

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2017
THURSDAY, MARCH 2, 2017
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

- February 9, 2017 FY18 Budget Forum
- February 13, 2017 Budget Presentations
- February 14, 2017 Budget Presentations
- February 14, 2017 Board of Review and Equalization
- February 15, 2017 Budget Presentations
- February 16, 2017 Regular Meeting
- February 16, 2017 Board of Review and Equalization
- February 17, 2017 Budget Presentations

APPROVAL OF ACCOUNTS PAYABLE

- February 23, 2017
- March 2, 2017

APPROVAL OF MANUAL CHECKS

- March 2, 2017

APPROVAL OF PAYROLL

- February 23, 2017

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

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

2. 10:00 a.m. Pete Dougherty, Sheriff
 - Approval of Sheriff's Reserve Deputies - Discussion/Action
 - Homeless, Vagrancy issues & safety concerns of citizens of Patrick Henry Estates - Discussion/Action (JT)
3. 10:15 a.m. Ronda Eddy, Jefferson County Day Report Center, Inc.
 - Approval of the Community Corrections Grant Application, Resolution of the Community Corrections Subcommittee, and Resolution of the Jefferson County Commission -Discussion/Action
4. 10:30 a.m. Interview/Appointment to the Eastern Panhandle Transit Authority Board of Directors - One unexpired term ending January 31, 2018 - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Jennifer Brockman, Planning and Zoning
 - "SB 595" Vested Development Time Extension Proposal -Discussion/Action
7. 11:15 a.m. Roger Goodwin, Chief County Engineer
 - Partial Construction Bond Release for CTSS, LLC - Charles Town Self Storage Expansion (File #S16-01) - Discussion/Action
 - Complete Construction Bond Release for RAI Group, 44, LLC - Burr Industrial Park, Lot 44, Buildings A & B (file S06-06) - Discussion/Action
 - Sinkhole Investigation Proposal - Bardane Industrial Park - Discussion/Action
 - Presentation of Calendar Year 2016 Annual Report for the Office of Impact Fees - Discussion/Action
 - Presentation of the FY 2018 Capital Improvement Plan for the Office of Impact Fees - Discussion/Action
8. 12:00 p.m. Jennifer Myers, Jefferson County Parks and Recreation Commission
 - Approval of Resolution to support the grant application to the WV Culture and History Capital Resource Grant - Discussion/Action
9. 12:15 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of issues related to consolidation and infrastructure of the PSD and interaction with Charles Town and Ranson - Discussion/Action - Possible Executive Session
 - Continued review of potential issues and changes regarding Zoning Ordinance ZTA16-01 - Discussion/Action - Possible Executive Session
 - Discuss Possible litigation regarding liens - instrument #201700005542 - Discussion/Action - Possible Executive Session
 - Discussion of Mandate on Case No. 15-1155 - Discussion/Action - Possible Executive Session

UNFINISHED BUSINESS

10. Request for pledge of \$10,000 to an agency endowed fund, *Our History, Our Community Fund*, at Eastern WV Community Foundation - Discussion/Action

NEW BUSINESS

11. Set date and time to hold a public hearing regarding a zoning map amendment request from Mr. Anthony Colandrea, owner, Jefferson Reality, LLC, and send to Planning and Zoning for review and determination of consistency with the Comprehensive Plan - Discussion/Action
12. Discussion of the feasibility of holding County Commission meetings in the evening several times during the year - Discussion/Action (PO/JC)
13. Legislative Issues

COUNTY ADMINISTRATOR REPORTS

- Executive Session - Employee Grievances - Discussion/Action

COUNTY COMMISSION REPORTS

14. **ADJOURN**

CORRESPONDENCE/INFORMATION

Letter from the WV Solid Waste Management Board to the JC Solid Waste Authority regarding the Jefferson County Comprehensive Litter and Solid Waste Control Plan.

Letter from the WV Solid Waste Management Board to the JC Solid Waste Authority regarding the Jefferson County Solid Waste Facility Siting Plan.

Letter from the Public Service Commission to the Harpers Ferry-Bolivar Public Service District regarding the Public Service District Certification of Customers and Request for Information Form.

Jefferson County PSD Minutes - January 9, 2017 Regular Board Meeting,

WV Lottery Weekly Settlement for Charles Town - week ending February 11, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending February 18, 2017.

At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Thursday, February 9, 2017, beginning at 7:00 o'clock p.m.

PRESENT: Peter Onoszko, President
Jane Tabb, Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Patricia Noland, Commissioner
Stephanie Grove, County Administrator
Michelle Gordon, Finance Director
Jessica Carroll, Administrative Assistant

In re: FY18 Public Budget Forum

The meeting was called to order at 7:02 p.m. by Commissioner Onoszko.

Commissioner Hudson led the Pledge of Allegiance.

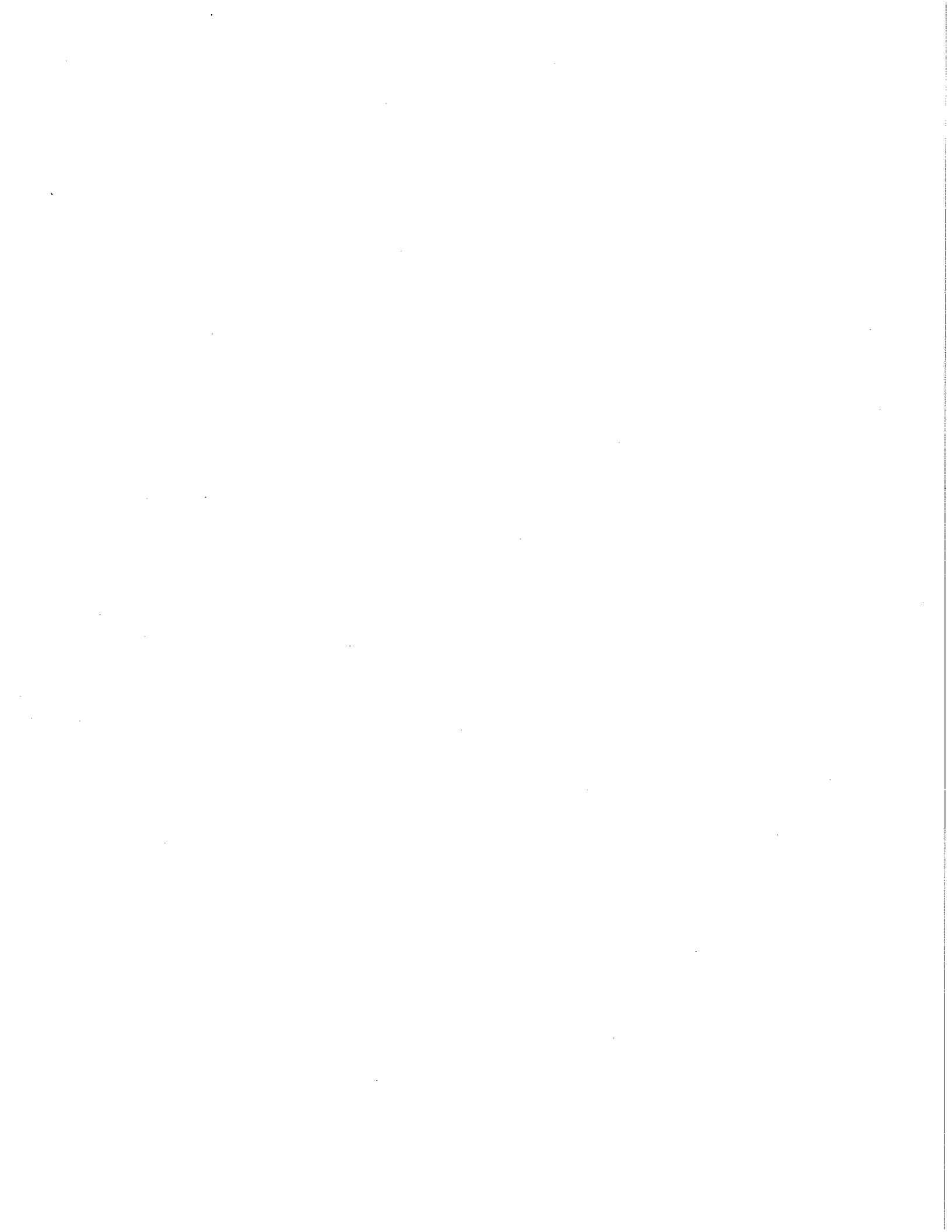
Eleanor Finn, resident and member of the League of Women Voters, co-sponsor of the forum, explained that the purpose for the evening's meeting was for the public to have a better understanding of the County budget process and how tax dollars are spent.

Stephanie Grove, County Administrator, provided the audience with a presentation regarding the County tax bill and how it's calculated. Michelle Gordon, Finance Director, provided the audience with an overview of the revenue and expenditures for the upcoming fiscal year and a summary of the budget requests for each department and elected official. Ms. Gordon explained that the requests were just that at the moment, but if the County were to fulfill all of the submitted requests, there would be a deficit of \$1.6 million dollars. Ms. Gordon stated the Commissioners would be meeting the week of February 13, 2017 to hear from each department regarding their budgetary requests for the upcoming fiscal year, and these meetings would be open to the public, streamed live on the website, and archived for later viewing. Ms. Gordon also noted the schedule for the budget talks was currently available on the County website and the County Facebook page. Ms. Gordon, Ms. Grove, and the Commissioners fielded questions from the attendees regarding the information presented, and the Commissioners closed the meeting by stating their goals and intentions for the FY18 budget.

There being no further business the Commissioners thanked the public for their attendance and the forum adjourned at 8:42 pm.

PETER ONOSZKO, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant



SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Thursday, February 13, 2017, beginning at 9:30 o'clock a.m.

PRESENT: Peter Onoszko, President
Jane Tabb, Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Patricia Noland, Commissioner
Stephanie Grove, County Administrator
Michelle Gordon, Finance Director
Jessica Carroll, Administrative Assistant

In re: FY18 Budget Presentations – Day 1

The meeting was called to order at 9:31 a.m. by Commissioner Onoszko.

Commissioner Compton led the Pledge of Allegiance.

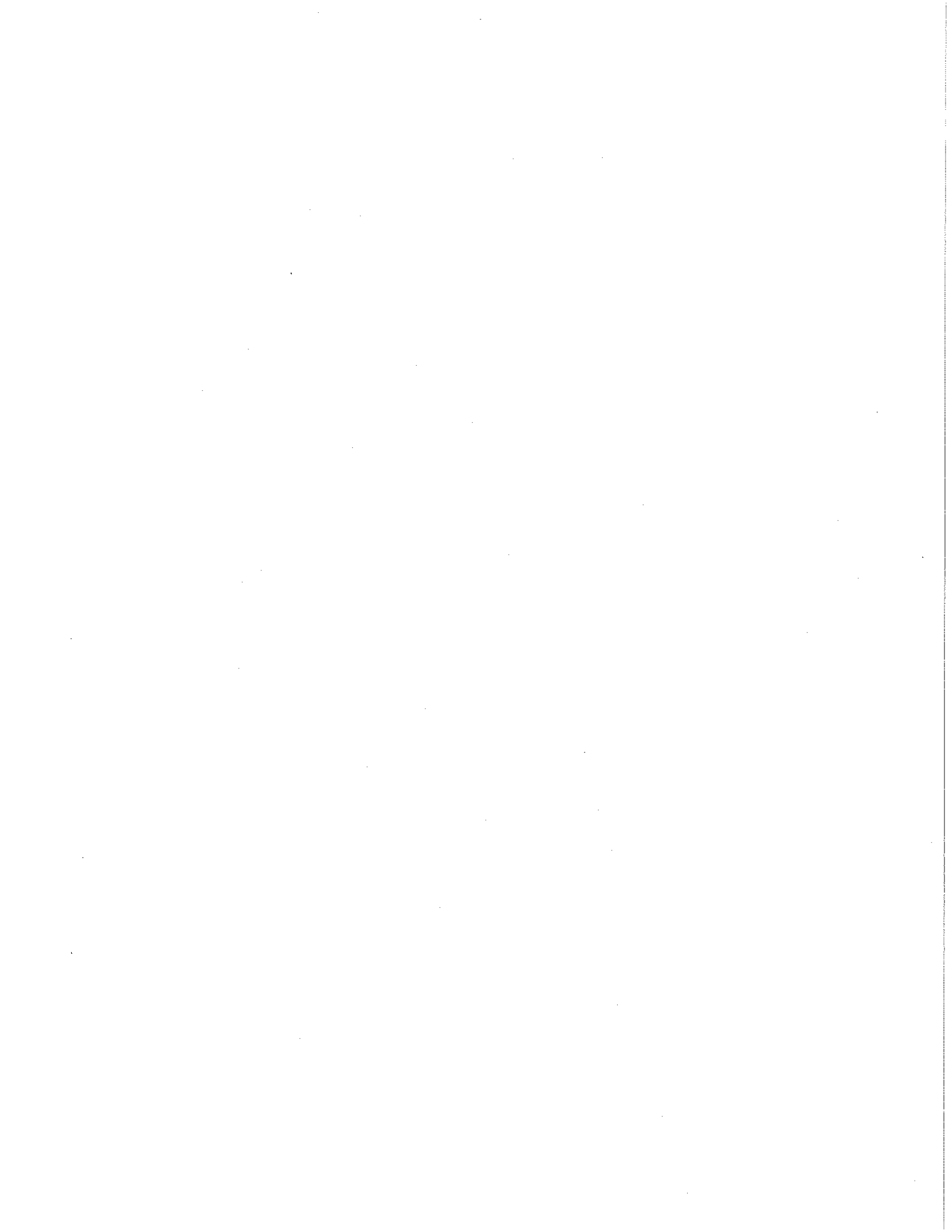
Michelle Gordon, Finance Director, gave an overview of the schedule for the upcoming week and noted additional important dates, including a special session to tentatively be scheduled for March 23, 2017 to adopt the FY18 Budget and April 18, 2017 to Lay the Levy.

The Commissioners then heard budget presentations from the following: Jefferson County Solid Waste Authority, Jefferson Day Report Center, WVU Extension Service/Agricultural Agent, Development Authority, local libraries, the Eastern Panhandle Transit Authority, and Jefferson County Parks and Recreation. No decisions were made at this meeting.

There being no further business, the meeting adjourned at 3:40 pm.

PETER ONOSZKO, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant



SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Thursday, February 14, 2017, beginning at 9:30 o'clock a.m.

PRESENT: Peter Onoszko, President
Jane Tabb, Vice President
Josh Compton, Commissioner (via phone)
Caleb Hudson, Commissioner
Patricia Noland, Commissioner
Stephanie Grove, County Administrator
Michelle Gordon, Finance Director
Jessica Carroll, Administrative Assistant

In re: FY18 Budget Presentations – Day 2

The meeting was called to order at 9:32 a.m. by Commissioner Onoszko.

Commissioner Noland led the Pledge of Allegiance.

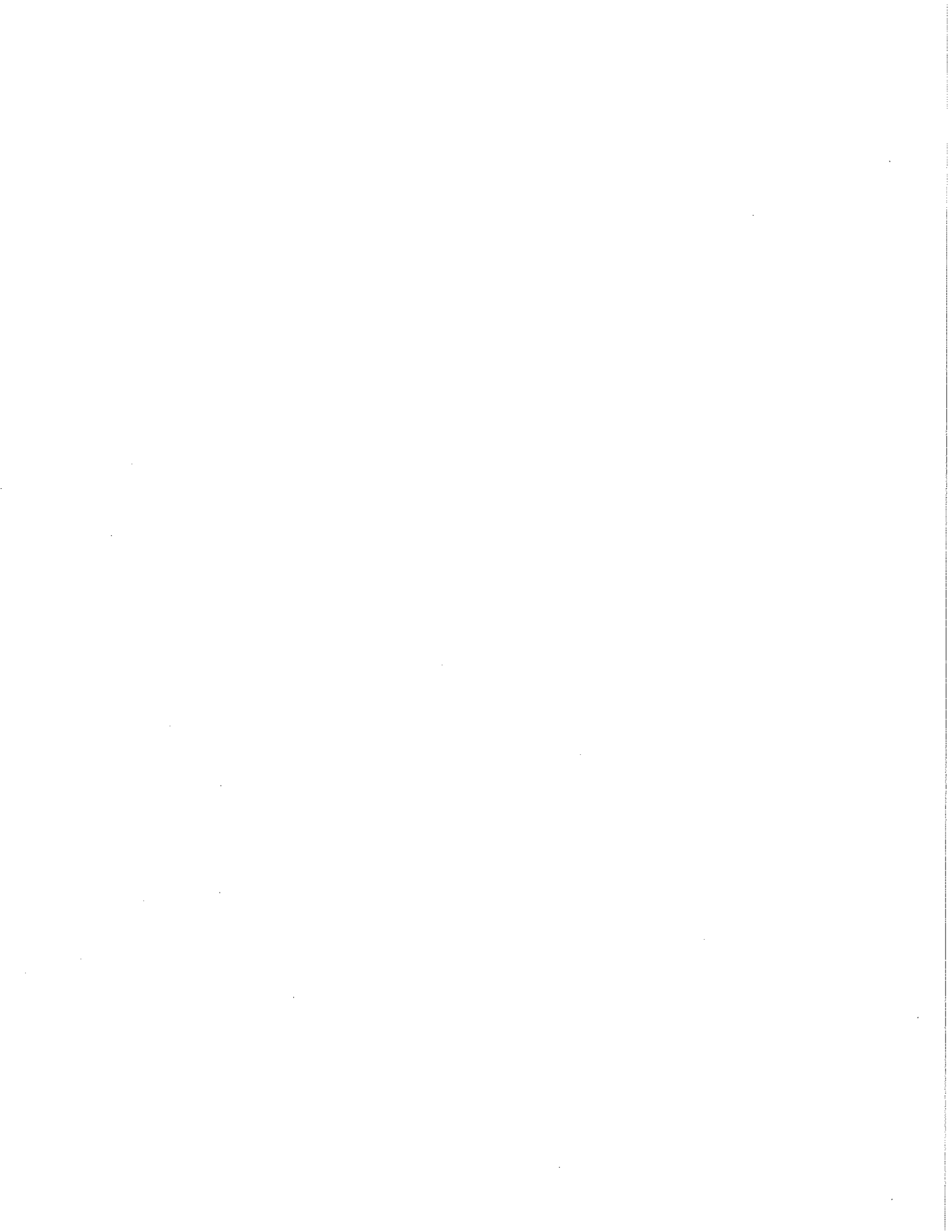
Michelle Gordon, Finance Director, gave the Commissioners a recap of the prior day's presentations and answered questions regarding the budget information provided by the various departments.

The Commissioners then heard presentations from the follow: Sheriff's Department/Sheriff's Tax Office/Animal Control, Emergency Communications, Information Technology, and Homeland Security & Emergency Management. No decisions were made at this meeting.

There being no further business, the meeting adjourned at 12:23 pm.

PETER ONOSZKO, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant



FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 14, 2017, beginning at 1:30 p.m.

PRESENT: Peter Onoszko, Commission President
Jane Tabb, Vice President
Caleb Hudson, Commissioner
Patricia Noland, Commissioner

STAFF: Angie Banks, Assessor
June Bowers, Sr. Appraiser
Nathan Cochran, Assistant Prosecuting Attorney
Jessica Carroll, Recording Clerk

In re: **2017 Board of Review and Equalization**

President Onoszko opened the meeting at 1:32 pm and led the Pledge of Allegiance.

- **Motion by Ms. Noland to convene as a Board of Review and Equalization. Motion seconded and unanimously approved.**

Angela Banks, Assessor, presented the Commission with the following item for correction:

Russ Thomas & Samuel Properties – Map 18, Parcels 17 & 18, in the Middleway District – Ms. Banks stated her office joined the single parcels into one parcel, thus lowering the value from \$65,700 total to \$42,800 total, for a reduction of \$22,900.

- **Motion by Ms. Noland to approve the correction for Russ Thomas and Samuel Properties as presented. Motion seconded and unanimously approved.**

Ms. Banks also stated she was able to reach an agreement with Winchester Cold Storage as follows:

Winchester Cold Storage – Map 11, Parcel 3, Charles Town Corporation.

