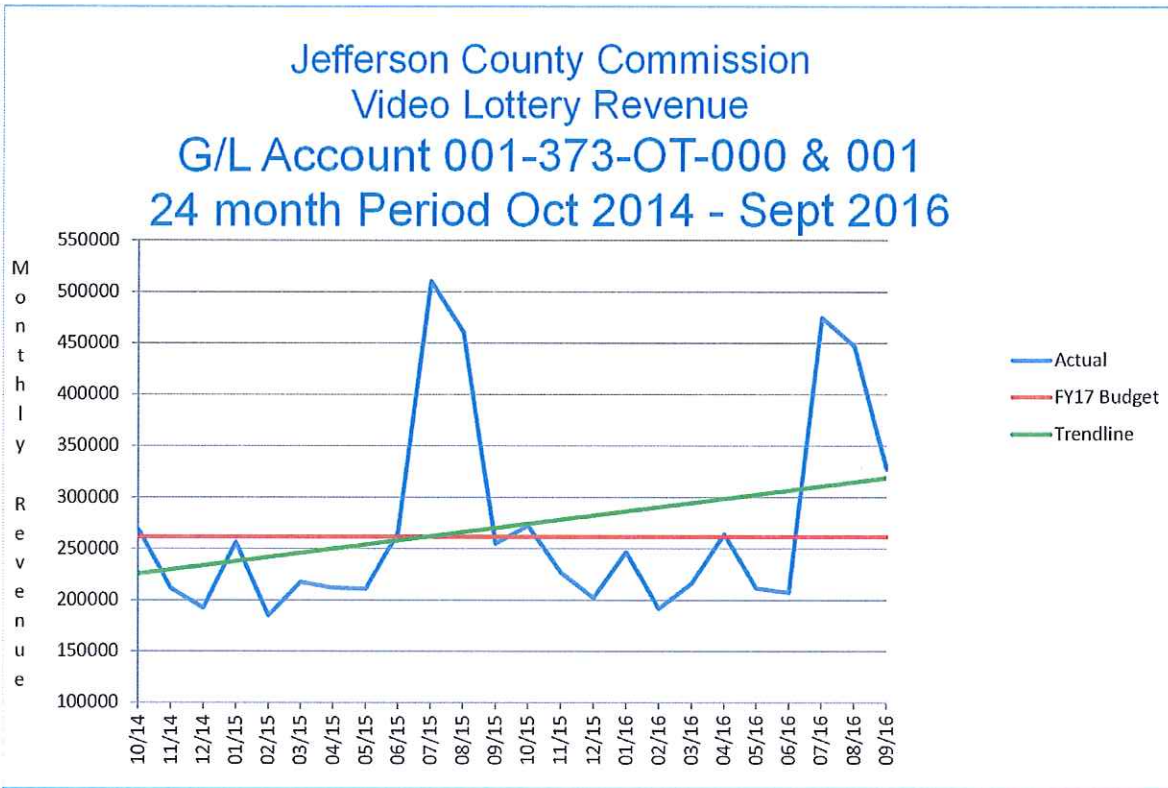
Jefferson County Commission
Video Lottery Revenue

001373OT000 001373OT001

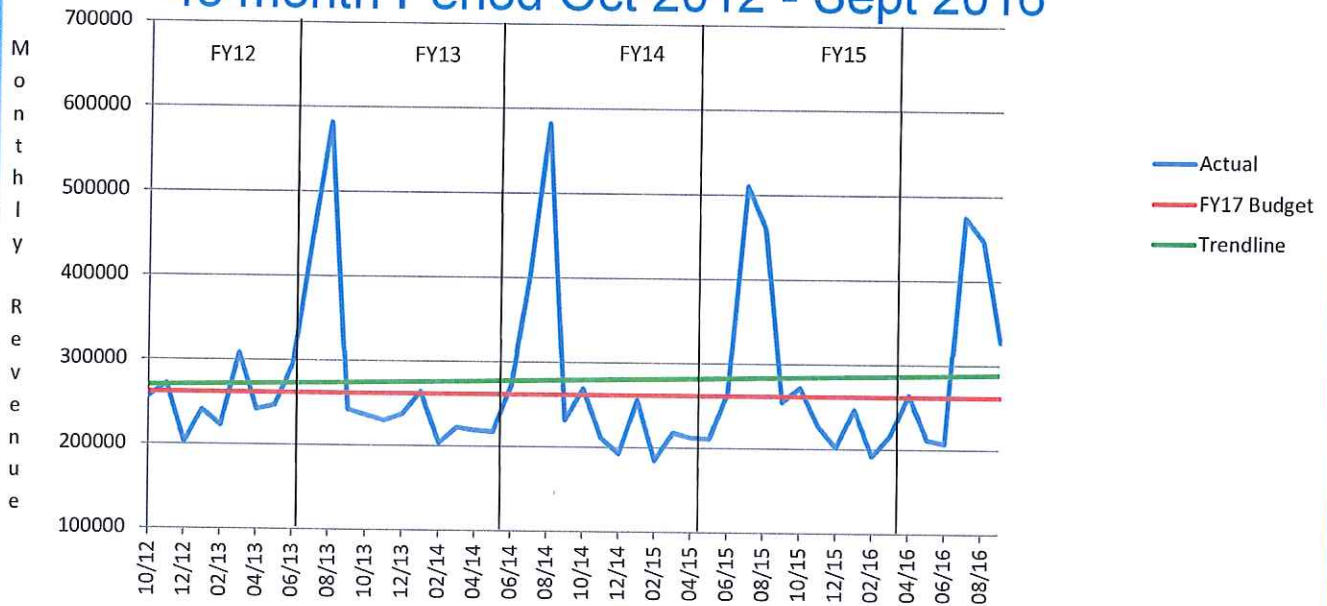
	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
						%	Cumulative
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		(637,395)
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		(904,343)
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	\$ (1,032,581)
FY16	3,263,264	3,263,264	3,114,553	0.8%	271,939	-23.6%	(1,006,622)
FY17	1,249,061	4,086,336	3,140,000	-3.8%	261,667	-26.5%	453,845
		Average Dec		-6.3%			(3,127,096)

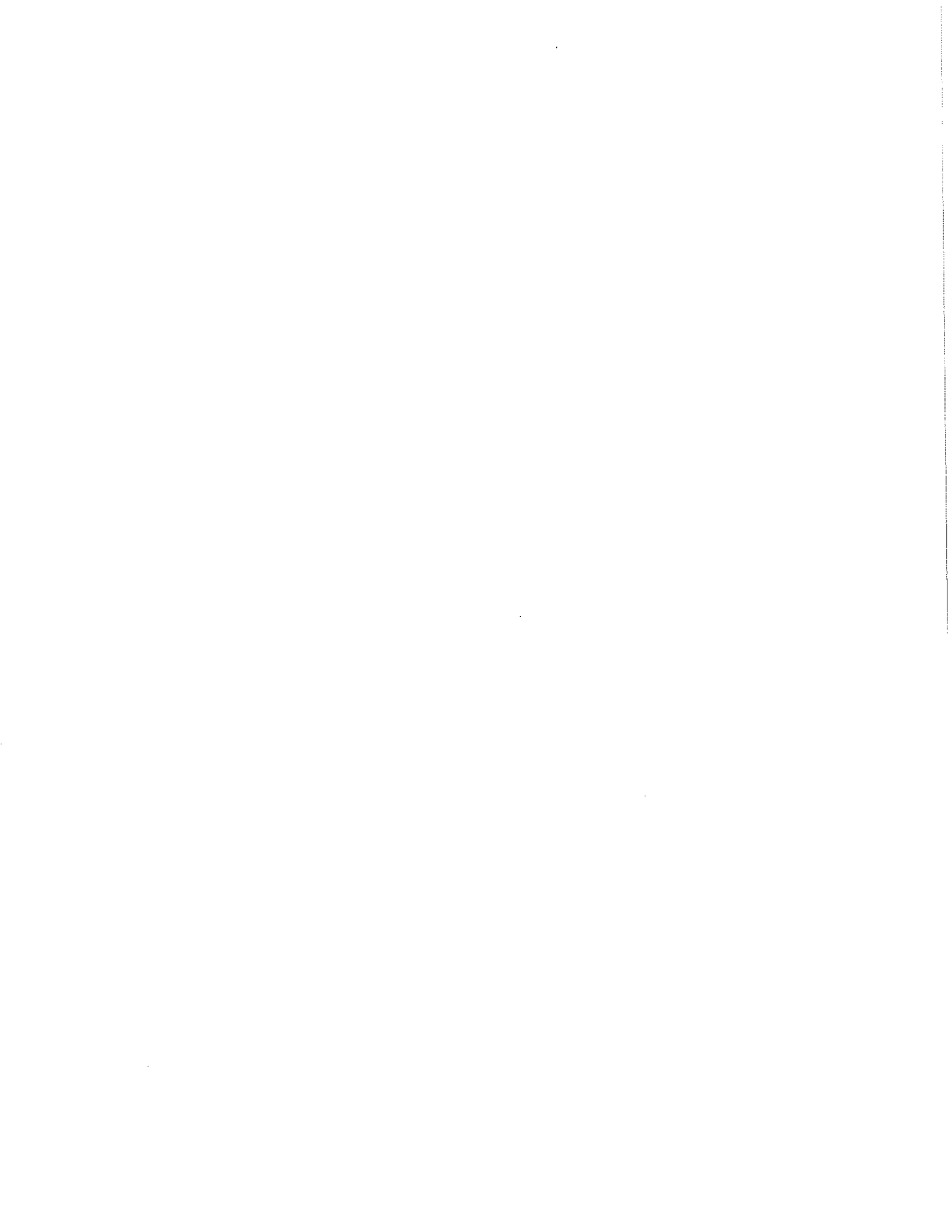
Jefferson County Commission
Video Lottery Revenue
FY17 Projected Revenue