2016 Appraised Value for the Building – \$1,739,000	2016 Appraised Value for Land - \$2,792,500
2017 Appraised Value for the Building - \$1,409,000	2017 Appraised Value for Land - \$1,779,600

\$1,322,900 total appraised reduction

- **Motion by Ms. Tabb to certify the agreement arranged with Winchester Cold Storage as presented by the Assessor. Motion seconded and unanimously approved.**

- There being no further business, motion by Mr. Hudson to recess until 1:30 pm on Thursday, February 16, 2017 where they would reconvene as a Board of Review and Equalization. Motion seconded and unanimously approved.

PETER ONOSZKO , COMMISSION PRESIDENT

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Thursday, February 15, 2017, beginning at 9:30 o'clock a.m.

PRESENT: Peter Onoszko, President
Jane Tabb, Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Patricia Noland, Commissioner
Stephanie Grove, County Administrator
Michelle Gordon, Finance Director
Jessica Carroll, Administrative Assistant

In re: FY18 Budget Presentations – Day 3

The meeting was called to order at 9:31 a.m. by Commissioner Onoszko.

Commissioner Compton led the Pledge of Allegiance.

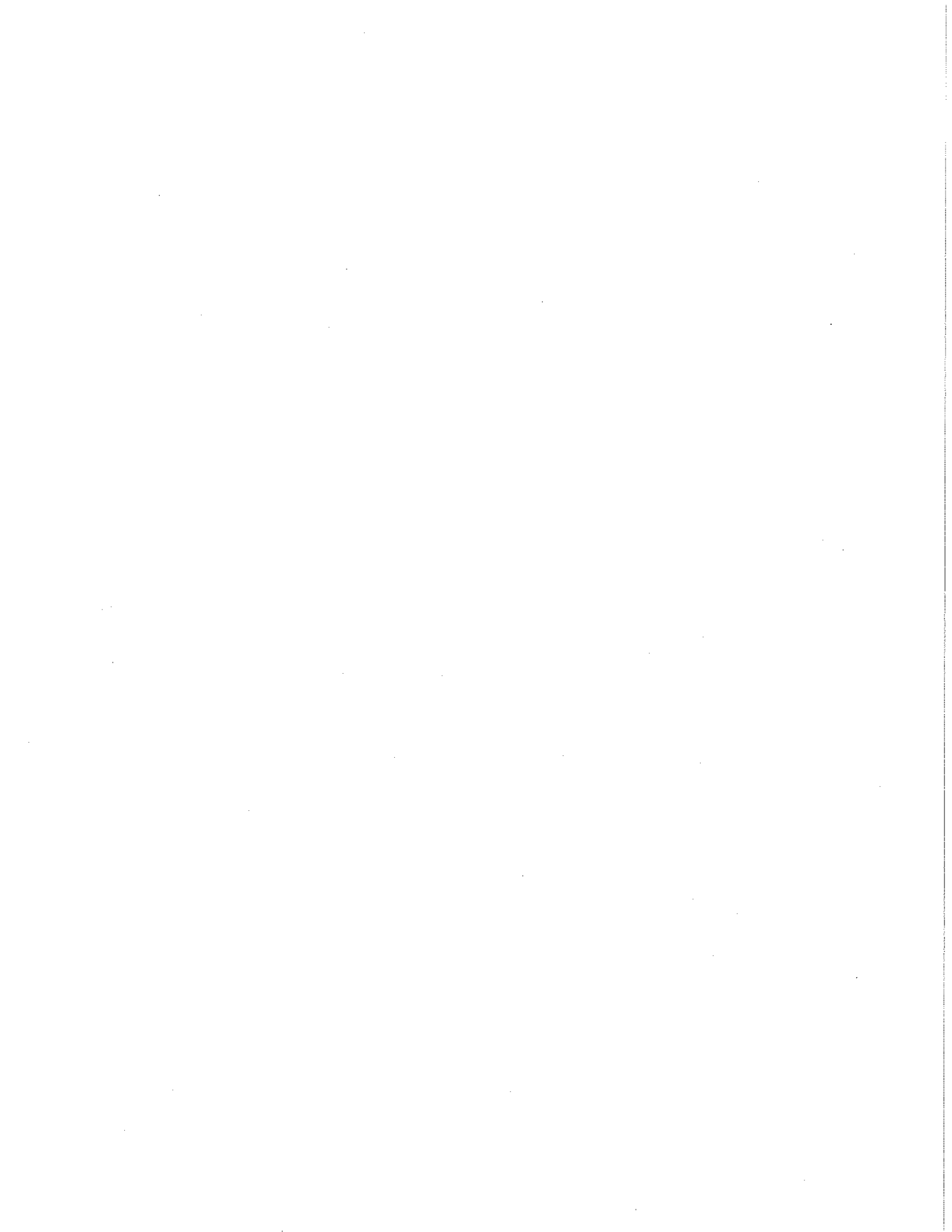
Michelle Gordon, Finance Director, gave the Commissioners a recap of the prior day's presentations and answered questions regarding the budget information provided by the various departments.

The Commissioners then heard presentations from the follow: Engineering (including GIS, Planning, & Zoning), Jefferson County Emergency Services Agency, Circuit Clerk, Maintenance/Central Garage/Other Buildings, Jefferson County Health Department, Assessor, and the Prosecuting Attorney. No decisions were made at this meeting.

There being no further business, the meeting adjourned at 3:36 pm.

PETER ONOSZKO, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant



Minutes

Jefferson County Commission

Thursday, February 16, 2017

A meeting of the Jefferson County Commission was held on Thursday, February 16, 2017 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 Josh Compton, Caleb Hudson, Patricia Noland, and Peter Onoszko. Commissioner Jane Tabb was absent with previous notice. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, February 16, 2017 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the February 1, 2017 Board of Review and Equalization Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the February 2, 2017 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Onoszko to approve the February 7, 2017 Board of Review and Equalization Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the February 9, 2017 Board of Review and Equalization Minutes as amended/presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve the Purchase Orders for February 16, 2017 in the amount of \$31,580.25 to include Purchase Order Nos. 52557 and 52488. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077862	717	BRUCE'S AUTO REPAIR		\$ -	\$ 75.95	\$ 75.95
077863	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
077864	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
077865	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
077866	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
077867	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
077868	712	EASTERN PANHANDLE INVEST		\$ -	\$ 870.00	\$ 870.00
077869	PAYROLL	KAREN ECHEMENT		\$ -	\$ 116.44	\$ 116.44
077870	PAYROLL	ROGER GOODWIN		\$ -	\$ 24.33	\$ 24.33
077871	424	GLOBALSTAR USA		\$ -	\$ 1,847.85	\$ 1,847.85
077872	717	GUTTMAN OIL CO		\$ -	\$ 2,767.71	\$ 2,767.71
077872	717	GUTTMAN OIL CO		\$ -	\$ 2,358.21	\$ 2,358.21
077872	717	GUTTMAN OIL CO		\$ -	\$ 2,390.55	\$ 2,390.55
077872	717	GUTTMAN OIL CO		\$ -	\$ 2,633.08	\$ 2,633.08
077873	405	MARY K. HURLEY		\$ -	\$ 30.80	\$ 30.80
077874	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,710.00	\$ 5,710.00
077875	PAYROLL	PATSY KIDWELL		\$ -	\$ 968.01	\$ 968.01
077876	406	MONROE SYS FOR BUSINESS		\$ -	\$ 112.75	\$ 112.75
077877	711	BARBARA J. MILLER		\$ -	\$ 187.00	\$ 187.00
077878	717	MILLER'S CHRYSLER JEEP		\$ -	\$ 245.56	\$ 245.56
077879	PAYROLL	JASON MICKEY		\$ -	\$ 92.97	\$ 92.97

077880	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
077881	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 75.62	\$ 75.62
077881	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 70.78	\$ 70.78
077881	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 202.79	\$ 202.79
077881	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 70.77	\$ 70.77
077881	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 14.49	\$ 14.49
077881	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 46.36	\$ 46.36
077882	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
077883	428	OFFICEMAX		\$ -	\$ 1,083.00	\$ 1,083.00
077883	428	OFFICEMAX		\$ -	\$ 59.70	\$ 59.70
077883	428	OFFICEMAX		\$ -	\$ 116.85	\$ 116.85
077883	428	OFFICEMAX		\$ -	\$ 146.40	\$ 146.40
077883	428	OFFICEMAX		\$ -	\$ 89.50	\$ 89.50
077883	428	OFFICEMAX		\$ -	\$ 54.88	\$ 54.88
077884	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
077885	717	RICE TIRES CO		\$ -	\$ 408.08	\$ 408.08
077886	ALLOC	SHEPHERDSTOWN FIRE CO		\$ -	\$ 75,000.00	\$ 75,000.00
077887	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 34.45	\$ 34.45
077888	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,429.42	\$ 10,429.42
077888	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,595.24	\$ 44,595.24
077888	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,067.62	\$ 41,067.62
077889	425	SHERWIN-WILLIAMS		\$ -	\$ 55.43	\$ 55.43
077890	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.75	\$ 114.75
077891	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,820.00	\$ 2,820.00
077892	402	W.B. MASON CO. INC		\$ -	\$ 7.90	\$ 7.90
077893	402	XEROX CORPORATION		\$ -	\$ 446.74	\$ 446.74
077893	402	XEROX CORPORATION		\$ -	\$ 449.83	\$ 449.83
077893	402	XEROX CORPORATION		\$ -	\$ 360.63	\$ 360.63

077893	440	XEROX CORPORATION		\$ -	\$ 582.78	\$ 582.78
TOTAL					\$ 207,360.77	\$ 207,360.77

DEPT	NAME				DEPT AMTS
401/COM	CO. COMMISSION				\$
402/CCLK	CO. CLERK				1,265.10
403/CIR CLK	CIRCUIT CLERK				\$
404/TAX	TAX OFFICE				34.45
405/PA	PROS ATTY				\$ 511.61
406/ASSR	ASSESSORS				\$ 112.75
408/GOV	ST.COMPNET CHG BO GOV UNIT				
412/AG	AG AGT				
413/ELE	ELECTION				
415/MAG CT	MAGISTRATE COURT				
415/	GENERAL SCHOOL/CO TRANSFER				
424/CTHS	COURT HOUSE				\$ 1,847.85
425/OB	OTHER BUILDING				\$ 55.43
428/DATAP	DATA PROCESSING				\$ 1,550.33
440/ENG.	DEPT OF ENGINEERING				\$ 582.78
700/SHRF	SHERIFF DEPT				
701/SHRF	SHERIFF DEPT				
704/WV JAIL	ST/WV REGIONAL JAIL				
711/OES	EMERG SVC				\$ 187.00
712/911	911 COMMUNICATION				\$ 870.00
716/A/C	ANIMAL CONTROL				\$
717/GARAGE	CENTRAL GARAGE				10,879.14
801/MTL HLTH	MENTAL HEALTH TRANS TO ENTITIE				
808GOV UNIT	SWA CONTRIB OTHER GOV UNIT				
ALLOC	ALLOCATIONS				\$ 75,000.00

GRANTS	GRANTS				
PAYROLL	PAYROLL				\$ 114,464.33
TOTALS					\$ 207,360.77

Motion by Ms. Noland to approve the Accounts Payable for February 9, 2017 in the amount of \$207,360.77. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077895	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
077896	402	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 184.06	\$ 184.06
077897	406	BERKELEY PRINTING&DESIGN		\$ -	\$ 1,086.00	\$ 1,086.00
077898	PAYROLL	SHAWN BREEDEN		\$ -	\$ 2,250.00	\$ 2,250.00
077899	405	FEDEX		\$ -	\$ 111.98	\$ 111.98
077900	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 13,704.60	\$ 13,704.60
077901	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
077902	712	NORFOLK SOUTHERN CORP		\$ -	\$ 12.00	\$ 12.00
077903	428	OFFICEMAX		\$ -	\$ 576.96	\$ 576.96
077903	428	OFFICEMAX		\$ -	\$ 791.56	\$ 791.56
077904	PAYROLL	WILLIAM POLK		\$ -	\$ 206.07	\$ 206.07
077905	424	POTOMAC EDISON/OH		\$ -	\$ 2,293.25	\$ 2,293.25
077905	425	POTOMAC EDISON/OH		\$ -	\$ 350.95	\$ 350.95
077905	425	POTOMAC EDISON/OH		\$ -	\$ 1,726.99	\$ 1,726.99
077905	425	POTOMAC EDISON/OH		\$ -	\$ 3,890.12	\$ 3,890.12
077905	425	POTOMAC EDISON/OH		\$ -	\$ 20,838.72	\$ 20,838.72
077905	425	POTOMAC EDISON/OH		\$ -	\$ 187.99	\$ 187.99
077905	425	POTOMAC EDISON/OH		\$ -	\$ 107.42	\$ 107.42
077906	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
077906	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
077907	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
077907	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
077907	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
077907	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
077907	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
077907	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
077907	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
077907	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
077907	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
077907	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08

077908	717	RICE TIRES CO		\$ -	\$ 479.92	\$ 479.92
077909	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 88.00	\$ 88.00
077909	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 791.00	\$ 791.00
077909	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
077909	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 133.00	\$ 133.00
077910	402	JACQUELINE SHADLE		\$ -	\$ 80.00	\$ 80.00
077913	401	SPRINT		\$ -	\$ 65.86	\$ 65.86
077913	402	NEEDFUL THINGS		\$ -	\$ 100.00	\$ 100.00
077913	402	STAPLES		\$ -	\$ 12.28	\$ 12.28
077913	403	CRACKER BARREL		\$ -	\$ 11.74	\$ 11.74
077913	403	DELL		\$ -	\$ 488.97	\$ 488.97
077913	403	HOLIDAY INN		\$ -	\$ 99.00	\$ 99.00
077913	403	MAACM		\$ -	\$ 40.00	\$ 40.00
077913	403	SHOPLET		\$ -	\$ 40.05	\$ 40.05
077913	403	SPRINT		\$ -	\$ 65.86	\$ 65.86
077913	403	WAL-MART		\$ -	\$ 36.82	\$ 36.82
077913	405	EMBASSY SUITES		\$ -	\$ 201.74	\$ 201.74
077913	405	NAMEBADGE COM		\$ -	\$ 14.19	\$ 14.19
077913	405	WVSVA-WV ST VICTIM ASST		\$ -	\$ 200.00	\$ 200.00
077913	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
077913	412	WORD PROCESSING SERVICE		\$ -	\$ 1,150.58	\$ 1,150.58
077913	415	FRONTIER		\$ -	\$ 84.36	\$ 84.36
077913	415	SPRINT		\$ -	\$ 108.66	\$ 108.66
077913	424	CHARLES TOWN UTILITIES		\$ -	\$ 61.11	\$ 61.11
077913	424	COMCAST		\$ -	\$ 1,064.26	\$ 1,064.26
077913	424	FRONTIER		\$ -	\$ 10,462.35	\$ 10,462.35
077913	424	MICROMAIN CORP		\$ -	\$ 795.00	\$ 795.00
077913	424	SPRINT		\$ -	\$ 65.86	\$ 65.86
077913	424	WWW.LOGMEIN.COM		\$ -	\$ 199.99	\$ 199.99
077913	425	AMAZON		\$ -	\$ 449.00	\$ 449.00
077913	425	AMAZON		\$ -	\$ 431.49	\$ 431.49
077913	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,182.08	\$ 1,182.08
077913	425	GRAINGER		\$ -	\$ 40.72	\$ 40.72
077913	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 213.70	\$ 213.70
077913	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
077913	425	KIDWELLS PLUMBING & HEAT		\$ -	\$ 650.00	\$ 650.00
077913	425	SHEETZ		\$ -	\$ 30.00	\$ 30.00
077913	425	SHENANDOAH SPRING WATER		\$ -	\$ 625.70	\$ 625.70
077913	425	SNAP ON TOOLS		\$ -	\$ 61.00	\$ 61.00
077913	425	THE HOME DEPOT		\$ -	\$ 89.97	\$ 89.97

077913	425	THE HOME DEPOT		\$ -	\$ 17.15	\$ 17.15
077913	425	V E MAUCK PLUMBING SUPPL		\$ -	\$ 105.48	\$ 105.48
077913	425	WAL-MART		\$ -	\$ 11.48	\$ 11.48
077913	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 1,970.76	\$ 1,970.76
077913	425	WM WASTE MGNT		\$ -	\$ 1,660.53	\$ 1,660.53
077913	428	AMAZON		\$ -	\$ 478.51	\$ 478.51
077913	428	AMAZON		\$ -	\$ 127.74	\$ 127.74
077913	428	DELL		\$ -	\$ 29.99	\$ 29.99
077913	428	DELL		\$ -	\$ 4,724.56	\$ 4,724.56
077913	428	NAME CHEAP.COM		\$ -	\$ 267.00	\$ 267.00
077913	428	PURELAND SUPPLY		\$ -	\$ 204.50	\$ 204.50
077913	428	SPRINT		\$ -	\$ 319.00	\$ 319.00
077913	428	SPRINT		\$ -	\$ 143.11	\$ 143.11
077913	428	STAPLES		\$ -	\$ 428.22	\$ 428.22
077913	428	WWW.NEWEGG.COM		\$ -	\$ 21.99	\$ 21.99
077913	440	ASFPM		\$ -	\$ 140.00	\$ 140.00
077913	440	ASFPM		\$ -	\$ 150.00	\$ 150.00
077913	440	LYLE SIGNS		\$ -	\$ 177.70	\$ 177.70
077913	440	SPIRIT OF JEFFERSON		\$ -	\$ 153.14	\$ 153.14
077913	440	SPRINT		\$ -	\$ 175.58	\$ 175.58
077913	440	VISTA PRINT		\$ -	\$ 326.65	\$ 326.65
077913	440	VISTA PRINT		\$ -	\$ 31.99	\$ 31.99
077913	440	VITAL SIGNS PLUS		\$ -	\$ 265.00	\$ 265.00
077913	700	AMAZON		\$ -	\$ 197.19	\$ 197.19
077913	700	BAY TECH LABEL		\$ -	\$ 43.26	\$ 43.26
077913	700	GOWERS FEED INC		\$ -	\$ 95.98	\$ 95.98
077913	700	HAMPSHIRE REVIEW		\$ -	\$ 19.95	\$ 19.95
077913	700	HOLIDAY INN		\$ -	\$ 99.00	\$ 99.00
077913	700	MARRIOTT		\$ -	\$ 439.99	\$ 439.99
077913	700	PROMOTIONS NOW		\$ -	\$ 265.22	\$ 265.22
077913	700	RIVER CITY FARM & PET SU		\$ -	\$ 136.30	\$ 136.30
077913	700	SLEEP INN		\$ -	\$ 85.00	\$ 85.00
077913	700	SPRINT		\$ -	\$ 1,678.12	\$ 1,678.12
077913	700	TRACTOR SUPPLY CO		\$ -	\$ 177.96	\$ 177.96
077913	711	ALL SAFE INDUSTRIES		\$ -	\$ 1,760.01	\$ 1,760.01
077913	711	AMAZON		\$ -	\$ 278.56	\$ 278.56
077913	711	AMAZON		\$ -	\$ 15.43	\$ 15.43
077913	711	KEEPER SECURITY		\$ -	\$ 29.99	\$ 29.99
077913	711	NATIONAL EMERGENCY TRAIN		\$ -	\$ 139.50	\$ 139.50
077913	711	SPRINT		\$ -	\$ 208.97	\$ 208.97

077913	711	STAPLES		\$ -	\$ 39.58	\$ 39.58
077913	711	STAPLES		\$ -	\$ 50.58	\$ 50.58
077913	711	TAYLOR & FRANCIS BOOKS		\$ -	\$ 231.85	\$ 231.85
077913	711	THE HOME DEPOT		\$ -	\$ 126.52	\$ 126.52
077913	712	EXPEDIA		\$ -	\$ 1,459.84	\$ 1,459.84
077913	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
077913	712	HOLIDAY INN		\$ -	\$ 214.00	\$ 214.00
077913	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 50.00	\$ 50.00
077913	712	SPRINT		\$ -	\$ 156.19	\$ 156.19
077913	712	STAPLES		\$ -	\$ 217.34	\$ 217.34
077913	716	AMAZON		\$ -	\$ 151.44	\$ 151.44
077913	716	DAYS END FARM HORSE RESC		\$ -	\$ 40.00	\$ 40.00
077913	716	GREENLAWN MEMORIAL PARK		\$ -	\$ 352.00	\$ 352.00
077913	716	HILLSIDE VETERNARY HOSPT		\$ -	\$ 1,050.83	\$ 1,050.83
077913	716	SSC-SOUTHERN STATES		\$ -	\$ 51.96	\$ 51.96
077913	716	THE HOME DEPOT		\$ -	\$ 73.76	\$ 73.76
077913	716	TRI STATE PET CARE		\$ -	\$ 110.00	\$ 110.00
077913	716	USPS US POSTAL SERVICE		\$ -	\$ 22.95	\$ 22.95
077913	716	VALLEY EQUINE ASSOC.		\$ -	\$ 174.50	\$ 174.50
077913	716	WV TREASURY		\$ -	\$ 250.00	\$ 250.00
077913	716	WV TREASURY		\$ -	\$ 250.00	\$ 250.00
077913	716	ZOETIS		\$ -	\$ 249.00	\$ 249.00
077913	717	FISHER AUTO PARTS		\$ -	\$ 362.10	\$ 362.10
077913	717	GLEN BURNIE TRANSMISSION		\$ -	\$ 1,785.65	\$ 1,785.65
077913	717	HAGERSTOWN FORD		\$ -	\$ 18.85	\$ 18.85
077913	717	PILOT		\$ -	\$ 64.00	\$ 64.00
077913	717	SHEETZ		\$ -	\$ 19.50	\$ 19.50
077913	717	SNAP ON TOOLS		\$ -	\$ 63.90	\$ 63.90
077913	717	5 STAR AUTO GLASS		\$ -	\$ 180.00	\$ 180.00
077913	717	7 ELEVEN		\$ -	\$ 44.52	\$ 44.52
TOTAL					\$ 106,894.57	\$ 106,894.57

Motion by Ms. Noland to approve the Accounts Payable for February 16, 2017 in the amount of \$106,894.57. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

HOME DETETION			
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008			
Date	Check #	VENDOR	Amount
02/10/17	557	3M ELECTRONIC MONITORING	\$ 3,530.00
02/10/17	556	UNITED BANK	\$ 65.86
02/10/17	558	CDA	\$ 734.25
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
02/10/17	612	UNITED BANK	\$ 334.40
02/10/17	613	KNIGHT CONSULTING	\$ 2,125.00
244			
Date	Check #	VENDOR	Amount
02/10/17	610	UNITED BANK	\$ 728.93
SHERIFF CAPITOL			
246			
Date	Check #	VENDOR	Amount
02/10/17	1561	UNITED BANKCARD CENTER	\$ 3,877.55
02/10/17	1562	CLAYLICK FABRICATION LLC	\$ 266.08
02/10/17	1563	SPECTRUM	\$ 672.00
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
02/10/17	1076	SHERIFF JEFFERSON CO -SCHOOL	\$ 74,141.29
02/10/17	1077	SHERIFF JEFFERSON CO - LAW	\$ 1,288.92
02/10/17	1078	SHERIFF JEFFERSON CO - PARKS	\$ 5,697.21
02/10/17	1079	SHERIFF JEFFERSON CO - EMS	\$ 624.46
TOTAL			\$ 94,085.95

Motion by Ms. Noland to approve the Manual Checks for February 10, 2017 in the amount of \$94,085.95. Motion seconded and unanimously approved.

COAL SEVERANCE			
OO2			
Date	Check #	VENDOR	Amount
2/17/2017	438	EASTRIDGE HEALTH SYSTEM	\$ 500.00
FARMLAND PROTECTION BOARD			
O57			
Date	Check #	VENDOR	Amount
2/17/2017	285	JEFFERSON CO FARMLAND PROT.	\$ 40,941.90
BARDANE			
244			
Date	Check #	VENDOR	Amount
02/17/17	611	POTOMAC EDISON	\$ 4,985.59
TOTAL			\$ 46,427.49

Motion by Ms. Noland to approve the Manual Checks for February 17, 2017 in the amount of \$46,427.49. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Onoszko to approve the Payroll for February 9, 2017 in the amount of \$241,983.70. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Martin Burke, resident of Summit Point – expressed his concerns regarding the excessive noise from the Summit Point Racetrack.

Eleanor Finn, resident and member of the League of Women Voters – thanked the Commissioners for their participation in the FY18 Budget Public Forum.

David Tabb, resident – provided the Commission with an update on multiple issues.

PRESENTATIONS

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

<u>NAME</u>	<u>TYPE</u>	<u>DISTRICT</u>	<u>TICKET NO.</u>	<u>AMOUNT</u>
Thurman Whitacre	PP	CTD	304812	\$295.20
Amber Whitacre				\$128.86

- Motion by Ms. Noland to approve the Split Ticket as presented by the Assessor. Motion seconded and unanimously approved.

<u>NAME</u>	<u>TYPE</u>	<u>DISTRICT</u>	<u>TICKET NO.</u>	<u>AMOUNT</u>
Petra Fritz	PP	Ranson Corp.	313563	\$118.99

- Motion by Ms. Noland to approve the Exonerations as presented by the Assessor. Motion seconded and unanimously approved.

<u>NAME</u>	<u>TYPE</u>	<u>DISTRICT</u>	<u>TICKET NO.</u>	<u>AMOUNT</u>
Shenanwood HOA	RE	HF	14177	\$118.99

- Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.

<u>NAME</u>	<u>TYPE</u>	<u>DISTRICT</u>	<u>TICKET NO.</u>	<u>AMOUNT</u>
Shenanwood HOA	RE	HF	14178	\$74.98

- Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.
2. Jacki Shadle, County Clerk – requested the approval of the restructuring of the clerk’s office and resulting adjustment in employee title and salary.
 - **Motion by Ms. Noland approve the office restructuring and resulting new job description for Chief Deputy Clerk and adjustment of employee title and salary increase. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve accompanying State Budget Revision #4 to transfer \$4,000 from Department 402 to Department 413. Motion seconded and unanimously approved.**
 3. Interview and Appointment to the North Eastern Regionals EMS, Inc. Board of Directors – one two-year term ending October 31, 2019.
 - **Motion by Ms. Noland to appoint Ed Hannon to the NEREMS, Inc. Board for one two-year term ending October 31, 2019. Motion seconded and unanimously approved.**
 4. Interview and Appointment to the Board of Directors of the 23rd Judicial Public Defender’s Corporation
 - **Motion by Mr. Onoszko to appoint Darlene Truman to the Board of Directors of the 23rd Judicial Public Defender’s Corporation. Motion seconded and unanimously approved.**
 5. Interview and Appointment to the Eastern Panhandle Transit Authority Board of Directors – one three-year term ending January 31, 2020.
 - **Motion by Ms. Noland to appoint Jennifer Brockman to the Eastern Panhandle Transit Authority Board of Directors for one three-year term ending January 31, 2020. Motion seconded and unanimously approved.**
 6. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 7. Lynn Fields, Probate Office – requested the approval of two estates to probate in solemn form and rule on the Petition to remove Executrix in the Estate of Lenis Martin.

- **Motion by Ms. Noland to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve the wills of Michael C. Elliot, deceased, and Ann P. Fitzgerald, deceased, to probate in solemn form and allow the estates to be probated. Motion seconded and unanimously approved.**
 - **Motion by Mr. Onoszko to refer the Petition to Remove Executrix on the Lenis Martin Estate to a Fiduciary Commissioner. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to recess as a Fiduciary Review Board. Motion seconded and unanimously approved.**
8. Bill Polk, Director of Maintenance and Adam Krason, ZMM Architects & Engineers – Update on renovation of 3rd floor of St. Margaret’s Judicial Center.
9. Nathan Cochran, Assistant Prosecuting Attorney
- a. MOU with Mount Weather regarding fire assistance/mutual aid
- **Motion by Ms. Noland to authorize the President of the Commission to sign the memorandum of understanding with Mt. Weather regarding fire assistance and mutual aid as presented. Motion seconded and unanimously approved.**
- b. Discussion of issues related to consolidation and infrastructure of the PSD and Interaction with Charles Town and Ranson
- **Motion by Mr. Onoszko to enter into executive session to receive legal advice and confer with counsel. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to come out of executive session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to start discussions with Charles Town, Ranson, and the PSD to initiate consolidation, asset acquisition, or merger. Motion seconded and passes 3-1 with Ms. Noland opposing.**

UNFINISHED BUSINESS

10. Request for pledge of \$10,000 to an agency endowed fund, Our History, Our Community Fund, at Easter WV Community Foundation

- It was the request of the President of the Commission to postpone further discussion/action of this item until the March 2, 2017 regularly scheduled Jefferson County Commission.

NEW BUSINESS

11. Homeless, Vagrancy issues & Safety concerns of citizens of Patrick Henry Estates

- It was the consensus of the Commission to discuss this topic during the March 2, 2017 regularly scheduled Jefferson County Commission meeting.

12. Legislative Issues

- Ms. Noland stated there were many house and senate bills that could have an impact on counties this year due to the state budget crunch.

COUNTY ADMINISTRATOR REPORTS

- Discuss Charles Town Women's Center -- The Commission asked Ms. Grove to contact Braun Hamstead to see if the County Commission would receive a share of the proceeds of the sale of the property if they were to contribute funds for the \$2,500 scholarship fund.
- Data Content Management Initiative Update

13. Board of Review and Equalization (separate set of minutes)

14. There being no further business, the meeting was adjourned at 12:20 pm on a motion by Commissioner Compton. Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, February 16, 2017, beginning at 1:30 p.m.

PRESENT: Peter Onoszko, Commission President
Jane Tabb, Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Patricia Noland, Commissioner

STAFF: Angie Banks, Assessor
June Bowers, Sr. Appraiser
Rhonda Willingham, Chief Deputy Assessor
Russell Williams, Appraiser
Nathan Cochran, Assistant Prosecuting Attorney
Jessica Carroll, Recording Clerk

In re: 2017 Board of Review and Equalization – Application for Assessment Review – Shenandoah Sales & Service and David C. and Nadine L. Tabb

President Onoszko opened the meeting at 1:31 pm and led the Pledge of Allegiance.

- **Motion by Ms. Noland to convene as a Board of Review and Equalization. Motion seconded and unanimously approved.**

Nathan Cochran, Assistant Prosecuting Attorney, explained that although there were current sanctions against Mr. Tabb preventing him from filing lawsuits against the Commission without the assistance of an attorney, Mr. Cochran stated he would not protest against the tax hearing but this allowance should not be considered a waiver of the sanctions. Mr. Cochran also mentioned that Mr. Tabb would not be able to represent the corporation of Shenandoah Sales & Service at the Circuit Court level should Mr. Tabb chose to appeal the Board's decision regarding the property's assessment.

Mr. Tabb stated his objection to Mr. Cochran's announcement, and requested that Mr. Cochran, Commissioner Patsy Noland, and Assessor Angela Banks recuse themselves from this hearing as they were currently involved in legal matters pending against Mr. Tabb.

President Onoszko noted the objection for the record, but stated the hearing would proceed with the inclusion of Mr. Cochran, Commissioner Noland, and Assessor Banks.

A hearing was conducted on an appeal by Shenandoah Sales & Service (represented by David Tabb, owner) on Map 10, Parcel 8 in the Harpers Ferry District.

- **After sworn testimony and presentation of exhibits, motion by Mr. Onoszko to deny the appeal on Map 10, Parcel 8 in the Harpers Ferry District. Motion seconded and unanimously approved.**

A hearing was conducted on an appeal by David C. and Nadine L. Tabb on Map 10, Parcel 8.4 in the Harpers Ferry District.

- **After sworn testimony and presentation of exhibits, motion by Mr. Onoszko to deny the appeal on Map 10, Parcel 8.4 in the Harpers Ferry District. Motion seconded and unanimously approved.**

A hearing was conducted on an appeal by David C. and Nadine L. Tabb on Map 2, Parcel 1 in the Bolivar Corporation.

- **After sworn testimony and presentation of exhibits, motion by Mr. Onoszko to deny the appeal on Map 2, Parcel 1 in the Bolivar Corporation. Motion seconded and unanimously approved.**

A hearing was conducted on an appeal by David C. and Nadine L. Tabb on a personal property mobile home.

- **After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeal on the personal property mobile home. Motion seconded and unanimously approved.**
- **There being no further business, motion by Ms. Noland to adjourn *sine die* as a Board of Review and Equalization. Motion seconded and unanimously approved.**

PETER ONOSZKO , COMMISSION PRESIDENT

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Friday, February 17, 2017, beginning at 9:30 o'clock a.m.

PRESENT: Peter Onoszko, President
Jane Tabb, Vice President
Josh Compton, Commissioner (via phone)
Caleb Hudson, Commissioner
Patricia Noland, Commissioner
Stephanie Grove, County Administrator
Michelle Gordon, Finance Director
Jessica Carroll, Administrative Assistant

In re: FY18 Budget Presentations – Day 4

The meeting was called to order at 9:31 a.m. by Commissioner Onoszko.

Commissioner Compton led the Pledge of Allegiance.

Michelle Gordon, Finance Director, gave the Commissioners a recap of the prior day's presentations and answered questions regarding the budget information provided by the various departments.

The Commissioners then heard presentations from the following: County Clerk and Elections, Jefferson County Convention and Visitor's Bureau, Jefferson Arts Council, Eastern WV Regional Airport, and the Jefferson County Historic Landmarks Commission.

Ms. Gordon notified the Commission of a personnel discussion relating to the budget that should be conducted in Executive Session.

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

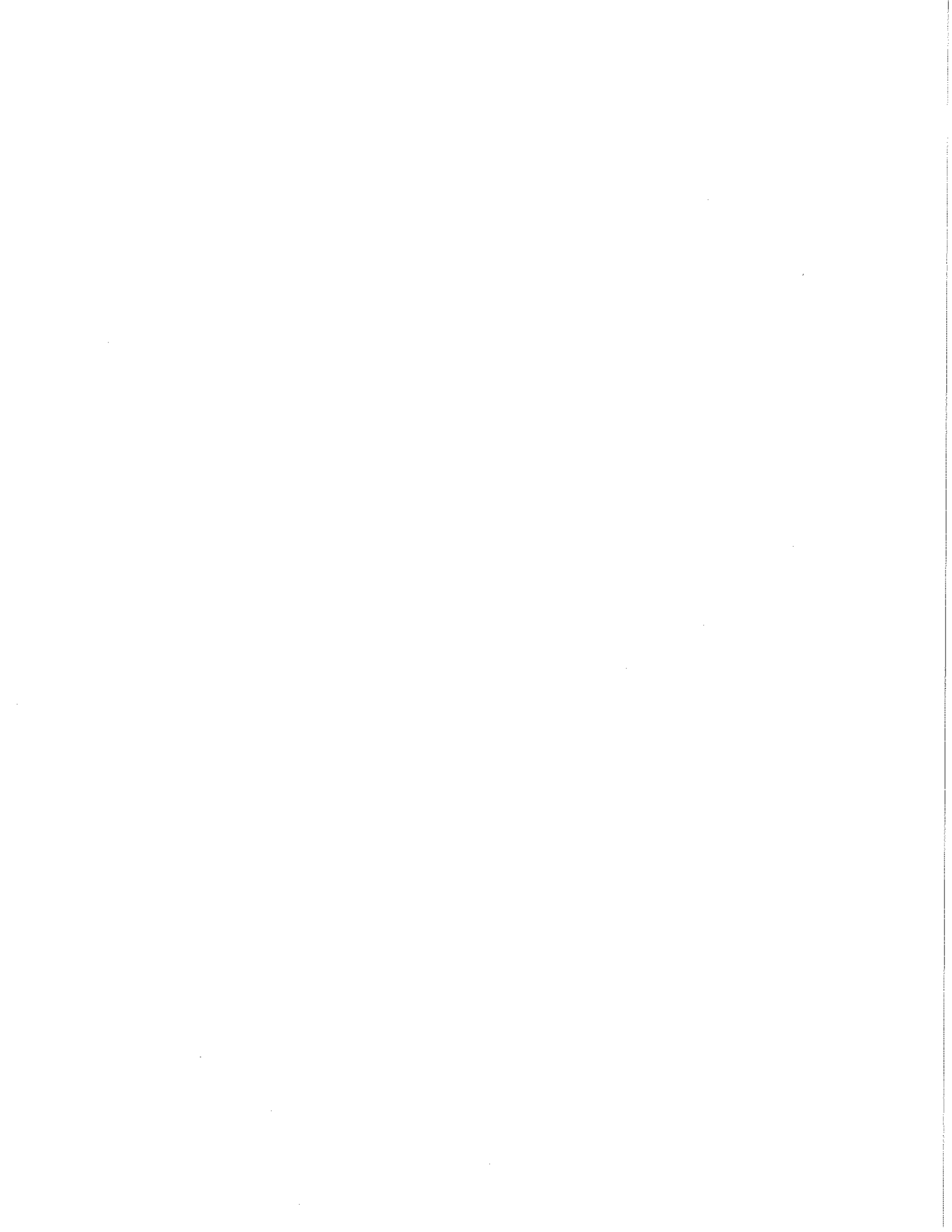
Ms. Gordon then discussed with the Commission possible changes to employee pay and insurance premiums. No final decisions were made at this meeting.

There being no further business, the meeting adjourned at 12:37 pm.

PETER ONOSZKO, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 379,769.58	\$ 35.40	\$ 379,804.98
6.2% Tax Payable OASDI	22,669.18	\$ 2.17	\$ 22,671.35
1.45% Tax Payable HI	5,301.60	\$ 0.51	\$ 5,302.11
Fed Withholding	42,300.58	\$ 3.06	\$ 42,303.64
WV State Withholding	16,304.13	\$ 1.62	\$ 16,305.75
PERS Retirement Deduct 4.5%	11,714.24	\$ 1.59	\$ 11,715.83
PERS Retirement Deduct 6%	1,650.59		\$ 1,650.59
Hosp. Pre-Tax	11,584.50		\$ 11,584.50
Cancer/ICU Pre-Taxed	1,018.35		\$ 1,018.35
Cancer/ICU Not Pre-Taxed	809.81		\$ 809.81
Optional Life Not Pre-Taxed	2,076.84		\$ 2,076.84
Christmas Club	5,710.00		\$ 5,710.00
Wage Attach #1	1,669.24		\$ 1,669.24
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,408.81		\$ 5,408.81
457 - Nationwide	749.00		\$ 749.00
457I - Empower	2,900.00		\$ 2,900.00
457R - Roth	190.00		\$ 190.00
MD State Tax	469.00		\$ 469.00
D/VF	1,534.04		\$ 1,534.04
VA. State Tax	116.77		\$ 116.77
COLONIAL(PLUS)	102.55		\$ 102.55
Total Deductions	\$ 134,491.54	\$ 8.95	\$ 134,500.49
Net Wages Total	\$ 245,278.04	\$ 26.45	\$ 245,304.49
Payroll Date	23-Feb-2017		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 2, 2017**

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

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

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

 **Exonerations**

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

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

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

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

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

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

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

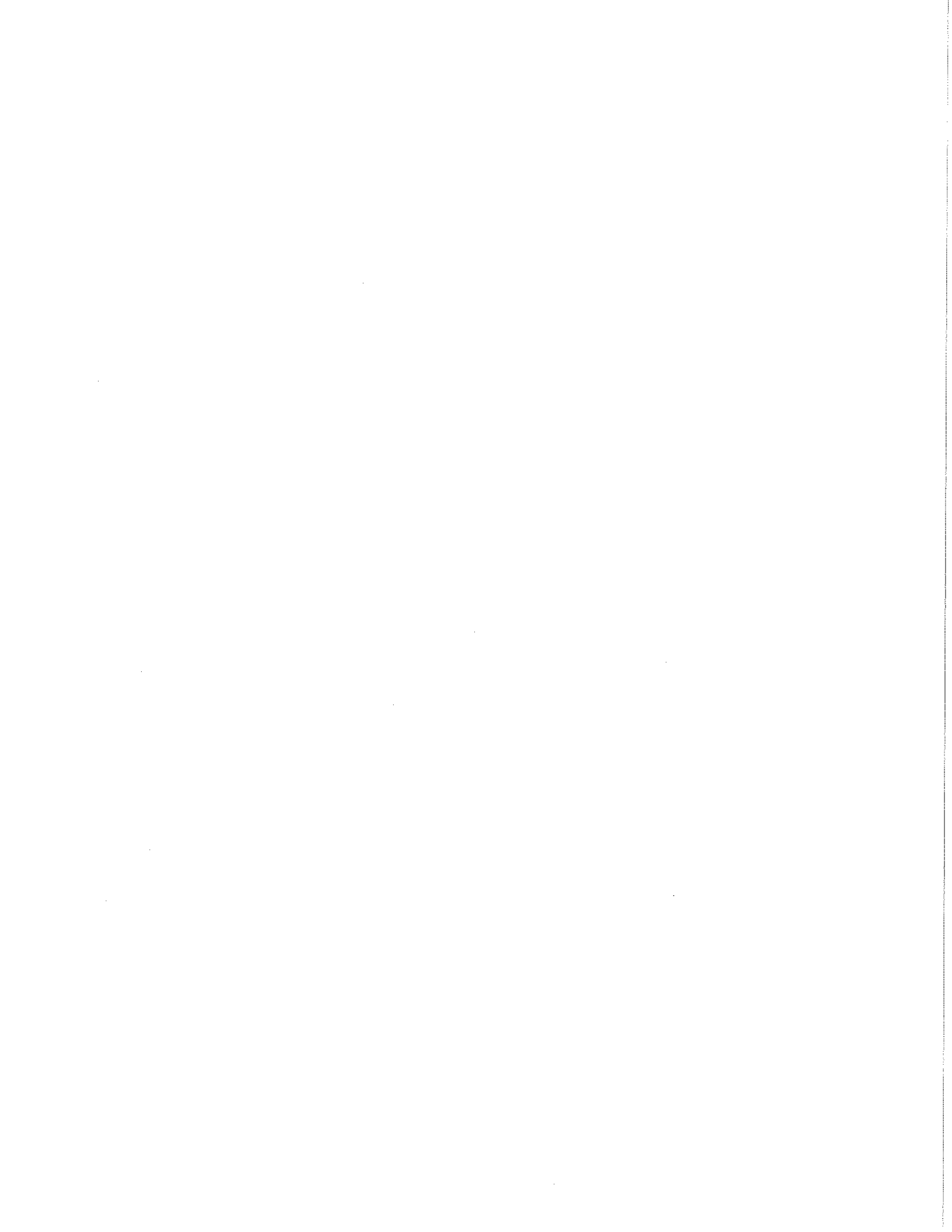
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 minutes

Date Requested - 1st Choice:

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

Date Requested - 2nd Choice:

Subject (Wording to be placed on agenda): Approval of Sheriff's Reserve Deputies

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

The following individuals have passed preliminary investigations and are being presented for appointment as Sheriff's Reserve Deputies: Donald Dean, David Stafford, Frances Eugene Sowers, Paul Capel III, Kendall Barrett, Bradley Howard, Richard Henderson, Troy Kelican, Ronald Graves, and Francis Joseph Flanherty.