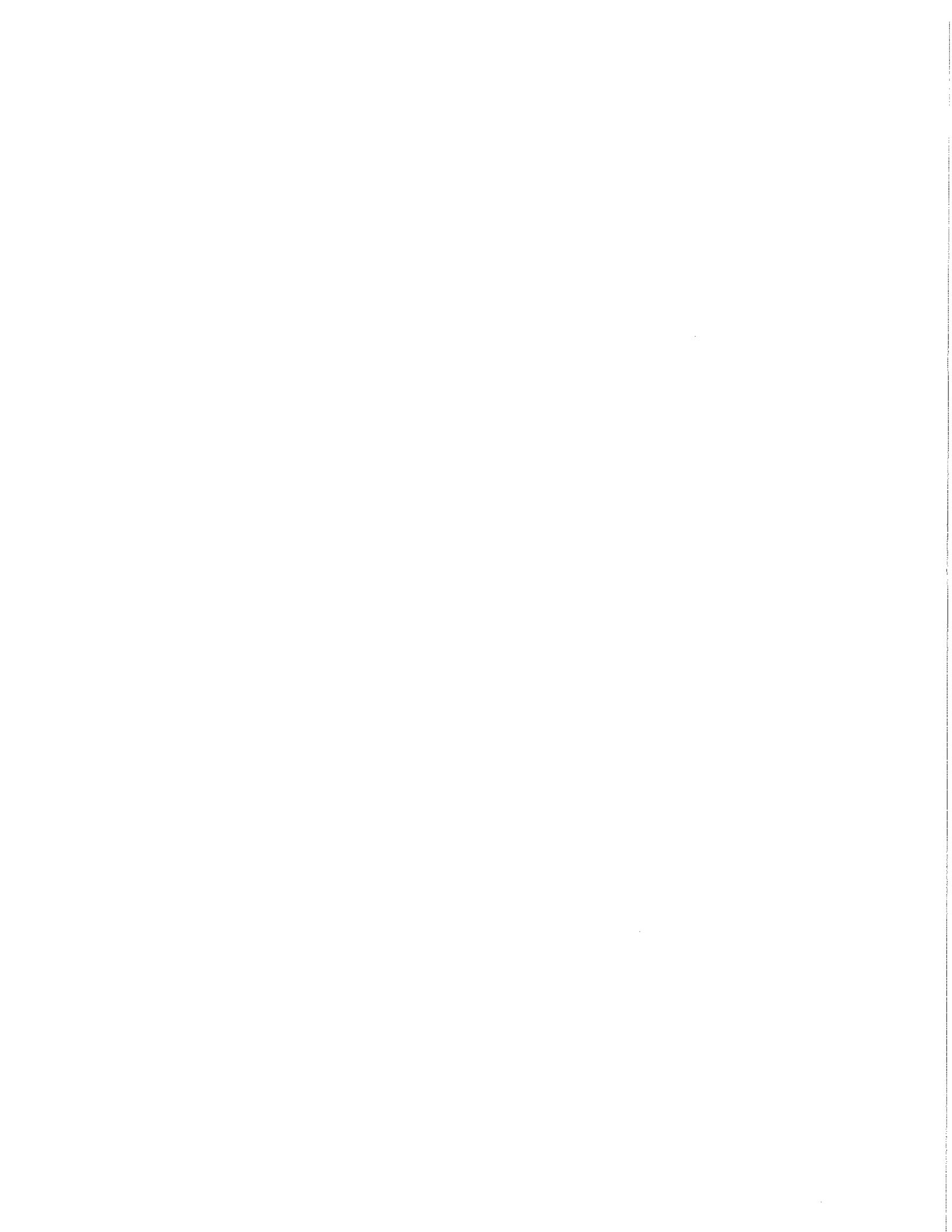
Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY17 Total Revenue	FY17 Budget	Projected Variance
07/16	474,513					-7.0%
08/16	446,950					-3.0%
09/16	327,598					28.6%
10/16	-	3.9%	340,366			
11/16	-	-8.7%	310,861			
12/16	-	-10.5%	278,099			
01/17	-	21.3%	337,356			
02/17	-	-20.1%	269,410			
03/17	-	19.5%	321,879			
04/17	-	-0.8%	319,193			
05/17	-	-4.8%	304,018			
06/17	-	17.1%	356,093			
Totals	<u>1,249,061</u>		<u>2,837,275</u>	<u>4,086,336</u>	<u>3,140,000</u>	<u>946,336</u>



Jefferson County Commission Video Lottery Revenue G/L Account 001-373-OT-000 & 001 48 month Period Oct 2012 - Sept 2016







AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stephanie Grove, County Administrator

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

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

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

Date Requested – 2nd Choice:

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

- Discuss status & decision on county employee – General Laborer
- Approval of Job Description
- Approval to transfer funds from Courthouse and Other Buildings to the County Commission budget

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

Is this a funding request? Y/N NO

If so, how much? \$

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
Job Description**

Position Title:	Mail Machine Operator/Custodian	Grade Level:	II
Department	County Commission	Date:	November 3, 2016
Reports to:	County Administrator	FLSA Status	NE

Statement of Duties: The employee is responsible for the mailroom and running mail and also the cleanliness, orderliness and proper appearance of the Hunter House. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the County Administrator, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does not supervise other employees.

Confidentiality: Employee has access to confidential information.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of offices with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours

Nature and Purpose of Public Contact: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesies and tact are required. Contacts with the public may be required on an occasional basis.

**Jefferson County
Job Description**

Occupational Risk: Working conditions involve occasional exposure to unpleasant elements such as odors, chemical fumes, heat, or cold. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Clean County buildings, including but not limited to sweeping, scrubbing, mopping, waxing and/or buffing floors, vacuuming and shampooing carpets, cleaning surfaces and baseboards, polishing glass, furniture, fixtures and woodwork, washing windows and emptying and cleaning garbage receptacles.
2. Clean and maintain bathrooms, toilets, showers, locker rooms and fixtures and ensure all bathroom necessities are provided.
3. Ensures the appropriate inventory of supplies.
4. Ensures that safety is maintained at all times on the interior/exterior of the buildings for which responsible.
5. Promotes positive relationships with other departments and the public.
6. Places and removes flags outside of the County Commission meeting room.
7. Delivers mail to and from the Post Office.
8. Assists in the moving of furniture or equipment.
9. Place postage or stamps on outgoing mail.
10. Perform large mail runs.
11. Keep mail machine well-calibrated and running smoothly.
12. Weigh mail to determine correct postage.

**Jefferson County
Job Description**

Recommended Minimum Qualifications:

Education and Experience: High School degree or equivalent with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: A valid driver's license is required for this position. Must pass a background check.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and building maintenance. Working knowledge of the safety precautions, supplies and materials needed to perform duties.

Abilities: Work independently and be self-motivated.

Skills: Efficient and thorough cleaning and maintenance of buildings and grounds, and attention to detail.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as sweeping, scrubbing, cleaning, and moving objects.

Visual Demands: Visual demands include reading documents for general understanding.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Debra Lee Hovatter, Esq., Spilman Thomas & Battle, PLLC, on behalf of Primax Properties, LLC

Department or Organization: Primax Properties, LLC, landowner of Parcel 76, Tax Map 10A, Charles Town District, and developer of Advanced Auto Parts retail store located at the property.

Estimation of amount of time needed for appointment: 15 – 30 minutes, depending upon comments received

Date Requested – 1st Choice: November 3, 2016 1:30 pm
If a specific date is needed, please provide reason for specific date:
Statute requires 15 days notice by publication prior to hearing

Date Requested – 2nd Choice: November 17, 2016

Subject (*Wording to be placed on agenda*): Request to abandon and annul 10' strip of unused roadway lying on the eastern boundary of the lot held by Primax Properties, LLC at 890 East Washington Street, Charles Town, West Virginia, on which the Advanced Auto Parts retail store is located

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

Please see attached Verified Petition to Abandon and Annul Unused Roadway

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*):

Motion that the County Commission enter an Order Abandoning and Annuling the 10' Unused Roadway described in Primax Properties, LLC's Verified Petition to Abandon and Annul Unused Roadway, in the form of the draft, Proposed Order provided with this Request.

Attach supporting documents for request, or request may be denied. Verified Petition and draft, Proposed Order is attached.

If not attached, explain:

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

Contact information: Debra Lee Hovatter, Esq.
Email address: dhovatter@spilmanlaw.com

Phone Number: 304-291-7951

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

BEFORE THE COUNTY COURT OF JEFFERSON COUNTY, WEST VIRGINIA

IN THE MATTER OF: PRIMAX PROPERTIES, LLC

10' strip of unused roadway, lying between
Euclid Avenue and Parcel 76, Tax Map 10A ,
Charles Town District, Jefferson County

VERIFIED PETITION TO ABANDON AND ANNUL UNUSED ROADWAY

Petitioner Primax Properties, LLC ("Petitioner"), by its counsel, Debra Lee Hovatter with the law firm of Spilman Thomas & Battle, PLLC, pursuant to W.Va. Code § 7-1-3(h), appears before the County Commission, sitting as the County Court, to request an order abandoning and annulling that certain 10 foot strip of unused roadway, more particularly described below, lying between the lot held by Petitioner and Euclid Avenue, in Charles Town District, Jefferson County, West Virginia. In support of its Petition, Petitioner states as follows:

1. Petitioner is the owner of a parcel of real estate in Charles Town District, Jefferson County, West Virginia, being Parcel 76, Tax Map 10A, with a street address of 890 East Washington Street ("Petitioner's Lot"). The east side of Petitioner's Lot fronts Euclid Avenue, which runs roughly perpendicular to East Washington Street.

2. Historically, Euclid Avenue has been shown as having a 100' width. On information and belief, this is based upon a plat recorded in the Office of the Clerk of the County Commission of Jefferson County in 1891 in Deed Book W, at Page 195, which evidenced a conveyance of the surrounding subdivision from R.A. Alexander and Julia L. Alexander to the Charles Town and Washington County Improvement Company.

3. However, on September 13, 1949, the Commissioner of the State Road Commission of West Virginia ordered that Euclid Avenue, described to be a strip of land *80 feet wide* (40 feet each side of the centerline), would become part of the West Virginia Secondary

Road System. This then left a 10' strip of roadway orphaned on either side of Euclid. It is this 10' strip of unused roadway running parallel with the eastern boundary of Petitioner's Lot that Petitioner seeks to have abandoned.

4. Petitioner seeks an order abandoning and annulling the 10' strip of unused roadway, described as the 10' strip of unused roadway lying between Euclid Avenue and the eastern boundary of Petitioner's Lot and bounded by East Washington Street, extending in a southerly direction to a point 314.44 feet, south from East Washington Street (the "10' Unused Roadway").

5. Attached as Exhibit A is a plat dated April 2015, prepared by Fox & Associates, Inc., setting forth the parcel and the 10' Unused Roadway (highlighted) to be abandoned and annulled.

6. Petitioner is not aware of any claim to or against the 10' Unused Roadway. Further, there is no person or persons whose use of or rights to the 10' Unused Roadway will be impaired or lost by an order abandoning and annulling the 10' Unused Roadway.

7. Upon entry of the requested order abandoning and annulling the 10' Unused Roadway, the 10' strip will be added to Petitioner's Lot, subject to any easements, and will allow Petitioner to make improvements to the real estate.

[INTENTIONALLY LEFT BLANK]

WHEREFORE, Petitioner respectfully requests the County Commission to enter an order abandoning and annulling the 10' Unused Roadway described herein and for any other relief the County Commission deems appropriate.