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 appointment of the listed candidates as Sheriff's Reserve Deputies.

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

If not attached, explain:

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

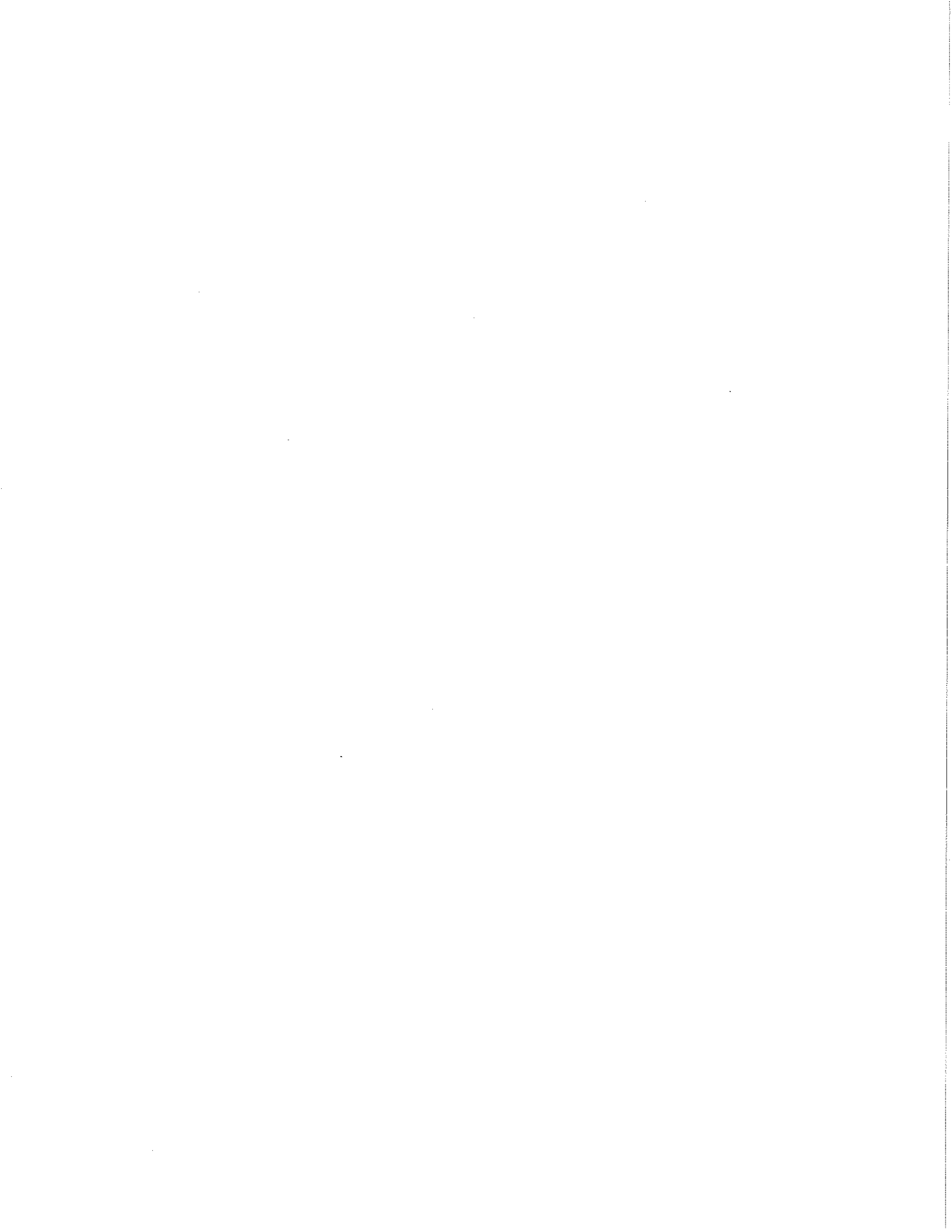
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM

www.jeffersoncountywv.org



*Stephanie -
Agenda Item*

Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested - 1st Choice: ~~Feb 7, 2017~~ March 2, 2017

Date Requested - 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Homeless, Vagrancy issues & safety concerns of citizens of Patrick Henry Estates.

Please provide the County Commission with a description of your request or presentation, including any background information: **Recent death of homeless person behind Wal-Mart has caused safety concerns for citizens of Patrick Henry Estates. Input needed from legal counsel and Sheriff.**

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

Are documents attachments? Yes NoX

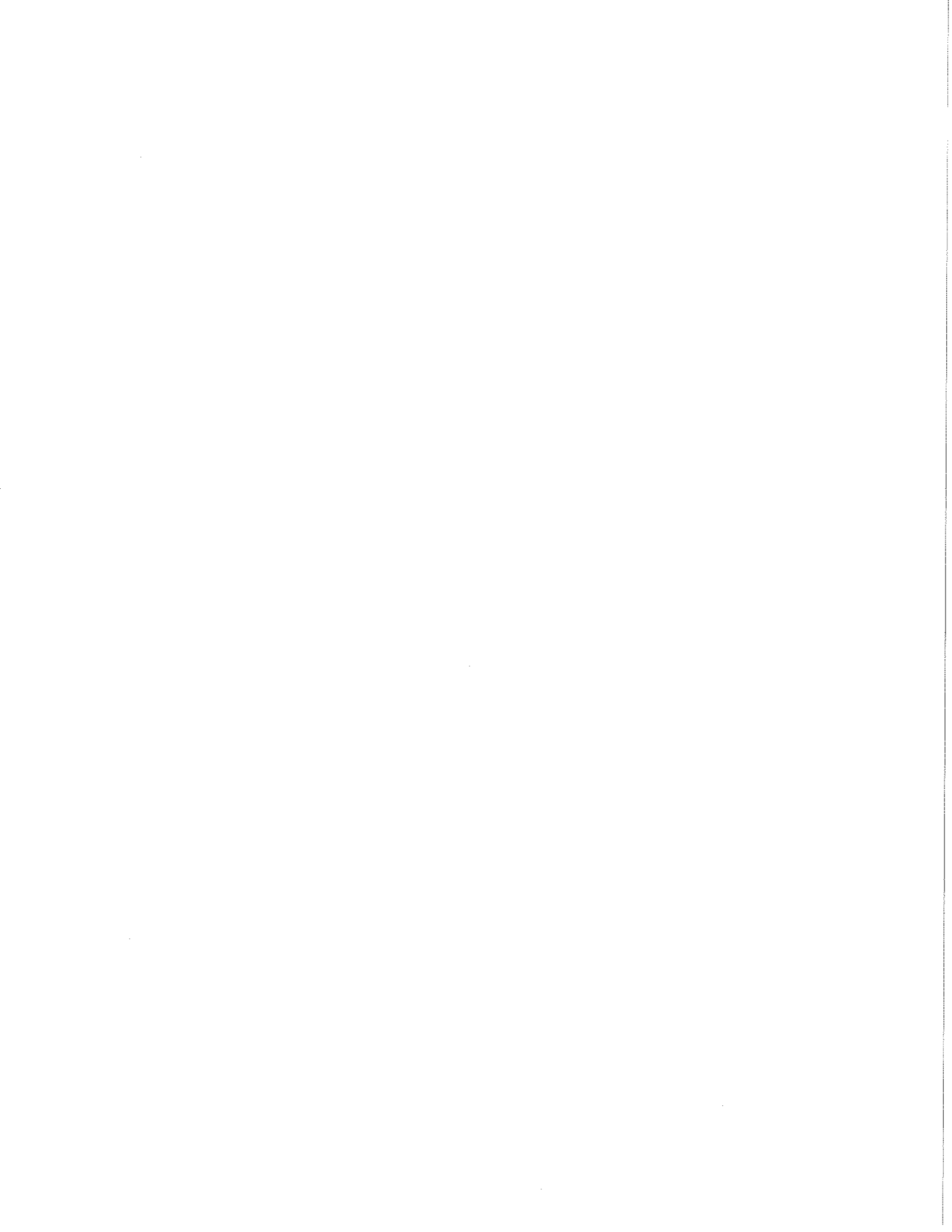
If not, explain:

Is a projector needed? Yes No X

Contact information:

Email address: _____

Phone number: _____



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Ronda Eddy

Department or Organization: **Jefferson Day Report Center, Inc.**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: ~~February 23, 2017~~ March 2nd
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: ~~March 9, 2017~~

Subject (*Wording to be placed on agenda*): Community Corrections Grant Application, Resolution of the Community Corrections Subcommittee, and Resolution of the Jefferson County Commission

Please provide the County Commission with a description of your request or presentation, including any background information: A resolution by the Jefferson County Commission to enter in to a contract with the WV Division of Justice and Community Service for a Community Corrections Grant to partially fund the Jefferson Day Report Center. A resolution establishing the responsibilities of the Jefferson County Commission as the fiscal agent of the Community Corrections Grant.

Is this a funding request? Y/N NO

If so, how much? \$ The cash match required for this grant was included in the annual budget request.

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

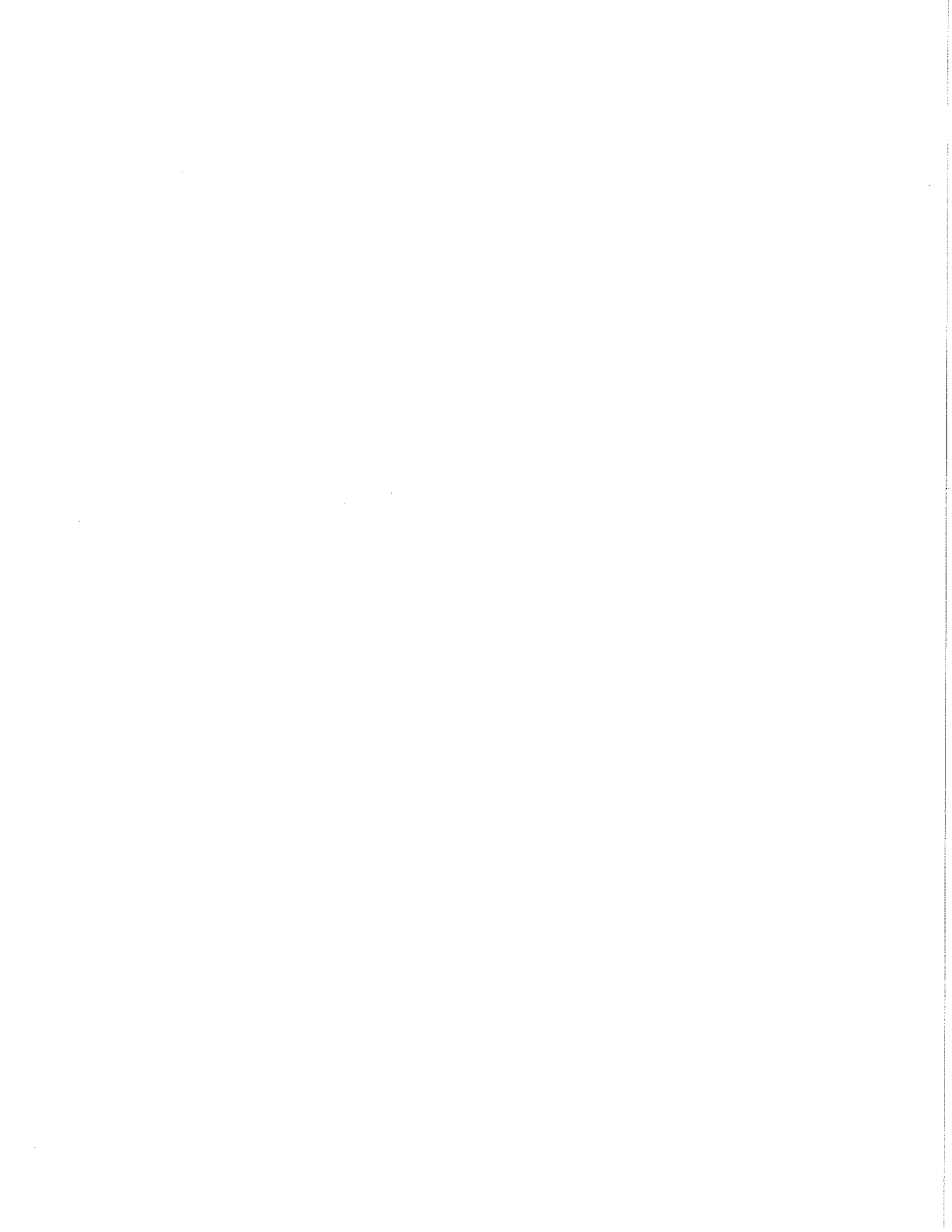
Contact information: Ronda Eddy

Email address: reddy@jeffersondrc.com

Phone Number: (304) 728-3527

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



**West Virginia Community Corrections
Grant Program Application**

**General Administrative Information
Page 1**

<u>Applicant Agency:</u> Jefferson County Commission		<u>Type of Agency:</u>	
Address:	PO Box 250 Charles Town, WV 25414	<input type="checkbox"/>	Municipality
Phone:	304-728-3284	<input checked="" type="checkbox"/>	County
Fax Number:	304-728-7916	<u>Type of Application:</u>	
		<input type="checkbox"/>	For State Funds
		<input checked="" type="checkbox"/>	No State Funds

<u>Project Director:</u> Ronda Eddy		<u>Fiscal Officer:</u> Stephanie Grove	
PD Title:	Director	FO Title:	County Administrator
Address:	121 W. Third Avenue Ranson, WV 25438	Address:	PO Box 250 Charles Town, WV
Phone:	304-728-3527	Phone:	304-728-3284
Fax:	304-728-3614	Fax:	304-728-7916
Email:	reddy@jeffersondrc.com	Email:	sgrove@jeffersonwv.org

State Funds Requested: 151,047.00

Amount Awarded:

Local Funds Committed: 64,734.42

(for DJCS use only)

Project Period: July 1, 2017 – June 30, 2018

Number of years previously funded: 7

Previous Years Number admitted: 309

Geographic Area(s) 54,504

Project Title: Jefferson Day Report Center

Project Description: The JDRC is an alternative sentence program that combines close community supervision with intensive treatment programs to offenders sentenced or referred by criminal justice agencies as an alternative to incarceration.

Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances, if funding is provided.

<u>Authorized Official:</u> Peter Onoszko	<u>AO Title:</u> President
Address: PO Box 250 Charles Town, WV 25414	Phone: 304-728-3284 Fax: 304-725-7916 E-Mail: ponoszko@aol.com
Signature:	Date:

RESOLUTION

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

Be it resolved that the County Commission hereby authorizes **The Honorable Peter Onoszko, President** of the **Jefferson County Commission**, to act on its behalf to enter into a contractual agreement with the Division of Justice and Community Services to receive and administer grant funds pursuant to provisions of the Community Corrections Program.

Signed: _____

County Clerk

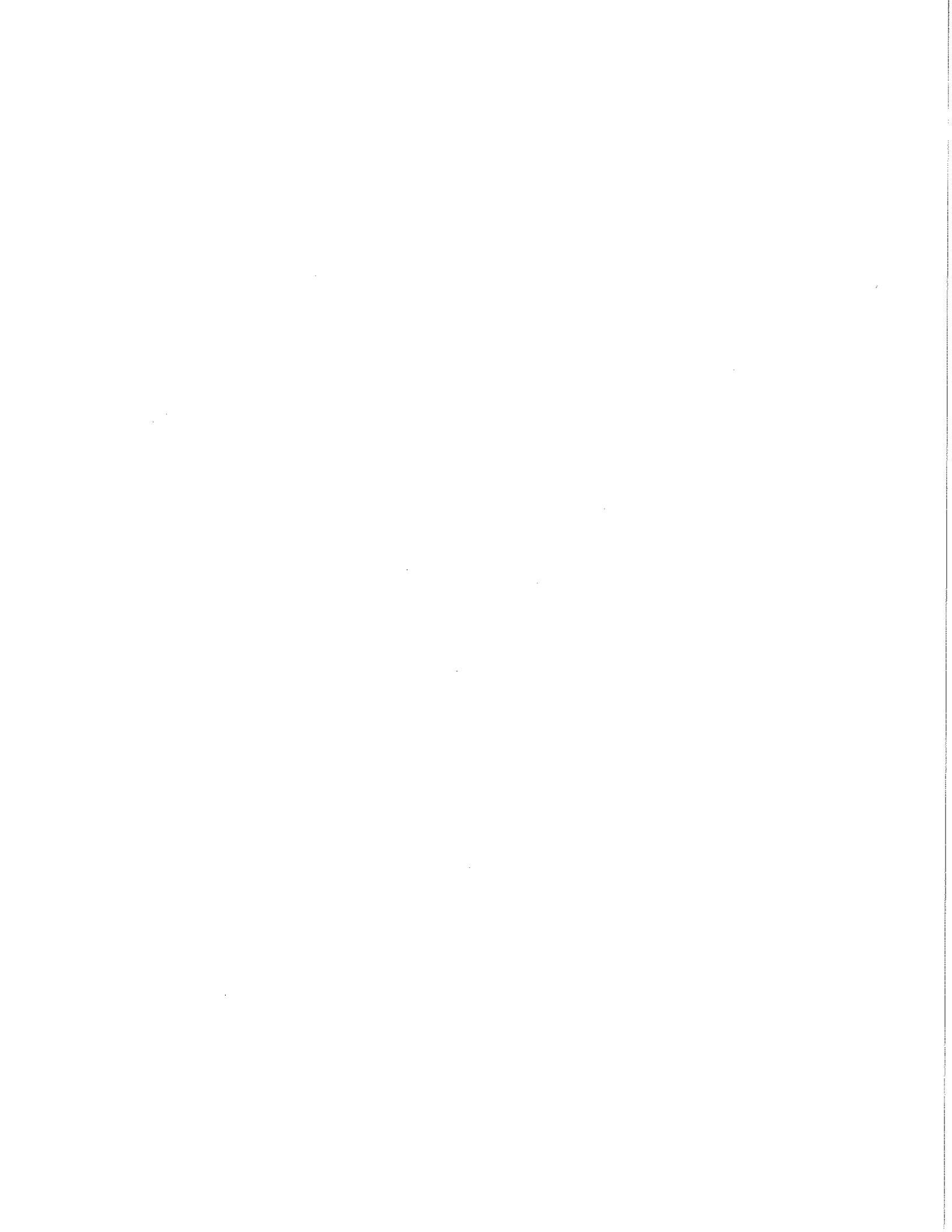
**RESOLUTION OF THE COMMUNITY CORRECTIONS SUBCOMMITTEE OF THE
GOVERNOR'S COMMITTEE ON CRIME, DELIQUENCY AND CORRECTION**

WHEREAS,

The Provision of West Virginia Code 62-11C-6 place the responsibilities for establishing, maintaining and supervising local community corrections programs in the community criminal justice boards, and there has been persistent confusion in some parts of the state on this issue, in that these powers have been shared with, or delegated to, the fiscal agent for the grant, it is hereby RESOLVED,

THAT, since the responsibility for establishing, maintaining and supervising local community corrections program is fully vested in the community criminal justice board, which is the governing board (Code of state rules 149-4-2.(4)., further expanded upon and clarified in the duly adopted Community Corrections Grant Program Guideline 11.3.b.) a local board may not allow any other local agency or entity to veto, divest or usurp any of these responsibilities even if the agency serves as the fiscal agent. The subcommittee finds that client eligibility hiring, personnel and budgetary issues are foremost among those duties that must be approved by the community criminal justice board provided that when the local community corrections program administrative office uses the West Virginia Supreme Court of Appeals as a fiscal agent, then the advisory board and chief probation officer shall assume day to day oversight and control just as a local community criminal justice board would. The local advisory board shall consult with the local judges(s) on the programs that are to be offered.