PRIMAX PROPERTIES, LLC

By: Spilman Thomas & Battle, PLLC



Debra Lee Hovatter, Esquire

WV State Bar ID No. 9838

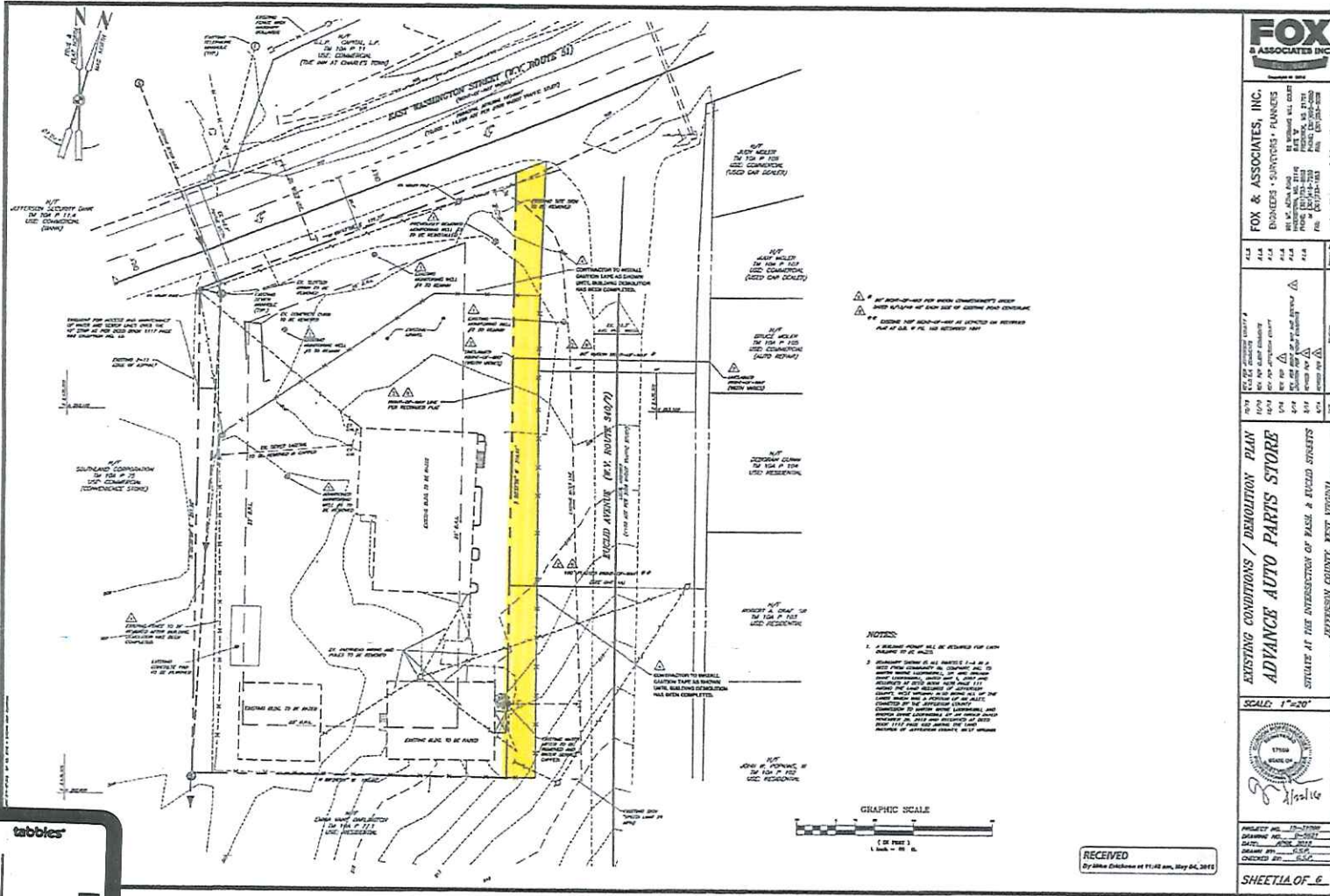
Spilman Thomas & Battle, PLLC

309 Morning Calm Lane

Harpers Ferry, WV 25425

304-291-7951

Highlighted 10' Strip



tabbles
EXHIBIT
A

FOX & ASSOCIATES, INC.
BUSINESS • SURVEYORS • PLANNERS

1700
SCALE BY
S. J. Hestick


PROJECT NO. 12-0100
DRAWING NO. 12-001
DATE: 05/24/12
SCALE: AS SHOWN
CHECKED BY: S.J.H.

SHEET 1 OF 6

VERIFICATION

STATE OF NORTH CAROLINA,
COUNTY OF MECKLENBURG, to wit:

This day personally appeared before me, the undersigned authority, D. Chris Neill, who first being duly sworn by me, deposes and says that he is a Project Director for Primax Properties, LLC; that as such he is duly authorized to execute this Verification on its behalf; that he has read the foregoing Verified Petition and knows the contents thereof; that the facts set forth therein are true, except as to such matters as are therein stated to be upon information and belief; and that insofar as matters are therein stated to be upon information and belief, he believes them to be true.



D. Chris Neill
Project Director, Primax Properties, LLC

DRAFT

FORM OF PROPOSED ORDER

BEFORE THE COUNTY COURT OF JEFFERSON COUNTY, WEST VIRGINIA

IN THE MATTER OF: PRIMAX PROPERTIES, LLC

10' strip of unused roadway, lying between
Euclid Avenue and Parcel 76, Tax Map 10A,
Charles Town District, Jefferson County

COMMISSIONS' ORDER ABANDONING AND ANNULING UNUSED ROAD

On _____, the *Verified Petition to Abandon and Annul Unused Roadway*, filed by Primax Properties, LLC, came on before the County Commission for consideration. The Verified Petition, made pursuant to W.Va. Code § 7-1-3(h), requests the County Commission, sitting as the County Court, to abandon and annul that certain 10' strip of unused roadway lying between Euclid Avenue and the eastern boundary of Parcel 76, Tax Map 10A, Charles Town District, bounded by East Washington Street, extending in a southerly direction to a point 314.44 feet, south from East Washington Street ("10' Unused Roadway").

WHEREAS, Notice of the Commissioners' hearing on the Verified Petition, including the time, place and purpose of the hearing, was published in the *Spirit of Jefferson* on - _____, and an Affidavit of publication has been filed with the Commission;

WHEREAS, Notice of the Commissioners' hearing on the Verified Petition, including the time, place and purpose of the hearing and a copy of the Verified Petition, have been timely served upon the West Virginia Department of Highways, being the only owner of property abutting the 10' Unused Roadway;

WHEREAS, at the meeting of the County Commission on November ____, 2016, the Commission heard from counsel for the Petitioner, and at such time, no objections were made to Petitioner's request;

WHEREAS, the Commission accepted plat dated _____, prepared by Fox & Associates, Inc. that shows the 10' Unused Roadway to be abandoned and annulled;

WHEREAS, at the hearing, the Jefferson County Engineer advised the Commission that the West Virginia Department of Highways does not claim any interest in the 10' Unused Roadway;

WHEREAS, the Commission found that the use of and rights to the 10' Unused Roadway will not be impaired or lost to any person or persons by abandoning and annulling the 10' Unused Roadway;

WHEREAS, the County Commission, at its REGULAR TERM on Thursday, November ____, 2016, approved the Petition filed by Primax Properties, LLC (minutes of the meeting are attached hereto and made a part hereof).

THEREFORE, pursuant to the authority vested in the County Commission by Chapter 7, Article 1, Section 3(h) of the Official Code of West Virginia, 1931, as amended, the Commission, sitting as the County Court, hereby **ORDERS** the **ABANDONMENT AND ANNULLMENT** of the 10' strip of unused roadway lying between Euclid Avenue and the eastern boundary of Parcel 76, Tax Map 10A, Charles Town District, and bounded by East Washington Street, extending in a southerly direction to a point 314.44 feet, south from East Washington Street, as shown on the attached plat. The 10' Unused Roadway shall be added to Parcel 76, Tax Map 10A, Charles Town District, subject to any existing easements, which is currently held by Primax Properties, LLC.

The Court further **ORDERS** the Clerk of the Jefferson County Commission to record this Order in the land records of Jefferson County, along with the attachments.

The Court further **ORDERS** the Clerk of the Jefferson County Commission to forward attested copies of this Order to the Petitioner's Counsel, Debra Lee Hovatter, and to Nathan Cochran, Assistant Prosecuting Attorney.

ENTERED this _____ day of _____, 2016.

President, Jefferson County Commission

Prepared by:

Debra Lee Hovatter (WV Bar # 9838)
Spilman Thomas & Battle, PLLC

Reviewed and approved by:

Nathan Cochran (WV Bar # _____)
Assistant Prosecuting Attorney

BEFORE THE COUNTY COURT OF JEFFERSON COUNTY, WEST VIRGINIA

IN THE MATTER OF: PRIMAX PROPERTIES, LLC

10' strip of unused roadway, lying between
Euclid Avenue and Parcel 76, Tax Map 10A,
Charles Town District, Jefferson County


CERTIFICATE OF SERVICE

I, Debra Lee Hovatter, counsel for the Petitioner Primax Properties, LLC, do hereby certify that a copy of the Petitioner's **Verified Petition to Abandon and Annul Unused Roadway**, together with the **Notice of Hearing** on the Petition, **Agenda Request Form** with attachments, and form of **Proposed Order**, was served on the following persons via United States Mail, First Class postage prepaid, certified, return receipt, on the 12th day of October, 2016:

Paul Mattox, Commissioner
West Virginia Department of Transportation
1900 Kanawha Boulevard, East, Rm. 109
Capitol Complex, Building 5
Charleston, West Virginia 25305
7015 3430 0000 6355 8028

J. Lee Thorne, District Engineer
District 5, WV Department of Transportation
P.O. Box 99 (Route 50)
Burlington, WV 26710-0099
7015 3430 0000 6355 8035

Brenda Craig Ellis, Supervising Attorney
Real Property, Division of Highways
WV Dept. of Transportation
Bldg. 5, Room 517
1900 Kanawha Blvd.
Charleston, WV 25305
7015 3430 0000 6355 8042

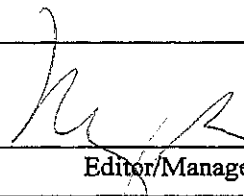

Debra Lee Hovatter (WV Bar No. 9838)

Certificate of Publication
JEFFERSON PUBLISHING COMPANY, INC., Publisher
SPIRIT OF JEFFERSON ADVOCATE

Charles Town, W. Va. October 19 2016

I hereby certify that the annexed Notice of hearing
in the case of Petition of Primax Properties, LLC to abandon and
annul a 10' strip of unused roadway
has been published once a week for one successive weeks, in the Spirit of Jefferson
Advocate, a newspaper published in Charles Town, Jefferson County, West Virginia, in the issues of
October 19, 2016,

as required by law.



Editor/Manager, Spirit of Jefferson Advocate

State of West Virginia
County of Jefferson
Personally appeared before me,

Mary Burns

, Editor/Manager

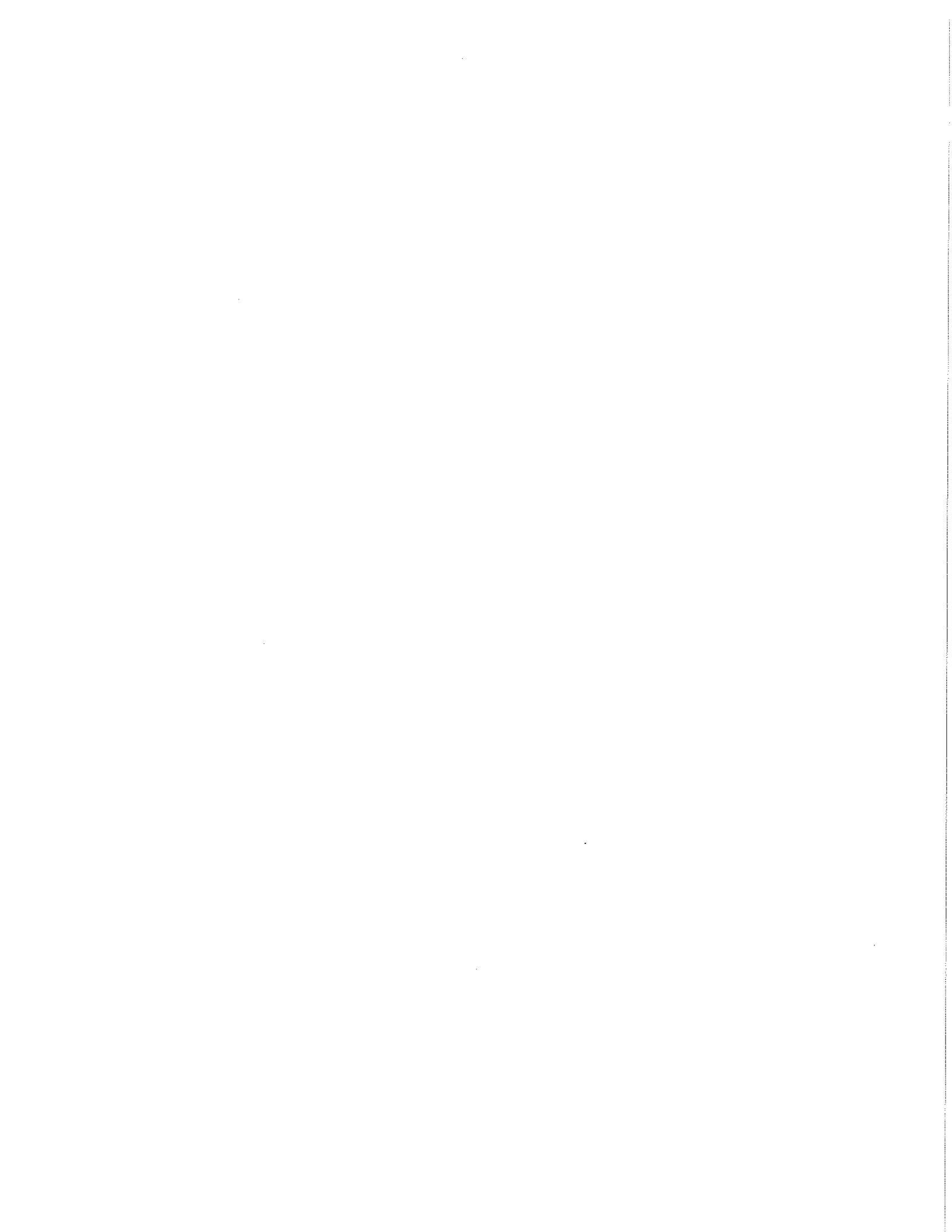
**NOTICE OF HEARING
ON THE PETITION OF PRIMAX PROPERTIES, LLC
TO ABANDON AND ANNUL A 10' STRIP
OF UNUSED ROADWAY**

**November 3, 2016, at 1:30 p.m.
Jefferson County Commission Meeting Room
Old Charles Town Library
200 East Washington Street
Charles Town, West Virginia 25414**

On November 3, 2016, at 1:30 p.m., the Jefferson County Commission, sitting as the County Court, shall hear the Petition of Primax Properties, LLC to abandon and annul that certain 10' strip of unused roadway lying on the eastern boundary of the lot held by Primax Properties, LLC at 890 East Washington Street, Charles Town, West Virginia, on which the Advanced Auto Parts retail store is located. The 10' strip lies between Euclid Avenue and Parcel 76, Tax Map 10A, and is bounded on the north side by East Washington Street, extending in a southerly direction to a point 314.44 feet, south from East Washington Street (the "10' Unused Roadway"). Primax Properties, LLC seeks to have the 10' Unused Roadway abandoned and annulled pursuant to W.Va. Code § 7-1-3(h). Upon entry of an Order of the County Commission abandoning and annulling the 10' Unused Roadway, the 10' Unused Roadway, subject to any existing easements, shall be added to the lot held by Primax Properties, LLC. For additional detail, see the Verified Petition to Abandon and Annul Unused Roadway, filed by Primax Properties, LLC with the Jefferson County Commission, a copy of which may be obtained from the undersigned.

Debra Lee Hovatter, Esq.
Spilman Thomas & Battle, PLLC
48 Donley Street, Suite 800
Morgantown, West Virginia 26507-0615
304.291.7951
dhovatter@spilmanlaw.com

10/19/16



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Staff

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

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

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Work Session with Cities of Charles Town and Ranson regarding the possible asset acquisition of the Jefferson County Public Service District**

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

During the September 29, 2016 County Commission meeting, representatives from the cities of Charles Town and Ranson requested the County Commission host a work session to discuss supporting the possible asset acquisition of the Jefferson County Public Service District. The Commission elected to hold a work session on Thursday, November 3, 2016 at 7 pm so they could learn more about the cities' plan and what it might mean for the customers of the cities and the district.

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

- **Motion by Ms. Noland to approve the exoneration as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Lester & Frances Johns	PP	CTD	302463	\$316.28

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Betty V. Washington	PP	Shepherdstown	317205	\$26.70

- **Motion by Ms. Noland to approve the exoneration as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Clarence & Darlene Coles	RE	CTD	1730	\$38.20

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

3. Mayor Peggy A. Smith, Charles Town and Mayor Keith D. Pierson, Ranson – requested permission to hold a work session on October 27, 2016 with the goal of seeking the County Commission’s preliminary support for the asset acquisition of the Jefferson County Public Service District by Charles Town and Ranson.