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: March 2, 2017

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Interview/Appointment to the Eastern Panhandle Transit Authority Board – one unexpired term ending January 31, 2018.

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

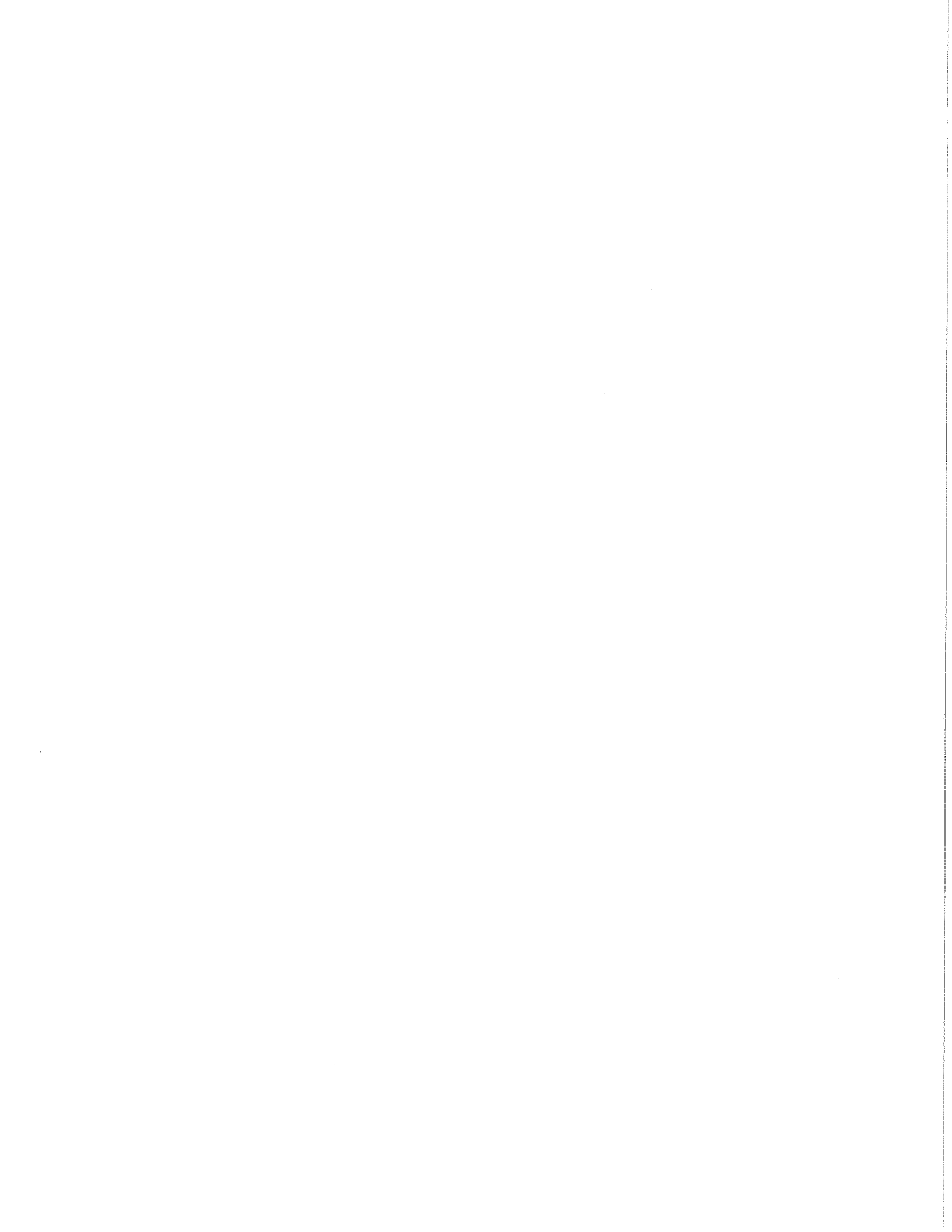
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Joy Lewis

Home Telephone Number: 304.876.2124

Work Address: 161 McMurrin Farm Ln Shepherdstown WV

Work Phone Number: 304.550.8735

25443

Mobile Phone Number: 304.279.2124

E-mail Address: joy.o.lewis@wv.gov

Party Affiliation: (Building Commission applicants only) _____

Occupation: Regional Rep for Gov. Earl Ray Tomblin

Education: High School Jefferson High

College Shepherd College

Trade/Business School _____

Are you a United States citizen? Yes No

Are you a West Virginia resident? Yes No

Are you a resident of Jefferson County? Yes No

Address: 161 McMurrin Farm Ln
Shepherdstown, WV 25443

Magisterial District: _____

Are you a Jefferson County registered voter? Yes No

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Do you pay personal property tax?

Yes No

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Currently serving as the Governor's Representative to the Eastern Panhandle

Organization Memberships and Positions Held : CASA Board, Shepherdstown Daycare Board, Jefferson Chamber member (ours, Lawyer Lewis)

Please list any felonies, convictions or convictions of moral turpitude or any other offenses to reflect poorly on Jefferson County.

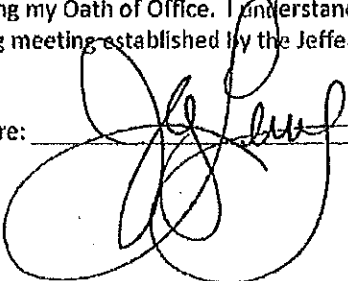
Date:	Offense:
	N/A

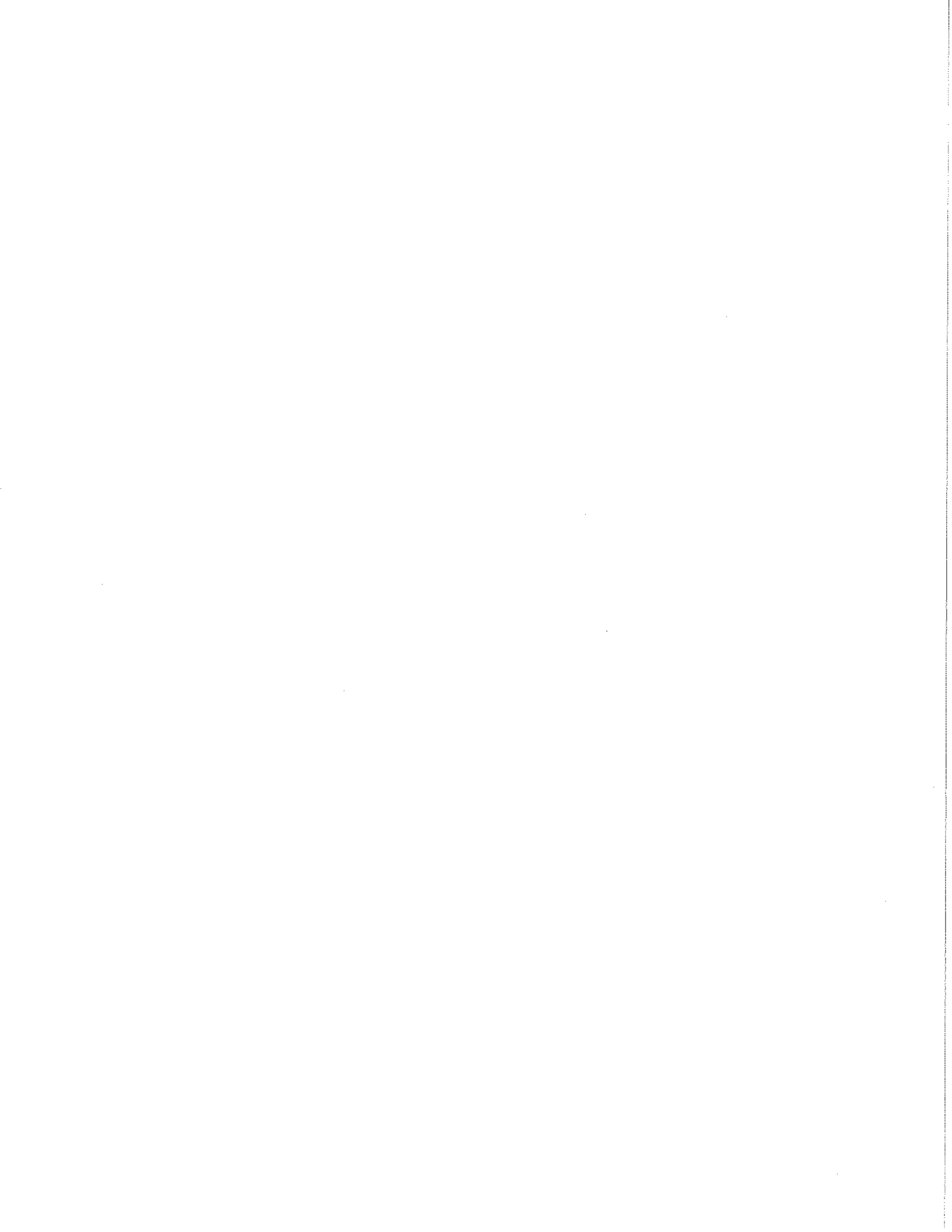
Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading and adhering to the County's Ethics and Robert's Rules as provided in a packet to me when obtaining my Oath of Office. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:  Date: 4/15/16



AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jennifer Brockman

Department or Organization: Planning and Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: February 2, 2017

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

Date Requested – 2nd Choice: February 16, 2017

Subject (*Wording to be placed on agenda*): “SB 595” Vested Development Time Extensions Proposal

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

In January, 2017, the Planning Commission initiated another discussion regarding the vested development rights of developments that have not yet been completed. The attached letter from the Planning Commission provides some history on changes the State Legislature made in 2010 to the “Vested Rights” provisions of state law to automatically extend development projects that met certain criteria to July 1, 2012 and which further enabled local governments to extend these rights further (referred to as SB 595 from 2010).

Most of the projects impacted by this change have multiple steps to accomplish prior to the July 1, 2017 deadline and would need to start making progress immediately in order to meet this required deadline. The Planning Commission expressed concern about developers meeting this deadline and at their January 10, 2017 meeting approved the attached letter requesting that the County Commission consider further extending this time frame to July 1, 2020 via a public hearing process.

This agenda request is to request that the County Commission schedule the proposed Public Hearing on this topic.

Is this a funding request? Y/N NO

If so, how much? \$N/A

Provide exact financial impact/request: N/A.

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

I move to schedule a Public Hearing on (_____, 2017) at _____ pm regarding the proposed Policy on Vested Property Rights including the following language:

1. The validity of any subdivision plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1,

2010 shall be extended from July 1, 2017 until July 1, 2020. Any other plan or permit associated with the subdivision or land development plan or plat shall also be extended for the same time period.

2. The requirements for the vesting of property rights contained in an ordinance enacted pursuant to WV Code §8A-4-2 that require the performance of any action within a certain time period for any subdivision or land development plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. This provision would apply to all special and conditional use permits or any other agreement or zoning action.
3. Any plat or plan affected by this extension shall conform to the Stormwater Requirements of the most current regulations in effect at the time when the plat or plan is submitted for approval.

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

If not attached, explain: N/A.

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

Contact information:

Email address: planning@jeffersoncountywv.org Phone Number: 304-728-3228

Attachments:

- Signed letter from PC to CC re: Vested Property rights dated January 26, 2017



Jefferson County, West Virginia

Department of Engineering, Planning and Zoning

116 East Washington Street, 2nd Floor

Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

January 26, 2017

Peter Onosko, President
Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

RE: "SB 595" Vested Development Time Extensions Request for Discussion and Action

Dear County Commissioners:

As most of you are aware, in 2010, when the economic downturn began impacting developments that had begun to process under locally adopted Subdivision Regulations in communities throughout the state, the State Legislature amended the "Vested Rights" provisions of state law to automatically extend development projects that met certain criteria to July 1, 2012. The provisions of this subsection also applied to any requirement that a use authorized pursuant to a special exception, special use permit, conditional use permit or other agreement or zoning action be terminated or ended by a certain date or within a certain number of years.

The new law, WV Code §8A-4-2(c), further provided that this automatic extension could be further extended by action of the municipality, county commission or planning commission. As a result of this, the County Commission of Jefferson County further extended this provision by approving a "Policy Related to Vested Property Rights in Jefferson County, WV" on June 21, 2012 to July 1, 2015 (at the request of the Jefferson County Citizen's for Economic Preservation) and again on August 28, 2014 to July 1, 2017 (at the request of the Jefferson County Planning Commission).

Because the economy has not yet fully recovered in a manner to make substantial investments prudent at this time and because sanitary sewer availability is still unresolved for many of the impacted developments, the Planning Commission is recommending that the County Commission consider holding a public hearing to further extend the vested rights dates for another 36 months to assist in this economic recovery. The Planning Commission recommends that the County Commission approve another "Policy Related to Vested Property Rights in Jefferson County, WV" with the following recommended language:

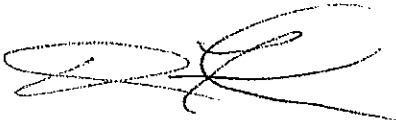
1. The validity of any subdivision plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. Any other plan or

permit associated with the subdivision or land development plan or plat shall also be extended for the same time period.

2. The requirements for the vesting of property rights contained in an ordinance enacted pursuant to WV Code §8A-4-2 that require the performance of any action within a certain time period for any subdivision or land development plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. This provision would apply to all special and conditional use permits or any other agreement or zoning action.
3. Any plat or plan affected by this extension shall conform to the Stormwater Requirements of the most current regulations in effect at the time when the plat or plan is submitted for approval.

By vote of the Jefferson County Planning Commission 9 for and 0 against, January 10, 2017.

Sincerely,

A handwritten signature in black ink, appearing to read 'Donnie Fisher', with a stylized flourish at the end.

Donnie Fisher, President
Jefferson County Planning Commission

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: March 2, 2017

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*): Partial Construction Bond Release for CTSS, LLC – Charles Town Self Storage Expansion (File #S16-01)

Please provide the County Commission with a description of your request or presentation, including any background information: Partial release of construction bond security for CTSS, LLC – Charles Town Self Storage Expansion (File #S16-01) – Letter of Credit #4519294-4401 with United Bank of Shepherdstown, WV.

Is this a funding request? Y/NO

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I authorize a partial release of \$132,040.00 from the construction bond amount for CTSS, LLC – Charles Town Self Storage Expansion (File #S16-01).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Peter Onoszko

March 2, 2017

VICE PRESIDENT

Jane Tabb

Mr. Chris Colbert, Vice President
United Bank

COMMISSIONER

Josh Compton

7867 Martinsburg Pike
Shepherdstown, West Virginia 25443

COMMISSIONER

Calcb Hudson

RE: Irrevocable Letter of Credit #4519294-4401 dated September 20, 2016, Construction Bond Surety for CTSS, LLC - Charles Town Self Storage Expansion (File #S16-01).

COMMISSIONER

Patricia Noland

Dear Mr. Colbert:

The Jefferson County Commission authorizes a partial of \$132,040.00 from the construction bond amount for CTSS, LLC – Charles Town Self Storage Expansion (File #S16-01), for a new construction bond amount of \$458,719.00. This project is located on the south side of Somerset Boulevard-US Route 340/6 at its intersection with Keyes Ferry Road. Work remaining includes but is not limited to the following:

1. Earthwork
2. Grading and paving
3. Sewer facilities
4. Stormwater management
5. Landscaping & final stabilization
6. Bond contingency amount

In summary, you are hereby authorized to reduce the amount of the above referenced Irrevocable Letter of Credit, originally issued in amount of \$590,759.00 to \$458,719.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Peter Onoszko, President
Jefferson County Commission

PO:rfb

cc: Mr. Noah Mehrkam, Managing Member
CTSS, LLC
Washington, DC 20027
Engineering Department

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

Email: engineering@jeffersoncountwv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 01 / 12 / 2017 J.C.P.C. File No. 516 - 01
(original submission)

Consultant/Engineer/Firm Name: GORDON

Mailing Address: 301 N. MILDRED ST.

City: CHARLES TOWN State: WV Zip: 25414

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

Project/Subdivision Name: CHARLES TOWN SELF STORAGE SITE PLAN

Section/Phase: _____ Lots: _____

Review Comments:

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

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

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

Bonding Policy & Unit Cost Figures attached for your use.

Comments: _____

Approved for:
 Bond REDUCTION
 By: [Signature] 02/24/17
County Engineer Date

Original Bond Amt. \$ 513,703^L + 15% Cont. \$ 77,055^E = Total Original Bond Amt. \$ 590,759

Total Current Bond Amount \$ 590,759.00

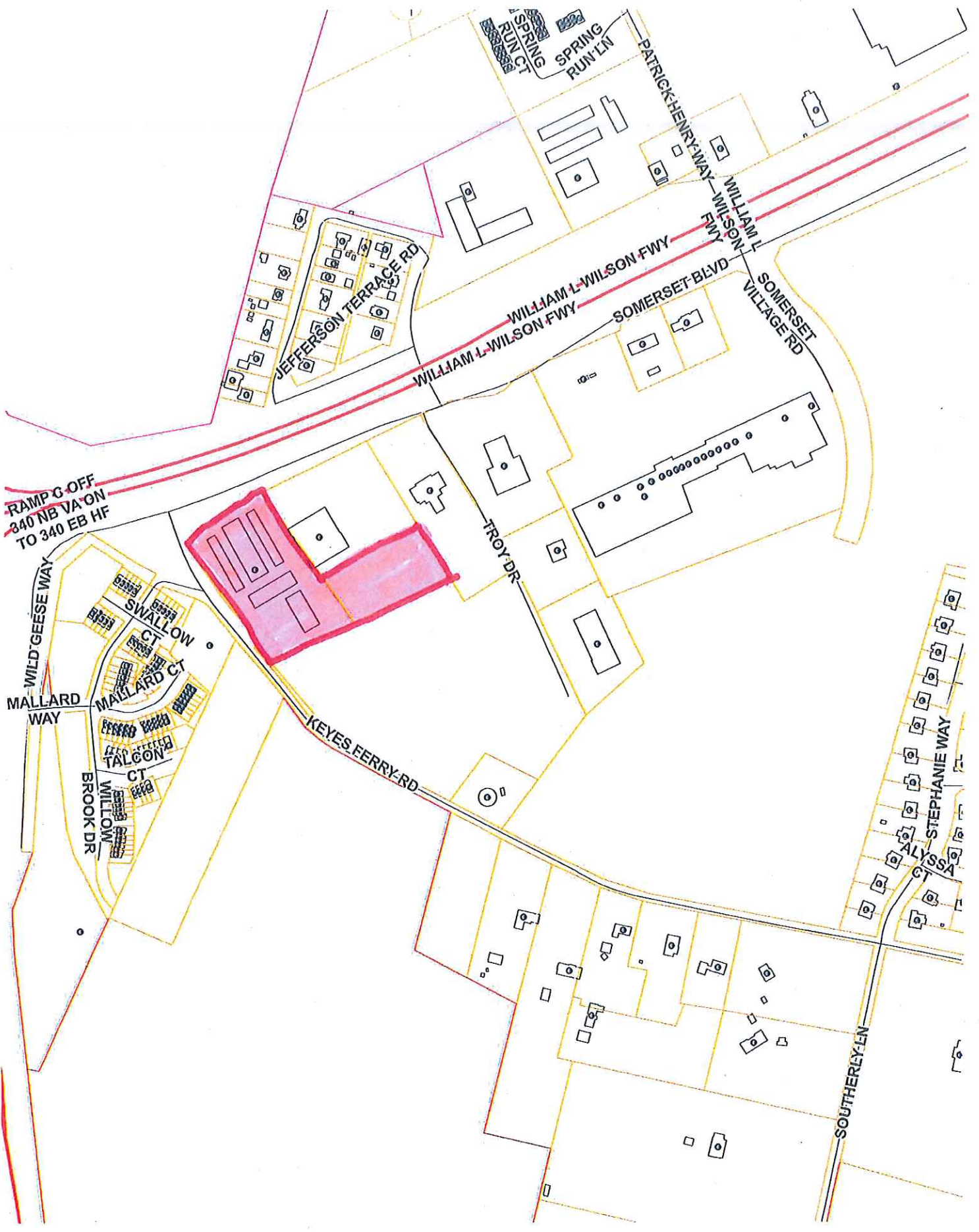
Cost of Work Remaining \$ 398,086^E + Contingency Amount \$ 59,833.00

= Approved for Revised Bond Amount \$ 458,719.00

Reviewed By: JOSEPH W. KEUT [Signature] Title: L.D.I.