September 29, 2016
Minutes

- **Motion by Mr. Manuel to host a work session on November 3, 2016 at 7pm to discuss and consider the possibility of the asset acquisition of the Jefferson County Public Service District by Charles Town and Ranson, with representatives from all involved parties to be invited. Motion seconded and unanimously approved.**

4. The Commission recessed for break at 11:00 am.
The Commission reconvened at 11:15 am.

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*):

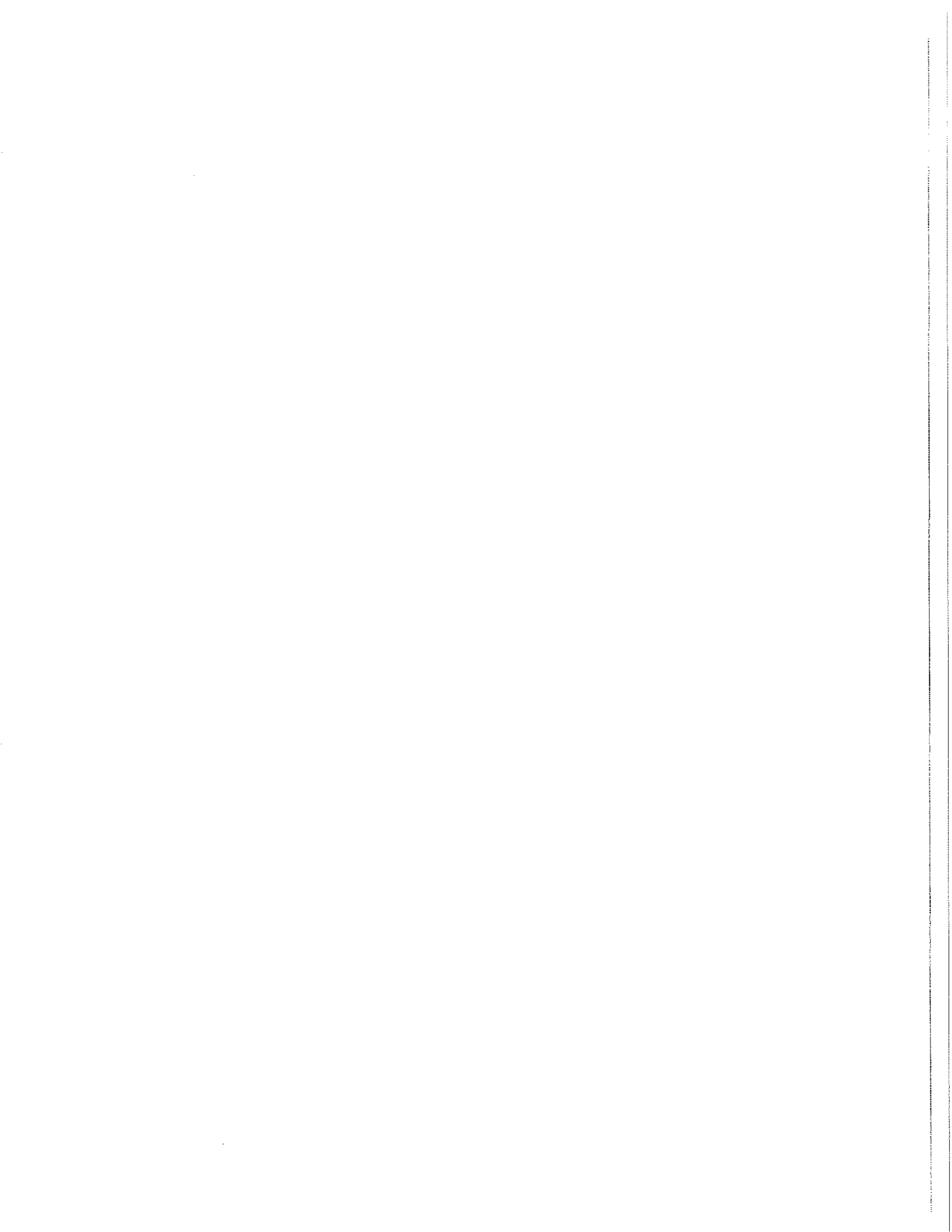
Attach supporting documents for request, or request may be denied.
If not attached, explain: Click here to enter text.

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 Shuber-McDonald

Bob Trainer

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

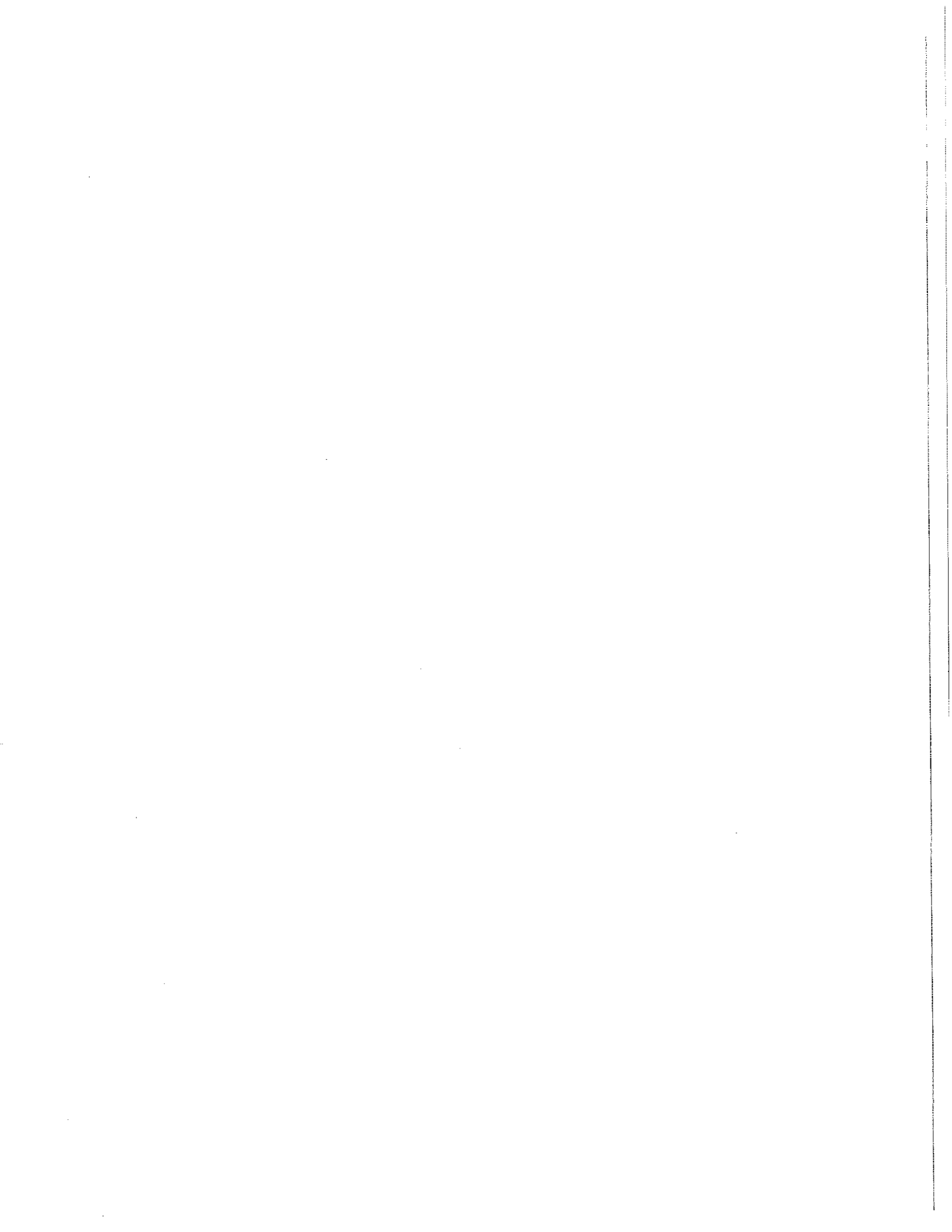
LET IT THEREFORE BE RESOLVED, that the City of Charles Town endorses the concepts set forth in the letter from the City Managers of Charles Town and Ranson in an effort to seek preliminary approval from the Jefferson County Commission to reorganize utility service within Jefferson County.

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

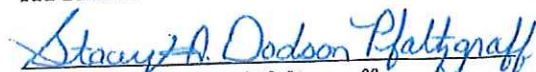
WHEREAS, the City Managers of Ranson and Charles Town have written a letter to the City Council of Ranson and Charles Town seeking the support of City Council to proceed with the acquisition of Jefferson County PSD.

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.

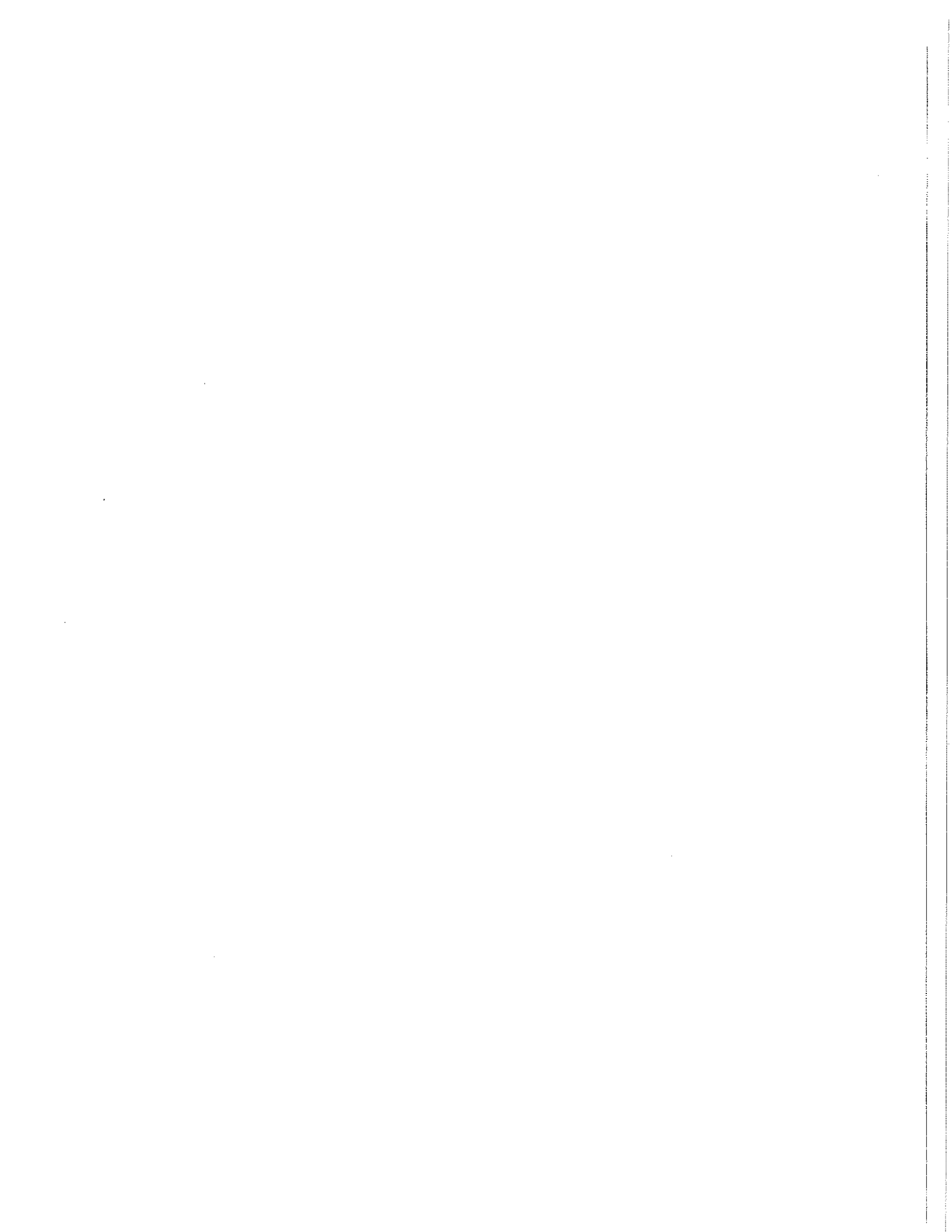
Signed and approved this 6th day of September, 2016


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.

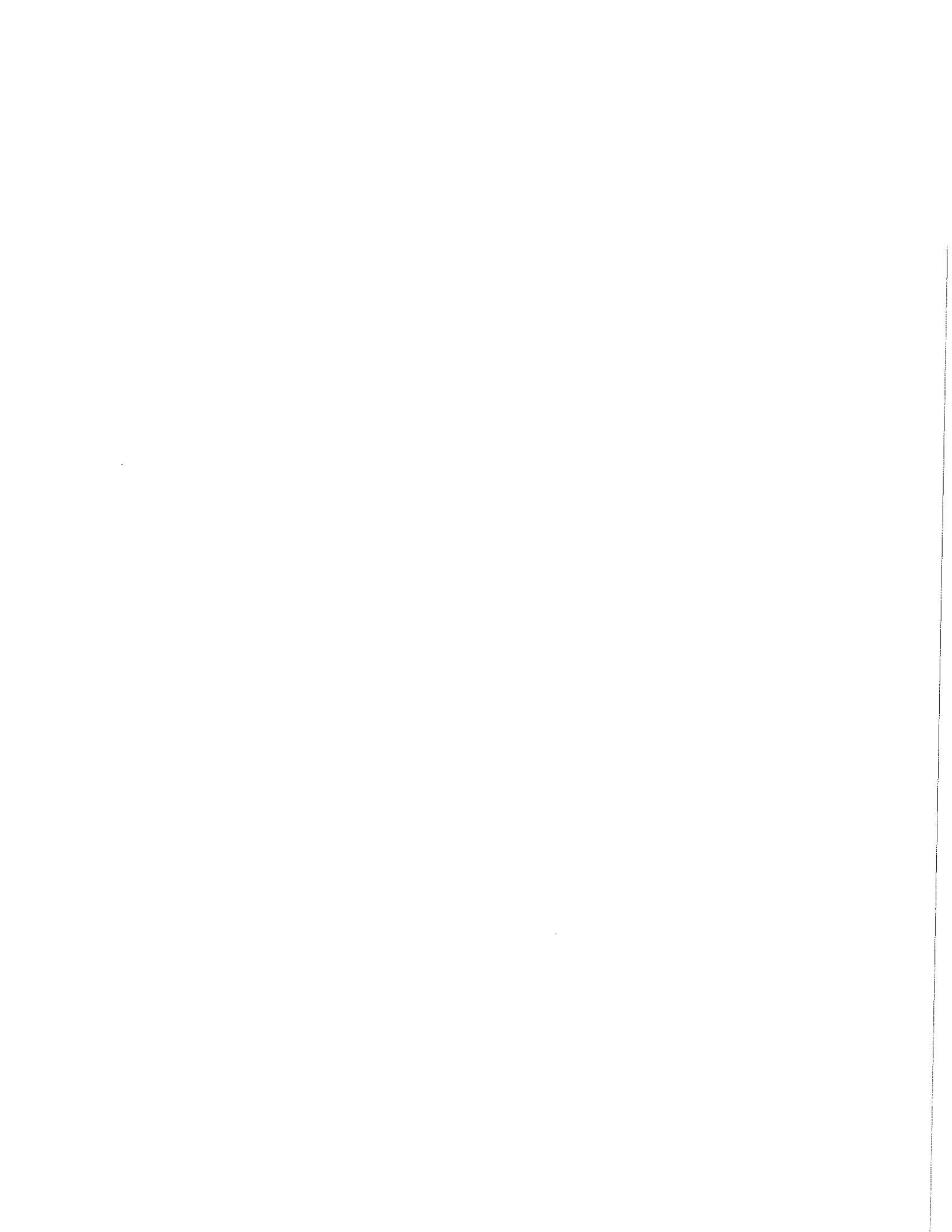
We support the efforts of the City of Charles Town and City of Ranson to acquire the Jefferson County Public Service District and ask the Jefferson County Commission to support this effort for the greater good of Jefferson County.

Sincerely,



Ronald J. Reyzer

President, Gap View Village Homeowners Association



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, November 17, 2016, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board - one unexpired term ending April 5, 2018.

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

November 3rd & 10th

THANKS - JEFFERSON COUNTY COMMISSION



Jefferson County Commission
Offices will be closed on
Tuesday, November 8, 2016 in
observance of the 2016 General
Election.