Signature: [Signature] Date: 02 / 22 / 2017

RAMP G-OFF
340 NB VA ON
TO 340 EB HF



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: March 2, 2017

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

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

Subject (*Wording to be placed on agenda*): Complete Construction Bond Release for RAI Group, 44, LLC – Burr Industrial Park, Lot 44, Buildings A & B (File S06-06)

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of construction bond security for RAI Group 44, LLC – Burr Industrial Park, Lot 44, Buildings A & B (File #S06-06) – Letter of Credit #276 with the Bank of Charles Town, Charles Town, WV.

Is this a funding request? Y/NO

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I authorize a complete release of the remaining \$140,000.00 from the construction bond amount for RAI Group 44, LLC – Burr Business Park, Lot 44, Building A & B (File #S06-06).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Peter Onoszko

March 2, 2017

VICE PRESIDENT
Jane Tabb

Mr. Arch A. Moore, III
Executive Vice President

COMMISSIONER
Josh Compton

Bank of Charles Town
P. O. Box 906

COMMISSIONER
Caleb Hudson

Charles Town, West Virginia 25414

COMMISSIONER
Patricia Noland

RE: Irrevocable Letter of Credit #276 dated January 5, 2010, Construction Bond Surety for RAI Group 44, LLC - Burr Industrial Park, Lot 44, Buildings A & B (File #S06-06).

Dear Mr. Moore:

The Jefferson County Commission authorizes a complete release of the remaining \$140,000.00 from the construction bond for RAI Group 44, LLC - Burr Industrial Park, Lot 44, Buildings A & B (File #S06-06). This project is located on east side of Route 9 at 0.25 miles south of its intersection with Wiltshire Road (Route 8) on Ruland Road within the Burr Industrial Park. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Irrevocable Letter of Credit, originally issued in amount of \$528,158.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Peter Onoszko, President
Jefferson County Commission

PO:rfb

cc: Mr. James Ruland
RAI Group 44, LLC
179 East Burr Boulevard
Unit M
Kearneysville, West Virginia 25430
Engineering Department

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

JEFFERSON COUNTY, WEST VIRGINIA
 Engineering Department
 116 East Washington Street, P.O. Box 716
 Charles Town, West Virginia 25414

Email: engineering@jeffersoncountwv.org

Phone: 304-728-3257
 Fax: 304-728-3953

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 02 / 10 / 2017 J.C.P.C. File No. 506 - 06
 Consultant/Engineer/Firm Name: RAI PROPERTIES
 Mailing Address: 59 RULAND ROAD SUITE D
 City: KEARNSVILLE State: WV Zip: 25430
 Contact Person: JIM RULAND Phone: 304-728-0192
 Project/Subdivision Name: BURR INDUSTRIAL PARK LOT 44, BUILDINGS A & B
 Section/Phase: _____ Lots: _____

Review Comments:

- The bond release reduction is Approved as Submitted. The bond release/reduction request is Denied.
- Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.
- Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.
- Bonding Policy & Unit Cost Figures attached for your use.

Comments: ENTRANCE IMPROVEMENTS NO LONGER
REQUIRED BY D.O.H. PER-LINE REVISION SUBMITTED,
AND APPROVED TO REMOVE ENTRANCE IMPROVEMENTS

Approved for:
BOND RELEASE
 By: [Signature] 02/14/2017
County Engineer **Date**

Original Bond Amt. \$ 159,268 + 15% Cont. \$ 68,890 = Total Original Bond Amt. \$ 528,158

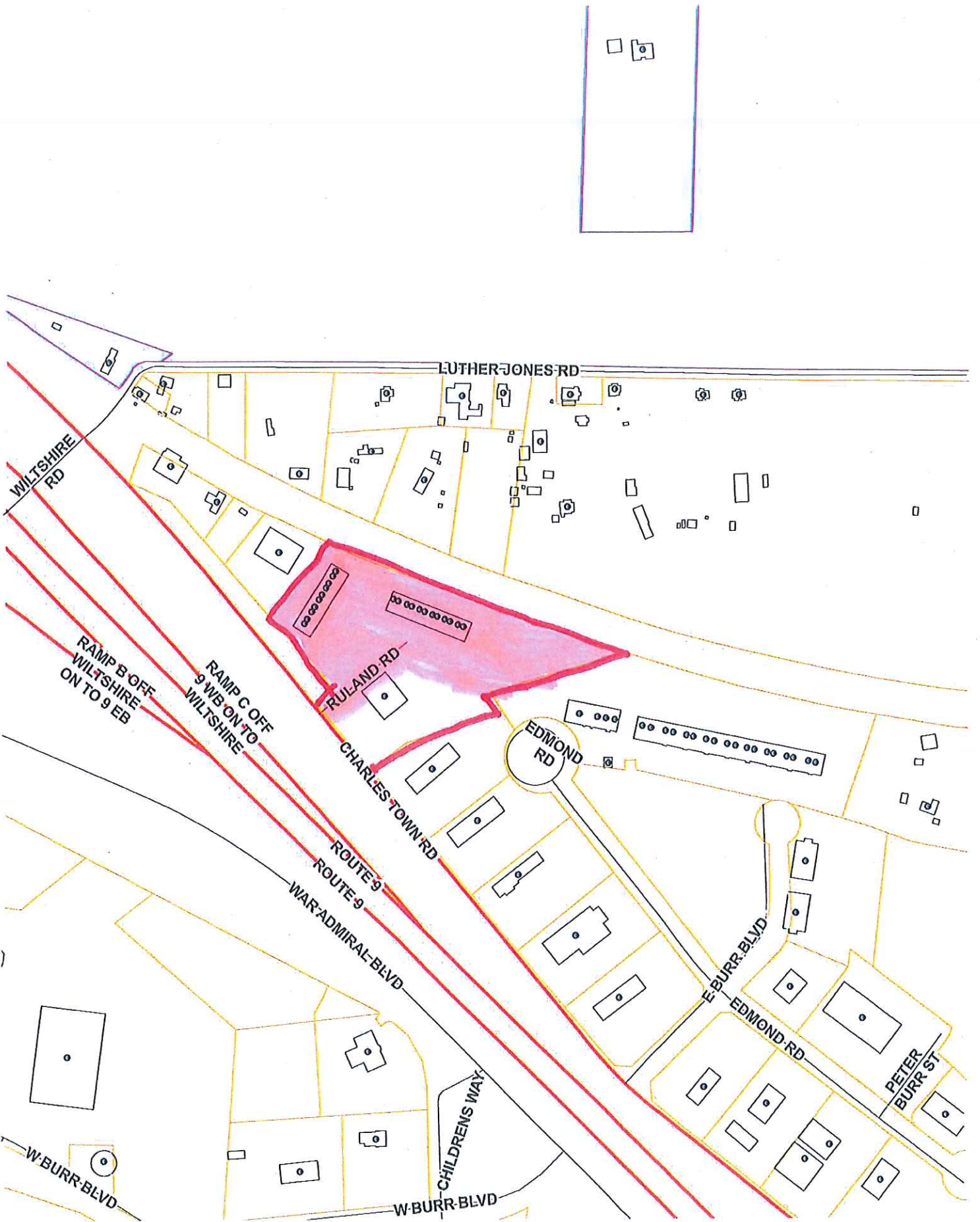
Total Current Bond Amount \$ 140,000.00

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

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Joseph W. KENT [Signature] Title: L.O.I.

Signature: [Signature] Date: 02 / 14 / 2017



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin, Chief County Engineer

Department or Organization: Engineering Department

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: March 2, 2017

Date Requested – 2nd Choice: April 6, 2017

Subject (*Wording to be placed on agenda*): Sinkhole Investigation Proposal – Bardane Industrial Park

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

A second sinkhole was discovered on a parcel of land owned by the Jefferson County Commission in the Bardane Industrial Park. The parcel of land (4.26 Acres) is located on Industrial Boulevard next to the West Virginia State Police maintenance facility; and is described as Parcel 1.4, Tax Map 2, Charles Town Tax District; Deed Book 584, Page 419. A location map is attached.

The sinkhole is located in a natural drainage swale running through a wooded section of the property and stormwater runoff is entering the sinkhole. In addition, the sinkhole is next to a parcel of land owned by the Jefferson County PSD, which contains a sanitary sewer pump station.

Attached is a letter dated January 11, 2017, from Michael Kanehl, enforcement officer with the West Virginia Department of Environmental Protection (WVDEP) requesting a timeline for remediating the sinkhole and directing the county to apply for an Underground Injection Control (UIC) permit "if the county does not have immediate plans to close the sinkhole." The chief county engineer responded to this letter with a timeline for investigating and remediating the sinkhole.

The purpose of the attached proposals is to gather information to determine the extent of the karst geology sinkhole features located below the surface and to gather detailed topographic survey information in order to analyze the drainage in the area; and then use the information to recommend how best to remediate the sinkhole.

Attached are three proposals as follows:

1. GeoConcepts Engineering, Inc. in the amount of \$12,660.00 to coordinate the work and excavation of the sinkhole throat, perform an electrical resistivity investigation, observe and document air-track drilling, analyze the topographic information and provide a summary report with recommendation.
2. Kable Excavating, LLC in the amount of \$900.00 to excavate and expose the sinkhole.
3. Allegheny Surveys, Inc. in the amount of \$7,700.00 to perform a topographic survey in the area of the sinkhole and delineate the drainage areas.

The total proposal cost is \$21,260.00; however, I recommend a budget of \$25,000.00 in order to provide a contingency amount for any unforeseen circumstances and the need for a change order to perform extra work or gather further information.

The Engineering Department is working with John Reisenweber, executive director of the Jefferson County Development Authority on this project and he supports the effort to have it remediated.

Is this a funding request? Yes If so, how much? \$25,000.00

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

Motion Requested: **Move to accept the proposals from GeoConcepts Engineering Inc. in the amount of \$12,660.00, and the proposal from Kable Excavating, Inc. in the amount of \$900.00, and the proposal from Allegheny Surveys, Inc. in the amount of \$7,700.00; and to budget \$25,000.00 for the project.**

Attach supporting documents for request, or request may be denied. **WVDEP Letter
GeoConcepts Engineering Inc. proposal
Kable Excavating, Inc. proposal
Allegheny Surveys, Inc. proposal**

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>



Eastern Panhandle Conservation District

151 Aikens Center, Suite 2

Martinsburg, WV 25404

(304) 263-4376 ~ Fax 263-4986



FILE



February 2, 2017

Mr. Joe Kent
Land Development Inspector
Jefferson County Engineering Department
PO Box 716
Charles Town, WV 25414

RE: Response to "Potential grant funding for sinkhole remediation effort within the Burr Industrial park" letter dated November 21, 2016

Dear Mr. Kent,

The Eastern Panhandle Conservation District had received your proposed budget and listened to your budget presentation at the December 21, 2016 board of directors meeting. After discussion, the board of directors moved to table any discussion and/or motions until the January 25, 2017 board of directors meeting.

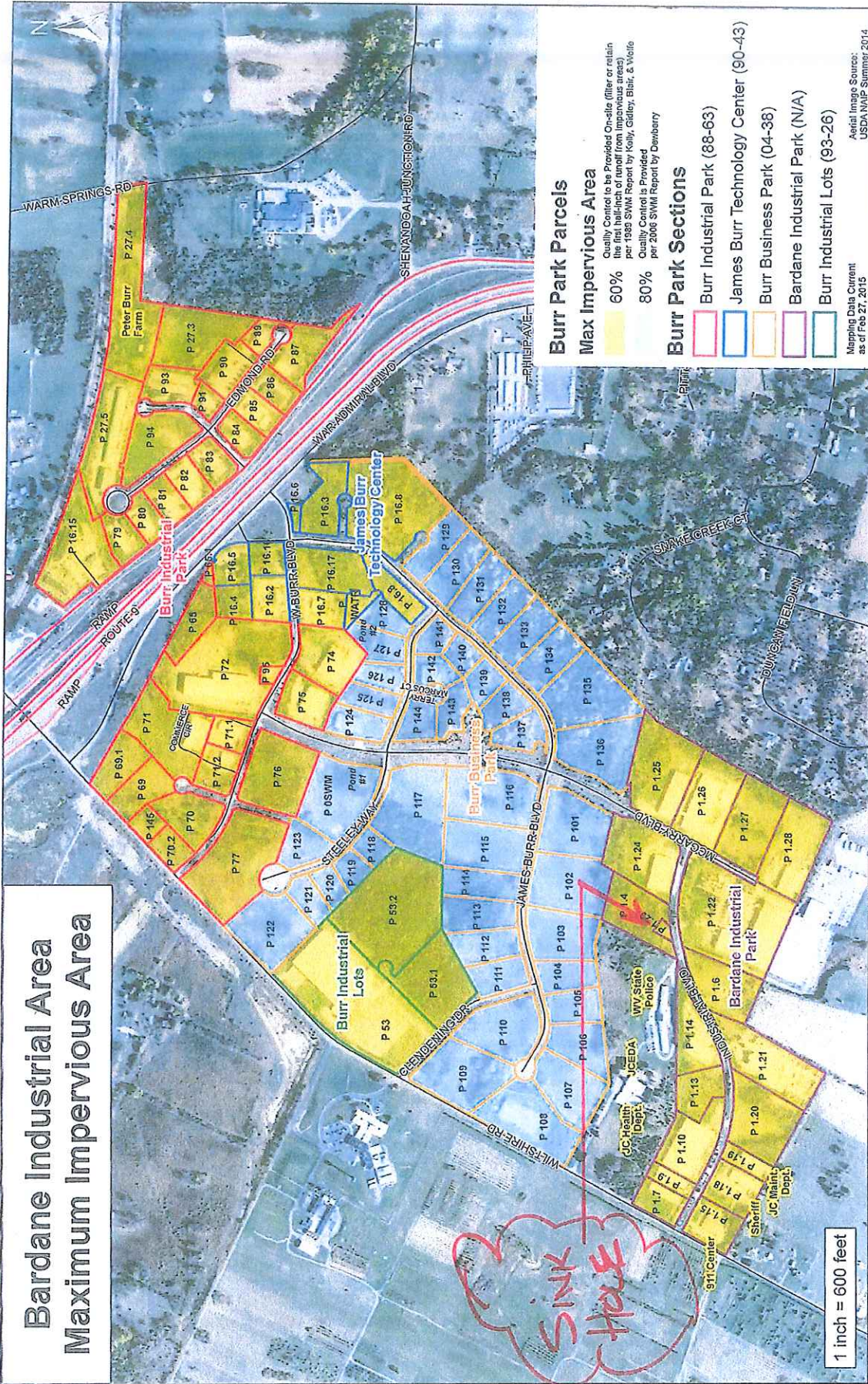
At the January 25, 2017 board of directors meeting, it was moved to take no action on the request as it did not follow the Eastern Panhandle Conservation District's mission statement which is, "To provide for and promote the protection and conservation of West Virginia's soil, land, and related resources for the health, safety and general welfare of the state's citizens."

If you have any questions on the matter, please do not hesitate to contact me at your convenience by calling (304) 258-4068.

Sincerely,

Robert "Lin" Dunham
Eastern Panhandle Conservation District,
Chair

Bardane Industrial Area Maximum Impervious Area



Burr Park Parcels Max Impervious Area

Quality Control to be Provided On-site (fill or retain the first half-inch of runoff from impervious areas) per 1989 SWM Report by Kelly, Gilroy, Blair, & Wolfe
Quality Control to be Provided per 2006 SWM Report by Danberry

Burr Park Sections

- 60% Burr Industrial Park (88-63)
- 80% James Burr Technology Center (90-43)
- Burr Business Park (04-38)
- Bardane Industrial Park (N/A)
- Burr Industrial Lots (93-26)

Mapping Data Current as of Feb 27, 2015
Aerial Image Source: USDA, NMAP, Summer 2014

1 inch = 600 feet



west virginia department of environmental protection

Environmental Enforcement
22288 Northwestern Pike
Romney, WV 26757
Telephone: (304) 822-7266 Fax: (304) 822-3687

Earl Ray Tomblin, Governor
Randy C. Huffman, Cabinet Secretary
www.dep.wv.gov

January 11, 2017

Received

JAN 13 2017

Jefferson County Commission
Ms. Stephanie Grove, County Administrator
P.O. Box 250
Charles Town, WV 25414

Jefferson County Commission

Reference: Abandoned Sewer Plant & Sink Hole
Bardane Industrial Park
Information Request

Ms. Grove:

Jefferson County Commission obtained property at the Bardane Industrial Park from Jedeco Utilities (deed book 584 page 416), which housed a wastewater treatment facility. A resolution (deed book 584 page 417) was approved by Jedeco Utilities Directors to turn the wastewater and drinking water plants over to the Jefferson County Commission to operate and maintain the facilities.

Pentree Inc. recorded a "plat of boundary" survey of the property and stated the wastewater facility was abandoned (deed book 1132 page 101). Please provide documentation on when the treatment facility was taken out of service and how the plant was decommissioned.

On this same property, a sinkhole developed near the abandoned wastewater treatment facility in a storm water drainage area. Please provide the county's plans and time line on remediating the sinkhole. If the county does not have immediate plans to close the sinkhole, a UIC permit should be applied for through the dep's webpage (<https://apps.dep.wv.gov/eplogin.cfm>).

I will be looking for the above information within 15 days of receipt of this letter. If you have any questions, please feel free to contact me by e-mail at michael.k.kanehl@wv.gov.

Sincerely,

Michael Kanehl

WVDEP-Romney
Environmental Enforcement

cc: Don Criss, WVDEP Geologist (via e-mail)

Promoting a healthy environment.



GeoConcepts Engineering, Inc.

19955 Highland Vista Dr., Suite 170
Ashburn, Virginia 20147
(703) 726-8030
www.geoconcepts-eng.com

August 30, 2016

Mr. Joseph W. Kent
Jefferson County Commission
124 E. Washington Street
Charles Town, West Virginia 25414

Subject: Change Order No. 1, Sinkhole Investigation and Mitigation Services, Burr Industrial Park, 338 Industrial Boulevard, Kearneysville, Jefferson County, West Virginia (Our 16099)

Dear Mr. Kent:

GeoConcepts Engineering, Inc. ("GeoConcepts") is pleased to submit this Agreement to you (the "Client") to provide professional engineering geology services for the subject project. This proposal has been prepared in accordance with the request for proposal and information provided to us.

Project Description

A relatively large cover-collapse sinkhole was observed by an employee of the Jefferson County Public Service District (JCPSD), which had developed along a drainage ditch alignment located approximately 100 feet north of a force-main sanitary sewer pump station at 338 Industrial Boulevard, Kearneysville, West Virginia. The sinkhole was subsequently reported to the Jefferson County Engineering Department. The client met with GeoConcepts at the sinkhole location to observe the structure and to assist GeoConcepts in developing a mitigation plan. The sinkhole was mitigated using the reverse graded filter method in compliance with the State of West Virginia Sinkhole Remediation Guidance Document on August 4, 2016. As a follow-up, the filled and graded sinkhole site was inspected by a representative of GeoConcepts on August 8, 2016 and also by the Jefferson County Engineering Department on the early afternoon of August 15, 2016, to ensure that the repair to the sinkhole was stable. Subsequent to that visit, a recording station close to Burr Industrial Park recorded a thunderstorm associated rainfall event of 1.77 inches, with a maximum precipitation rate of 3.75 inches per hour. The next day (August 16) a second thunderstorm produced 0.76 inches of rain in less than 15 minutes at a maximum rate of 3.5 inches per hour. A third and final thunderstorm occurred on August 17, resulting in 0.57 inches of rain which fell at a maximum 0.90 inches. Thus a total of 3.1 inches of rainfall fell over a 72 hour period.