**JEFFERSON COUNTY
COMMISSION OFFICES
WILL BE CLOSED ON
FRIDAY NOVEMBER 11TH,
2016 IN OBSERVANCE OF
VETERANS DAY**

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

Week Ending Date	FY17 October 1, 2016
To be Deposited on:	October 7, 2016
Amount Played	\$ 58,748,420.39
Amount Won	52,720,189.63
Amount Promo	367,153.00
MWAP Contribution	<u> -</u>
Adjusted Gross Terminal Revenue	<u>5,661,077.76</u>
Administrative Costs @ 4%	226,443.11
Excess Lottery Fund @ 4%	<u> -</u>
Net Terminal Revenue	<u>5,434,634.65</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>5,434,634.65</u>
Racetrack @ 46.50% / 42%	2,527,105.11
Lottery Fund @ 30% / 0%	1,630,390.42
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	698,350.56
Race Track Purses @ 90% of 7% / 4%	342,381.98
Employee Pension Fund @ 1% / .5%	54,346.34
Greyhound Development @ 90% of .75%	36,683.78
Thoroughbred Development @ 90% of .75%	36,683.78
County/Municipality @ 2%	<u>108,692.68</u>
	<u>\$ 5,434,634.65</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	9,855.13
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
09/24/16	102,399.36	51,199.68	51,199.68	4,060.14	20,428.67	1,111.03	17,244.05	8,355.79
10/01/16	108,692.68	54,346.34	54,346.34	4,309.66	21,684.19	1,179.32	18,303.85	8,869.32
Subtotal	\$ 1,498,400.64	\$ 1,205,232.06	\$ 293,168.58	\$ 23,248.26	\$ 116,974.27	\$ 6,361.76	\$ 98,739.18	\$ 47,845.11

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

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

Week Ending Date	FY17 October 8, 2016
To be Deposited on:	October 17, 2016
Amount Played	\$ 55,884,876.80
Amount Won	50,086,620.16
Amount Promo	496,572.00
MWAP Contribution	-
Adjusted Gross Terminal Revenue	<u>5,301,684.64</u>
Administrative Costs @ 4%	212,067.39
Excess Lottery Fund @ 4%	-
Net Terminal Revenue	<u>5,089,617.25</u>
Surcharge @ 10%	-
State Share Excess @ 58% & 10% of 42%	-
Track Share of Capital Reinvestment @ 90% of 42%	-
<i>Track Share of Capital Reinvestment @ 96%</i>	-
<i>Track Share of Capital Reinvestment @ 4%</i>	-
Adjusted Net Terminal Revenue	<u>5,089,617.25</u>
Racetrack @ 46.50% / 42%	2,366,672.02
Lottery Fund @ 30% / 0%	1,526,885.13
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	654,015.83
Race Track Purses @ 90% of 7% / 4%	320,645.89
Employee Pension Fund @ 1% / .5%	50,896.18
Greyhound Development @ 90% of .75%	34,354.92
Thoroughbred Development @ 90% of .75%	34,354.92
County/Municipality @ 2%	<u>101,792.36</u>
	<u>\$ 5,089,617.25</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
09/24/16	102,399.36	51,199.68	51,199.68	4,060.14	20,428.67	1,111.03	17,244.05	8,355.79
10/01/16	108,692.68	54,346.34	54,346.34	4,309.66	21,684.19	1,179.32	18,303.85	8,869.32
10/08/16	101,792.36	50,896.18	50,896.18	4,036.07	20,307.57	1,104.45	17,141.83	8,306.26
Subtotal	\$ 1,600,193.00	\$ 1,256,128.24	\$ 344,064.76	\$ 27,284.33	\$ 137,281.84	\$ 7,466.21	\$ 115,881.01	\$ 56,151.37

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	9/24/2016	51,199.68
10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94	10/1/2016	54,346.34
10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26	10/8/2016	50,896.18
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
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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

1,256,128.24

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

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

Week Ending Date	FY17 October 15, 2016
To be Deposited on:	October 21, 2016
Amount Played	\$ 58,720,403.13
Amount Won	52,827,129.72
Amount Promo	522,660.00
MWAP Contribution	_____
Adjusted Gross Terminal Revenue	<u>5,370,613.41</u>
Administrative Costs @ 4%	214,824.54
Excess Lottery Fund @ 4%	_____
Net Terminal Revenue	<u>5,155,788.87</u>
Surcharge @ 10%	-
State Share Excess @ 58% & 10% of 42%	-
Track Share of Capital Reinvestment @ 90% of 42%	_____
<i>Track Share of Capital Reinvestment @ 96%</i>	-
<i>Track Share of Capital Reinvestment @ 4%</i>	-
Adjusted Net Terminal Revenue	<u>5,155,788.87</u>
Racetrack @ 46.50% / 42%	2,397,441.82
Lottery Fund @ 30% / 0%	1,546,736.70
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	662,518.87
Race Track Purses @ 90% of 7% / 4%	324,814.70
Employee Pension Fund @ 1% / .5%	51,557.88
Greyhound Development @ 90% of .75%	34,801.57
Thoroughbred Development @ 90% of .75%	34,801.57
County/Municipality @ 2%	<u>103,115.76</u>
	<u>\$ 5,155,788.87</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	1,186.85	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	1,338.68	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
09/24/16	102,399.36	51,199.68	51,199.68	4,060.14	20,428.67	1,111.03	17,244.05	8,355.79
10/01/16	108,692.68	54,346.34	54,346.34	4,309.66	21,684.19	1,179.32	18,303.85	8,869.32
10/08/16	101,792.36	50,896.18	50,896.18	4,036.07	20,307.57	1,104.45	17,141.83	8,306.26
10/15/16	103,115.76	51,557.88	51,557.88	4,088.54	20,571.59	1,118.81	17,364.69	8,414.25
Subtotal	\$ 1,703,308.76	\$ 1,307,686.12	\$ 395,622.64	\$ 31,372.87	\$ 157,853.43	\$ 8,585.02	\$ 133,245.70	\$ 64,565.62

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -



*West Virginia State
Treasurer's Office*

John D. Perdue
State Treasurer

<u>Political Subdivision</u>	<u>Amount</u>
Huntington	1,097.16
Hurricane	1,097.16
Huttonsville	1,097.16
laeger	1,097.16
Jackson County	4,367.11
Jane Lew	1,097.16
Jefferson County	67,701.42
Jefferson County School Board	203,104.26
Junior	1,097.16
Kanawha County	27,372.76
Kenova	1,097.16
Kermit	1,097.16
Keyser	1,097.16
Keystone	1,097.16
Kimball	1,097.16
Kingwood	1,097.16
Leon	1,097.16
Lester	1,097.16
Lewis County	4,367.11

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	9/24/2016	51,199.68
10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94	10/1/2016	54,346.34
10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26	10/8/2016	50,896.18
10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80	10/15/2016	51,557.88
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		
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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		
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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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1/19/2013	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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3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80		
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1,307,686.12

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	September, 2016	67,701.42
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	208,094.24

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
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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	September, 2016	203,104.26
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	624,282.72

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
09/24/16	102,399.36	51,199.68	51,199.68	4,060.14	20,428.67	1,111.03	17,244.05	8,355.79
10/01/16	108,692.68	54,346.34	54,346.34	4,309.66	21,684.19	1,179.32	18,303.85	8,869.32
10/08/16	101,792.36	50,896.18	50,896.18	4,036.07	20,307.57	1,104.45	17,141.83	8,306.26
10/15/16	103,115.76	51,557.88	51,557.88	4,088.54	20,571.59	1,118.81	17,364.69	8,414.25
10/22/16	107,651.80	53,825.90	53,825.90	4,268.39	21,476.53	1,168.02	18,128.56	8,784.40
Subtotal	\$ 1,810,960.56	\$ 1,361,512.02	\$ 449,448.54	\$ 35,641.26	\$ 179,329.96	\$ 9,753.04	\$ 151,374.26	\$ 73,350.02

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	9/24/2016	51,199.68
10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94	10/1/2016	54,346.34
10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26	10/8/2016	50,896.18
10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80	10/15/2016	51,557.88
10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72	10/22/2016	53,825.90
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

1,361,512.02

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>
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June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
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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	208,094.24

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
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June, 2016	187,716.33		
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