The Jefferson County Engineering Department returned to the site on Friday, August 19 to see if the mitigated sinkhole had been seeded and mulched. It was then that a new sinkhole was observed (Figure 1) and subsequently reported to GeoConcepts. A representative of GeoConcepts visited the site on Monday, August 22, and verified that a new sinkhole had opened up. The opening was an oblong vertical shaft with exposed bedrock along its walls, approximately 4 feet in length x 2 feet wide, and of an unknown depth, located several feet to the northwest of the original sinkhole repair. The opening was large enough to allow the easy entry of a human being, so by strict definition it qualifies as a cave entrance.

Much of the soil which had been placed in lifts above the permeable geotextile fabric had been swept into the opening; however the fabric and stone which had been used to fill the original sinkhole and throat were completely intact. It was also apparent that the drainage ditch where the original sinkhole was located was channeling water in the opposite direction from which it had been originally intended to flow (i.e. from the northwest to the southeast), and was now carrying its entire flow from the direction of Industrial Boulevard towards the sinkhole and cave entrance along the drainage ditch to the northwest.



Figure 1. The cave entrance as it appeared on August 22, 2016.

The water flowing down the drainage ditch had cut a path through the soil lifts that had been placed above the geotextile fabric, and appeared to have been flowing across the top of the graded filter and fabric. The GeoConcepts investigator also observed a flow of cold air coming out of the sinkhole throat, suggesting that it may be the entrance to a fairly extensive system of open, air-filled cavern passages or solution conduits.

Based on the initial remediation efforts, and the observations after the storm events, it appears that the sinkhole may be significantly larger than initially thought, and it may be connected to an underground cave. Accordingly, it is necessary to better evaluate the extent of the underground voids present, and their impact on the sinkhole on the industrial park. This will allow the development of a more comprehensive remediation option to limit the risk of future sinkholes developing in this area.

Scope of Services

In order to develop mitigation and repair options for the newly opened cave entrance, GeoConcepts is proposing the additional services as follows.

- We will observe and document excavation of the cave entrance in order to safely and more accurately assess the size and depth of the structure, and help formulate the best way in which to mitigate it. This will entail the removal of all loose soil from the area of the original repair, as well as from around the circumference of the cave entrance.
- We will examine any existing site grading plans, LIDAR data, and any other readily available survey data, to determine the surface flow characteristics of the drainage channel and to assess if the water can be directed to an acceptable outlet, diverting it away from the previously mitigated sinkhole throat and the existing cave entrance.
- We will conduct an electrical resistivity investigation (ERI) of the site area to better characterize the subsurface conditions, and attempt to determine if any other near surface soil voids, buried cave entrances, or near-surface bedrock conduits are located near the current opening and within the area that could be impacted by surface ponding or flooding originating from the drainage ditch during flash flood events and/or periods of heavy rain or rapid snowmelt. We have assumed one full day in the field to conduct this survey.

- We will observe and document the drilling of air track borings to verify any subsurface anomalies observed during the ERI. We have assumed one full day of air track drilling to conduct the field investigation.
- We will prepare a summary report detailing the findings of our investigation, with recommendations for specific mitigation/repair options based on those findings.

Services not specifically detailed herein are excluded from the Scope of Services of this Agreement.

Project Fees

We will complete the above Scope of Services for an estimated fee of \$12,620. The estimated fees are as follows:

Task 1 – Project Planning and Coordination

Principal	1 Hour @ \$225/hr	\$225
Senior Geologist	6 Hours @ \$125/hr	\$750
Senior Staff Geologist	4 Hours @ \$80/hr	\$3200
Subtotal		\$1,295

Task 2 – Excavation and Observations of the Sinkhole/Cave Entrance

Senior Geologist	8 Hours @ \$125/hr	\$1,000
Senior Staff Geologist	8 Hours @ \$80/hr	\$640
Subtotal		\$1,640

Task 3 – Topographic and Hydrology Analysis

Senior Geologist	8 Hours @ \$125/hr	\$1,000
Subtotal		\$1,000

Task 4 – ERI Survey

ERI Equipment	full day	\$300
Senior Geologist (data analysis)	4 Hours @ \$125/hr	\$500
Senior Staff Geologist (field and data)	14 Hours @ \$80/hr	\$1,120
Staff Geologist (field)	10 Hours @ \$60/hr	\$600
Subtotal		\$2,520

Task 5 – Air Track Probe

Track Drill	full day	\$2,070
Senior Staff Geologist	8 Hours @ \$80/hr	\$640
Subtotal		\$2,710

Task 6 – Summary Report

Principal	3 Hours @ \$225/hr	\$675
Senior Geologist	20 Hours @ \$125/hr	\$2,500
Senior Staff Geologist	4 Hours @ \$80/hr	\$320
Subtotal		\$3,495

GRAND TOTAL

\$12,660

A schedule of our current fees is attached to this Agreement and incorporated herein. The attached schedules of fees will be applicable until January 1, 2017. We will notify you if the estimated fee is exceeded by more than 10 percent. Time for engineering services will include both field and office time, and travel between the site and the originating office. Services will be billed for actual hours expended times the applicable hourly rate. Travel mileage will be billed at a rate of \$0.60 per mile. A charge of five percent

of the monthly invoice fee will be added to each invoice to offset the cost of office support including, but not limited to, typing, in-house reproduction, computer usage, and contract administrative services. Items obtained on the Client's behalf will be invoiced at cost plus 15 percent.

The attached Contract Terms and Conditions is incorporated herein by reference and made a part of this Agreement. This Agreement and the Contract Terms and Conditions and the attached fee schedules represent the entire and integrated agreement between the parties and supersede all prior negotiations, representations or agreements, whether written or oral. The person signing this agreement warrants he/she has the authority to sign on behalf of the Client. If you direct us to perform services as set forth in this Agreement without signing the Agreement, such verbal direction constitutes acceptance by the Client of the terms of this Agreement including the attachments. However, please note that our stated liability insurance coverage is not in effect until we receive an executed contract for this project.

We appreciate the opportunity to be of service on this project. Please contact the undersigned if you have questions regarding this Agreement. If you direct us to perform services as set forth in this Agreement without signing the Agreement, such verbal direction constitutes acceptance by the Client of the terms of this Agreement including the attachments.

Sincerely,

GEOCONCEPTS ENGINEERING, INC.



Robert K. Denton Jr., CPG, LPSS
Senior Geologist
Licensed Professional Soil Scientist



Vivian H. Lewis
President

Attachments: Schedule of Personnel Fees
Contract Terms and Conditions

ACCEPTED: JEFFERSON COUNTY COMMISSION

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

Schedule of Personnel Fees

<i>Labor Category</i>	<i>Unit Rate Per Hour</i>
Principal	\$225
Associate	\$175
Senior Engineer/Geologist/Scientist	\$125
Project Engineer/Geologist/Scientist	\$100
Senior Staff Engineer/Geologist/Scientist	\$80
Structural Steel/Fireproofing Inspector	\$85
Staff Engineer/Geologist/Scientist/Staff Technologist	\$65
VDOT Certified Technician	\$75
Senior Engineering Technician	\$60
Clerical	\$60

Notes:

1. Overtime rates for technician personnel will be charged at 1.5 times the standard hourly rate for work over 8 hours per day, 40 hours per week, weekend work, or holidays, and between the hours of 6:00 pm and 6:00 am.
2. When using the hourly rates presented above for technicians, a \$40 per day trip charge will apply for travel time, travel mileage, and equipment rental.
3. A fee of \$75.00 per pick up will apply for transportation of cylinders to the testing laboratory.

CONTRACT TERMS AND CONDITIONS

1. STANDARD OF CARE

GEOCONCEPTS will strive to perform services under this Agreement in accordance with generally accepted principles of engineering practices and in a manner consistent with that level of care and skill ordinarily exercised by members of their profession, practicing under similar circumstances in the same or similar locality, in the same period of time. This warranty is in lieu of all other warranties, either express or implied.

2. OWNERSHIP OF DOCUMENTS

The documents prepared by GEOCONCEPTS for this Project are Instruments of Service for use solely with respect to this Project and GEOCONCEPTS is deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. Client will be permitted to retain copies, including reproducible copies, of the documents solely for Client's information, reference and use in connection with the Project as long as Client is not in default under this Agreement. Any termination of this Agreement prior to completion of the Project shall terminate this license. Use and reproduction of any Instrument of Service without the express written consent of GEOCONCEPTS is unauthorized and such use is at the sole risk of the user, and Client agrees to indemnify, defend, and hold GEOCONCEPTS harmless from all claims, damages and expenses, including attorney's fees, arising out of such unauthorized use. Client agrees that all reports and other work furnished to Client or its agents, which are not paid for, will be returned upon demand and will not be used by Client for any purpose whatsoever. The technical and pricing information contained in any document submitted by GEOCONCEPTS to Client is confidential and proprietary, and shall not be released or otherwise made available to any third party without the express written consent of GEOCONCEPTS.

3. COST ESTIMATES

Any estimate of cost in the Agreement shall not be considered as a fixed price, but only an estimate unless otherwise specifically stated in the Agreement. Client acknowledges that estimates of construction and development costs provided by GEOCONCEPTS are subject to influences outside of GEOCONCEPTS' control. The Client further acknowledges that actual construction or development costs may vary substantially from estimates provided by GEOCONCEPTS. GEOCONCEPTS does not warrant or guarantee the accuracy of cost estimates provided during the course of their work.

If the client requires the incorporation of changes in the construction documents to accommodate value engineering, the client agrees, to the fullest extent permitted by law, to waive all claims against consultant and to indemnify and hold harmless the consultant from any damages, liabilities or costs, including reasonable attorneys' fees and cost of defense, which arise in connection with or as a result of the incorporation of such design changes required by the client. In addition, the consultant shall be compensated for services necessary to incorporate recommended value engineering changes into reports, drawings, specifications, bidding or other documents.

4. PAYMENTS

Invoices will be submitted by GEOCONCEPTS on a monthly basis as work proceeds. Invoices will be due and payable in full upon receipt of an invoice by Client without retainage, and will not be contingent upon receipt of funds from third parties. In the event that Client objects to all or any portion of any invoice, Client shall notify GEOCONCEPTS of the reasons for the objection within fifteen (15) days from date of the invoice, and pay that portion of the invoice not in dispute. If fees are not paid in full within thirty (30) days of the invoice date, GEOCONCEPTS reserves the right to suspend or terminate services and the right to pursue all appropriate remedies, including withdrawing certifications, stopping work on three (3) days prior written notice, and retaining all documents without recourse. In the event of such suspension or termination of services, GEOCONCEPTS shall have no

liability to Client for delay or damages caused by such suspension or termination. If at any time, an invoice remains unpaid for a period in excess of thirty (30) days, a service charge of one and one-half percent (1.5%) per month from the invoice date will be charged. In the event GEOCONCEPTS employs the services of any attorney or agency to collect any sums due hereunder or to enforce any terms contained herein Client agrees to pay litigation costs, reasonable attorney's fees and court costs (prior to and through any trial and/or subsequent proceeding) incurred by GEOCONCEPTS. Invoices will be submitted electronically to your designated representative with no hard copies provided.

5. CLIENT RESPONSIBILITIES

Client shall notify GEOCONCEPTS of known or suspected underground utilities and underground structures in the area of the work. GEOCONCEPTS is not responsible for damage to below grade utilities, structures or other features not brought to its attention, or incorrectly marked in the field by others or incorrectly shown on plans provided.

Client, for its own benefit, may, from time to time, on its own or retain others to perform certain tests, inspections and analyses or other information and materials for use by GEOCONCEPTS. GEOCONCEPTS may and is expected to rely on such tests, inspections, analyses, opinions, data, reports, materials and other information without the need for independent evaluation and/or verification. Moreover, Client agrees to indemnify, defend, and hold GEOCONCEPTS harmless from any and all losses, damages and claims of any nature which may in any way arise out of or in connection with the use by GEOCONCEPTS of the tests, inspections, analyses, opinions, data, reports, materials, and other information issued and/or prepared by Client or others and furnished to GEOCONCEPTS in connection with this project.

In the event Client or Client's personnel, contractors, or subcontractors become aware of a suspected error or omission by GEOCONCEPTS, or a change in the conditions reported by GEOCONCEPTS is suspected, GEOCONCEPTS shall receive prompt written notice of such suspected error, omission, or change in order that GEOCONCEPTS may have the opportunity to take prompt, effective measures which in GEOCONCEPTS' opinion will minimize the consequences of a defect in service. Failure to provide prompt notice or to provide GEOCONCEPTS the opportunity to remedy the situation shall relieve GEOCONCEPTS of any further liability.

6. CHANGED CONDITIONS

GEOCONCEPTS has established the Scope of Services based on known conditions and risks. If in GEOCONCEPTS' sole opinion these conditions change in light of occurrences or discoveries that were not originally contemplated by or known to GEOCONCEPTS at the time of Agreement, GEOCONCEPTS may request that the terms of the Agreement be renegotiated. GEOCONCEPTS shall identify the changed conditions and Client shall promptly and in good faith enter into renegotiations of this Agreement to help permit GEOCONCEPTS to continue to meet Client's needs. If renegotiated terms cannot be agreed to, Client agrees that GEOCONCEPTS has an absolute right to terminate this Agreement.

7. HAZARDOUS SUBSTANCES

Client shall notify GEOCONCEPTS of any information regarding known or suspected contaminated or hazardous materials related to their subsurface investigations or studies. The client recognizes that GEOCONCEPTS, by virtue of completing a subsurface investigation at the site, is not responsible for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. Client agrees to advise GEOCONCEPTS prior to beginning work of any hazardous substances on or near the site. In the event that test samples obtained during GEOCONCEPTS' work contain substances hazardous to health, safety or the environment, these

samples remain the property of Client. Likewise, any equipment contaminated during GEOCONCEPTS' services which cannot be reasonably decontaminated shall become the property and responsibility of Client. Such samples and/or equipment will be delivered to Client. Client agrees to pay transportation costs for samples and equipment and the fair market value of contaminated equipment.

8. OBSERVATIONS SERVICES

If set out in the Scope of Services, GEOCONCEPTS will provide personnel to observe and report on specific aspects or phases of construction in accordance with the agreed Scope of Services. Should Client not retain GEOCONCEPTS to monitor construction, or should Client unduly restrict GEOCONCEPTS' assignment to monitor construction, Client waives any claim against GEOCONCEPTS, and agrees to indemnify, defend, and hold GEOCONCEPTS harmless from any claim, liability, or loss arising from problems during construction that allegedly result from findings, conclusions, recommendations, plans, or specifications developed by GEOCONCEPTS.

GEOCONCEPTS' services do not include supervision or direction of the actual work of the contractor, its employees, agents or subcontractors or job site safety. Client agrees to notify the contractor accordingly. The contractor shall also be informed by Client that neither the presence of GEOCONCEPTS' field representative nor the observation and testing by GEOCONCEPTS shall excuse the contractor from defects in its work nor from potentially unsafe working conditions under no circumstances shall GEOCONCEPTS have any responsibility for safety at the project, other than for its own personnel. Safety at the project is the sole and exclusive responsibility of Client and its contractor(s).

9. RIGHT OF ENTRY

Client will provide rights of entry and access for GEOCONCEPTS and necessary permissions in order for GEOCONCEPTS to perform its services. While GEOCONCEPTS will take reasonable precautions to minimize damage to the property, it is understood that in the normal course of work, some damage may occur to surface features, the correction of which is not part of GEOCONCEPTS' Scope of Services.

10. DISCLOSURE

If during the course of this engagement, GEOCONCEPTS develops data or information that requires disclosure to an administrative agency or other authority with proper jurisdiction, Client agrees to such disclosure and agrees to defend, indemnify, and hold GEOCONCEPTS harmless from any claim or liability arising from such disclosure.

11. FAILURE TO FOLLOW RECOMMENDATIONS

Client recognizes and assumes the inherent risks connected with subsurface and earthwork construction, and agrees that it would be unfair to hold GEOCONCEPTS liable for problems that may occur if GEOCONCEPTS' recommendations are not followed. Accordingly, Client waives any claims against GEOCONCEPTS, and agrees to defend, indemnify, and hold GEOCONCEPTS harmless from any claim or liability for injury or loss that results from Client's failure to strictly implement GEOCONCEPTS' recommendations. Client also agrees to compensate GEOCONCEPTS for any time spent and expenses incurred by GEOCONCEPTS, including attorney's fees, in defense of any such claim, with such compensation to be based upon GEOCONCEPTS' then prevailing fee schedule and expense reimbursement policy.

12. REJECTION OF WORK

GEOCONCEPTS may recommend to Client rejection of contractor's work which, in GEOCONCEPTS' professional opinion, does not conform to design, specifications, or GEOCONCEPTS' recommendations. Client agrees to indemnify, defend and hold GEOCONCEPTS harmless from any and all losses, damages and claims of any nature, which may in any way arise out of GEOCONCEPTS' rendering of good faith advice to Client on this topic.

13. DELAYS

In the event that GEOCONCEPTS' field or technical work is interrupted

due to causes beyond GEOCONCEPTS' control, GEOCONCEPTS shall be compensated for the labor, equipment, and other costs GEOCONCEPTS incurs in order to maintain its workforce for Client's benefit during the interruption, or at Client's option, the various costs GEOCONCEPTS incurs for demobilization and subsequent remobilization. Compensation to GEOCONCEPTS shall be based upon GEOCONCEPTS' then prevailing fee schedule and expense reimbursement policy.

Client shall not hold GEOCONCEPTS responsible for damages or delays in performance caused by acts of God or other circumstances beyond the control of GEOCONCEPTS, and which could not reasonably have been anticipated or prevented. For purposes of this Agreement, acts of God and other circumstances include, but are not necessarily limited to, unusual weather, floods, epidemics, war, riots, strikes, lockouts or other industrial disturbances, protest demonstrations, unanticipated site conditions, or inability, despite reasonable diligence, to supply personnel, equipment, or material to the project. Should such acts occur, Client and GEOCONCEPTS shall utilize their best efforts to overcome the resulting difficulties and resume conduct of services called for in the Agreement as soon as reasonably possible. Delays within the scope of this provision that cumulatively exceed forty-five (45) calendar days shall entitle GEOCONCEPTS, at its option, to either renegotiate this Agreement based on GEOCONCEPTS' then prevailing fee schedule and expense reimbursement policy or to terminate the contract.

In the event services are interrupted, suspended or terminated for any of the causes listed above, GEOCONCEPTS shall have no liability to Client for such delay or damages caused by such interruption, suspension or termination of services by GEOCONCEPTS.

14. DISPUTE RESOLUTION

In addition to and as a condition precedent to litigation, the parties shall endeavor to settle disputes by non-binding mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association then in effect unless the parties mutually agree otherwise. In no event shall the demand for mediation be made after the date when such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Any mediation shall be conducted in Loudoun County, Virginia.

If mediation fails to resolve the claims or disputes, then all claims, disputes or other matters in question arising out of this Agreement shall be determined by the Circuit Court for Loudoun County, Virginia or the U.S. District Court for the Eastern District of Virginia (Alexandria, Virginia). Both parties consent to personal jurisdiction and venue in the courts referenced above.

Client and GEOCONCEPTS specifically waive their right to a jury trial to resolve any and all claims, including but not limited to those sounding in contract, tort or statute, against the other arising out of or connected in any way to the project or this Agreement because the parties hereto believe that the complex commercial and professional aspects of their dealings with one another make a jury determination neither desirable nor appropriate. Any and all claims and/or causes of action between the parties arising out of or relating to this Agreement shall be brought by either party within two (2) years of substantial completion of the Project or termination of this Agreement whichever is sooner.

15. CERTIFICATE OF MERIT

Client shall make no claim, either directly or in a third party claim, against GEOCONCEPTS unless Client has first provided GEOCONCEPTS with a written certification executed by an independent professional currently practicing in the discipline of the alleged defect or error and licensed in the state where the Project is located. This certification shall: a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the standard of care in this Agreement; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation.

16. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia. Should any provision of this Agreement be or become legally invalid, the validity of the remainder of this Agreement shall not be affected.

17. LIMITATION OF LIABILITY

GEOCONCEPTS' liability for damages arising out of any theory of liability including torts such as negligence, strict or statutory liability, and breach of contract, shall be limited to an amount not to exceed the lesser of GEOCONCEPTS' fee or \$50,000.00. If Client prefers not to limit GEOCONCEPTS' professional liability to this sum, GEOCONCEPTS will waive this limitation upon Client's request, provided that Client agrees to pay an additional consideration for this waiver. Client further agrees to require the contractor and his subcontractors to agree to an identical limitation of GEOCONCEPTS' liability for damages suffered by the contractor or the subcontractors. To the extent damages are covered by property insurance, Client and GEOCONCEPTS waive all rights against each other.

GEOCONCEPTS will not be liable for consequential damages, including, without limitation, loss of use or loss of profits, regardless of whether such damages are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act by others. No director, officer, employee or agent of GEOCONCEPTS shall have any individual liability to Client. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, any other person.

GEOCONCEPTS represents that its employees are protected by worker's compensation insurance, and that GEOCONCEPTS has insurance coverage for public and professional liability and property damage to protect itself from claims arising from the work it performs. Certificates of insurance can be provided to the client if requested.

18. ASSIGNMENT

Neither Client nor GEOCONCEPTS shall assign or transfer its interest or claim arising under or related to this Agreement, including interest in and claims for any moneys due or to become due, without the written consent of the other party. Any such assignment or transfer shall be deemed void and invalid, the assignee shall acquire no rights as a result of any such assignment and the non-assigning party shall not recognize any such assignment.

19. TERMINATION

This Agreement may be terminated by either party by seven (7) days written notice in the event of substantial failure to perform in accordance with the terms of the Agreement by the other party through no fault of the terminating party. If this Agreement is terminated, it is agreed that GEOCONCEPTS shall be paid for its total charges for services performed to the termination date, plus reimbursable charges and termination expenses. Termination expenses are defined as fifteen percent (15%) of GEOCONCEPTS' total charges for services accumulated to the date of termination to account for GEOCONCEPTS' costs of rescheduling adjustments, reassignment of personnel, and related costs incurred due to termination.

20. BIOLOGICAL POLLUTANTS

Consultant's scope of work does not include the investigation or detection of the presence of any Biological Pollutants in or around any structure. Client agrees that Consultant will have no liability for any claim regarding bodily injury or property damage alleged arise from or be caused by the presence of or exposure to any Biological Pollutants in or around any structure. In addition, Client will defend, indemnify, and hold harmless Consultant from any third party claim for damages alleged to arise from or be caused by the presence of or exposure to any Biological Pollutants in or around any structure, except for damages arising from or caused by Consultant's sole negligence. The term "Biological Pollutants" includes, but is not limited to, molds, fungi, spores, bacteria, and viruses, and the byproducts of any such biological organisms.

PROPOSAL
KABLE EXCAVATING, LLC
83 PROSPERITY LANE
RANSON WV 25438
WV032512
VA2705 121818A
OFFICE: 304-724-5477
FAX: 304-724-5480

September 15, 2016

TO: Robert K. Denton Jr., CPG, LPSS
Senior Geologist
GeoConcepts Engineering, Inc.
19955 Highland Vista Drive, Suite 170
Ashburn, Virginia 20147

VIA EMAIL

JOB NAME/LOCATION: Burr Industrial Park

SCOPE OF WORK:

- Expose Sinkhole S 900.00
(Remediation not included)

We thank you for the opportunity of allowing us to present our proposal and hope to have the pleasure of serving you. Please call with any questions you may have regarding the above proposal.

AUTHORIZED SIGNATURE



Mark H. Kable, President
KABLE EXCAVATING, LLC

09/15/2016

DATE

Acceptance of Proposal:

AUTHORIZED SIGNATURE(s):

Signature

DATE

Printed Name & Title

TERMS & CONDITIONS

DEFAULT: KABLE EXCAVATING LLC REMEDIES. In the event that Owner or General Contractor shall not pay any draw, payment, fee or expense required to be paid to Kable Excavating LLC hereunder, then Kable Excavating LLC shall be entitled to recover from Owner or General Contractor interest at the rate of one and one-half percent (1.5%) per month on the outstanding amount due Kable Excavating LLC for each unpaid draw, payment, fee or expense from the due date of such unpaid draw, payment, fee or expense to the date of actual receipt of such draw, payment, fee or expense by Kable Excavating LLC. In the event that Kable Excavating LLC must retain counsel to enforce any provision of this Contract against Owner or General Contractor, whether suit is filed or demand for arbitration is made, or not, Kable Excavating LLC shall recover from Owner or General Contractor all of Kable Excavating LLC's attorneys fees and costs. Nothing contained herein shall be construed to mean that Kable Excavating LLC is financing any portion of the financing of the Work, and this Contract shall not be construed to be a consumer loan or consumer credit sale for any purpose as Kable Excavating LLC is not a lender or in the business of financing the Work. This Contract contemplates payment for the Work pursuant to the draw schedule or otherwise as provided herein, and interest accruing to Kable Excavating LLC under this provision is added only in the event of untimely payment by Owner or General Contractor, not as a benefit of the bargain to Kable Excavating LLC.

DEMAND FOR ARBITRATION. Each, every, and all controversies between Kable Excavating LLC and Owner or General Contractor, no matter who raises the same, shall be resolved by a demand for arbitration to the American Arbitration Association, according to its then prevailing Construction Rules. If the claim or counter-claim is for an amount in excess of \$50,000.00, then there shall be three (3) arbitrators selected; otherwise, only one (1) arbitrator shall be selected. Any award rendered by the arbitrator(s) shall be enforceable against the non-prevailing party in any court of competent jurisdiction. Nothing contained herein shall limit or restrict Kable Excavating LLC's ability to file a notice of mechanics lien or to file suit to enforce it pending an arbitration award. Each party expressly waives the right to a jury trial.

Owner's(s')/General Contractor's Initial: _____



November 18, 2016

Jefferson County Commission
Attn: Roger Goodwin, P.E.
117 E. Washington St.
PO Box 716
Charles Town, WV 25414
Phone (V): 304-728-3257
Email: jwkent@jeffersoncountywv.org

Allegheny Surveys, Inc. hereby proposes to perform the following tasks for you.
The scope of work is as follows:

Task 1: Preparation of a topographic map of an area located in both the Bardane and Burr Industrial Parks. This area is outlined in red on an aerial photograph attached hereto. This topographic map will be based on Lidar imaging done in 2012 and on field run topography in the vicinity of the sinkhole/cavern which is to be remedied by others.

Task 2: Identification and delineation of the drainage areas within the area outlined as described.

Task 3: Deliverables will be in the form of two sketches. One showing the immediate vicinity of the sinkhole. One showing the entire area outline in red with delineated drainage areas.

Our Fee for this (these) services: **Lump Sum \$7,700.00**

All fees will be billed monthly based on the services performed during the month. This contract is subject to the general terms and conditions attached hereto. Hourly services are based on the hourly rates attached hereto.

Sincerely,

Karen K. Brill, PS
Allegheny Surveys, Inc.
25 Lights Addition Drive
Martinsburg, WV 25404

Signature lines are on the following page.

BIRCH RIVER OFFICE
237 Birch River Road
Birch River, WV 26610
phone: 304-649-8606
fax: 304-649-8608

BRIDGEPORT OFFICE
172 Thompson Drive
Bridgeport, WV 26330
phone: 304-848-5035
fax: 304-848-5037

ALUM CREEK OFFICE
P.O. Box 108 • 1413 Childress Rd
Alum Creek, WV 25003
phone: 304-756-2949
fax: 304-756-2948

MARTINSBURG OFFICE
25 Lights Addition Drive
Martinsburg, WV 25404
phone: 304-901-2162
fax: 304-901-2182

The above proposal/contract of Allegheny Surveys, Inc. is accepted:

Print (Type) Individual, Firm or Corporate Name of Party Legally Responsible for Payment

Signature of Authorized Representative

Date

Print (Type) Name of Authorized Representative and Title

ALLEGHENY SURVEYS, INC.
GENERAL TERMS AND CONDITIONS

- 1. EXPIRATION OF PROPOSAL:** It is understood that this proposal is valid for a period of sixty (60) days from the date of the proposal. Upon the expiration of this period of time, Allegheny Surveys, Inc. (hereinafter, "Allegheny") reserves the right to review the proposed basis of payment and fees, to allow for changing costs, as well as to adjust the time of performance to conform to work loads.
- 2. AUTHORIZATION TO PROCEED:** Upon receipt of the Client's authorization to proceed with the work, either in writing or verbal, Allegheny's proposal to the Client becomes a binding Agreement between the parties to include these General Terms and Conditions. This Agreement is not subject to the provision of any Uniform Commercial Code, nor to accept those terms and conditions offered by the Client in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or as expressly accepted in writing. Written acknowledgement of receipt or the actual performance of services subsequent to receipt of any such purchase order, requisition, or notice of authorization to proceed does not constitute acceptance of any terms or conditions contrary to those set forth herein.
- 3. SCOPE OF SERVICES:** The Scope of Services performed under this Agreement shall be as described in the proposal or other cover document of which these Terms and Conditions are made a part. Separate "Agreement Amendments" signed by authorized representatives of the Client and Allegheny may, from time to time, describe and incorporate into this Agreement additional or different Services to be performed under this Agreement. The terms and conditions of this Agreement shall apply to the Agreement Amendments, except to the extent expressly modified therein. Allegheny's services with regard to the specific properties covered by this Agreement and subsequent Agreement Amendments, if any, shall hereinafter be referred to as the "Project" or "Projects".
- 4. STANDARD OF CARE:** In providing services under this Agreement, Allegheny will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Allegheny makes no warranty of any kind, either express or implied.
- 5. INVOICING AND PAYMENT:**

 - A.** Invoices shall be submitted on a monthly basis, terms net upon receipt and shall be considered past due if payment is not received within thirty (30) calendar days of the date of the invoice. Past due balances shall be subject to interest at the rate of 1-1/2% per month (or the maximum rate allowable by law, whichever is more) assessed from the date of the invoice. Payments on delinquent accounts shall first be applied to accrued interest and then to the unpaid principal.
 - B.** If the Client objects to all or any portion of any invoice, the Client shall notify Allegheny of the objection within fifteen (15) days from the date of Client's receipt of the invoice, give reasons for the objection, and timely pay that portion of the invoice not in dispute. Failure to so object shall be deemed acceptance of said services.
 - C.** If the Client fails to make payments when due and Allegheny incurs any costs in order to collect overdue sums from the Client, the Client agrees that all such collection costs incurred shall immediately become due and payable to Allegheny. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, and reasonable Allegheny staff costs at standard billing rates for Allegheny's time spent in efforts to collect. This obligation of the Client to pay Allegheny's collection costs shall survive the term of this Agreement or any earlier termination by either party.
 - D.** If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Consultant may suspend or terminate performance of services upon notification of Client. Upon payment in full by the Client and at the Client's direction, Allegheny will resume services under this Agreement; however, depending upon the duration of the suspension of service, additional time and cost to complete the work may be required, and these shall be agreed to before resumption of services. Allegheny is not liable for any damages arising from such suspension/termination.
 - E.** Expenses properly chargeable to the work which are reimbursable at cost shall include but are not limited to: travel and living expenses of personnel when away from the home and office on business connected with the project; identifiable communications, shipping, reproduction costs; and expendable materials and supplies used for the project.
- 6. COSTS AND SCHEDULE CHANGES:** Costs and schedule commitments shall be subject to renegotiation for delays caused by the Client's failure to provide specified facilities or information, for delays caused by occurrences outside Allegheny's control or force majeure, such as fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdown, acts of God or of the public enemy, or acts of regulations of any governmental agency. Temporary work stoppage caused by any of the above may result in additional cost (reflecting a change in scope) beyond that outlined in this proposal. It is further understood that the response of third parties such as government agencies or equipment or material suppliers is germane to the completion of all projects requiring their review and approval or their providing of data, comments, material or equipment. Allegheny does not assume responsibility for project delays due to the untimely or unreasonable response of third parties. Any such changes to this Agreement will be covered by a duly executed Agreement Amendment as described in Paragraph 3, Scope of Services.

7. **TERMINATION OF AGREEMENT:** The Client may terminate this Agreement for Client's convenience and without cause upon giving Allegheny not less than seven (7) calendar days' written notice. Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons:

- A. Substantial failure by the other party to perform in accordance with the terms and conditions of this Agreement and through no fault of the terminating party.
- B. Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party.
- C. Suspension of the Project or Allegheny's services by the Client for more than sixty (60) calendar days, consecutive or in the aggregate.
- D. Material changes in the conditions under which this Agreement was entered into, the Scope of Services of the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of termination of this Agreement by either party, the Client shall, within thirty (30) calendar days of termination, pay Allegheny for all services rendered and all reimbursable costs incurred by Allegheny up to the date of termination, in accordance with the payment provisions of this Agreement. In the event of any termination that is not the fault of Allegheny, the Client shall pay Allegheny, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by Allegheny in connection with the orderly termination of this Agreement, including, but not limited to, demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

8. **INSURANCE:** Unless the Client requires otherwise, Allegheny will maintain insurance coverage in the following amounts:

General Liability - \$1,000,000 per occurrence; \$1,000,000 in the aggregate

Professional Liability - \$1,000,000 per claim; \$1,000,000 in the aggregate

Premiums for insurance in addition to the above stated normal coverage, shall be paid by the Client.

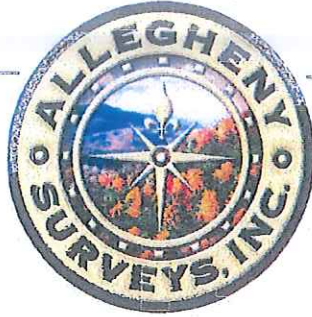
9. **PROJECT DOCUMENTS:** The Client agrees that all documents prepared for this Project are instruments of Allegheny's professional service and are exclusively for the use of this Project; they shall not be modified by others, used for other projects or used by others for additions to this Project without the expressed written consent of Allegheny. Further, all documents prepared by Allegheny on this Project are intended for the exclusive use of the Client. Should the Client intend to distribute the Project Documents to parties other than implied by the nature of the Project or to use the documents for advertising or other purposes, the Client agrees to obtain prior written approval from Allegheny. Notwithstanding any other provision of this Agreement, all reports, plans, specifications, electronic filing, field data, notes and other documents and instruments prepared by Allegheny in the performance of the Project shall remain the property of Allegheny, and Allegheny shall retain all common law, statutory and other reserved rights, including copyright(s) thereto. As provided for in the Agreement, the Client may retain copies, including copies stored on magnetic tape or disk, for information and reference in connection with the review, construction, occupancy or other intended use of the Project, provided it has met all of its obligations under this agreement.

10. **ELECTRONIC FILES:** Because of the possibility that information and data delivered in electronic file format may be altered, whether inadvertently or otherwise, Allegheny reserves the right to retain the original tapes/disks and to remove from copies provided to the Client all identification reflecting the involvement of Allegheny in their preparation. Allegheny also reserves the right to retain hard copy originals of all project documentation delivered to the Client in electronic file format, which originals shall be referred to and shall govern in the event of any inconsistency between the two. Further, it is understood that the automated conversion of information and data from the system and format used by Allegheny to an alternate system or format may not be able to be accomplished without the introduction of inexactitudes, anomalies, and errors. In the event project documentation provided to the Client in electronic format is so converted by the Client, the Client agrees to assume all risks associated therewith and, to the fullest extent permitted by law, to hold harmless and indemnify Allegheny from and against all claims, liabilities, losses, damages, and costs, including, but not limited to, attorney's fees, arising therefrom or in connection therewith.

11. **CONFIDENTIALITY:** Allegheny agrees to keep confidential and not to disclose to any person or entity any data or information not previously known to and generated by Allegheny or furnished to Allegheny and marked CONFIDENTIAL by the Client, except to Allegheny's employees, subconsultants and the general contractor and subcontractors on a need to know basis in the performance of services for the Project. These provisions shall not apply to information in whatever form that is in the public domain, nor shall it restrict Allegheny from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other legitimate authority, or if in the opinion of Allegheny's legal counsel disclosure is reasonably necessary for Allegheny to defend itself from any legal action or claim.

12. **SUBCONSULTANTS:** To carry out the Scope of Services of this Agreement, Allegheny may engage the services of any subconsultants when, in Allegheny's sole opinion, it is appropriate to do so. Such subconsultants may include, but not necessarily be limited to: civil, electrical, mechanical, structural, or geotechnical engineers; testing laboratories; aerial photogrammetrists; and land surveyors.

13. **CONTRACTS/SUBCONTRACTS:** By doing business with Allegheny, the Client agrees with Executive Order 11246 which prohibits discrimination because of Race, Color, Religion, Sex or National Origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.
14. **CLIENT'S DUTY TO NOTIFY OF HAZARDS:** Client agrees to advise Allegheny promptly of any known hazardous substances or any known suspected condition existing in, on or near the site presenting a potential danger to human health or the environment. If Client fails to advise Allegheny, Client assumes full responsibility and liability and shall hold Allegheny harmless from any or all claims, demands, suits and liabilities for personal injury, disease, and/or death, medical expenses, including but not limited to, continued health monitoring, property damage, economic loss, including consequential damages.
15. **SITE SAFETY:** Allegheny's site responsibilities are limited solely to the activities of Allegheny and Allegheny's employees on site. These responsibilities shall not be inferred to any party to mean that Allegheny has responsibility for site safety. Safety in, on, or about the site is the sole and exclusive responsibility of the Client. Client also shall, to the fullest extent permitted by law, waive any claim against Allegheny, and indemnify, defend and hold Allegheny harmless from any claim or liability for injury or loss arising from Allegheny's alleged failure to exercise site safety responsibility. Client shall also compensate Allegheny for any time spent or expenses incurred by Allegheny in defense of any such claim. Such compensation shall be based upon Allegheny's prevailing fee schedule and expense reimbursement policy.
16. **LIABILITY:** To the fullest extent permitted by law, and notwithstanding any other provisions of this Agreement, the total liability, in the aggregate, of Allegheny's and Allegheny's officers, directors, partners, employees and subconsultants, and any of them, to the Client and anyone claiming by or through the Client, for any and all claims, losses, costs or damages, including attorney's fees and costs and expert-witness fees and costs of any nature whatsoever, or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by Allegheny under this Agreement, or the total amount of Fifty Thousand Dollars (\$50,000), whichever is greater.
17. **AUTHORIZED REPRESENTATIVES AND NOTICES:** The Client's and Allegheny's authorized representatives are as designated in the Agreement, or if not so designated, are the addressee and signatory, respectively, of the proposal or transmittal letter. The authorized representatives are authorized to receive notices, transmit information and make decisions regarding the Project on behalf of their respective parties. Others may be subsequently designated by written notice.
18. **THIRD PARTY RIGHTS:** This Agreement shall not create any rights or benefits to parties other than the Client and Allegheny.
19. **SEVERABILITY:** Any item or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.
20. **SURVIVAL:** Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.
21. **NON-WAIVER:** The failure by Allegheny to enforce any provision of this Agreement for any reason, shall not be deemed a waiver of such provision or of Allegheny's right to enforce each and every provision of this Agreement.
22. **TITLES:** The paragraph titles used in this Agreement are for general reference only and are not part of the Agreement.
23. **GOVERNING LAW:** This Agreement shall be governed according to the laws of the State of West Virginia.
24. **DISPUTE RESOLUTION:** If a dispute arises out of or relates to this Agreement, or the breach thereof, and if the dispute cannot be settled through negotiation, it shall be subject to mediation/arbitration as a condition precedent to legal or other proceedings by either party; however, if the dispute is covered by or subject to a lien arising from the dispute, Allegheny may proceed to comply with the lien notice or filing deadlines in accordance with applicable law prior to the resolution of the dispute by mediation/arbitration. Either party may initiate mediation proceedings by written notice to the other party, and the notice date shall be the date the notice is postmarked, emailed or faxed. In no event shall the request for mediation be made after the date when institution of legal or equitable proceedings based on the dispute would be barred by the application statute of limitations. Unless mutually agreed, otherwise within thirty (30) days after the date of notice for mediation, mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association ("AAA") currently in effect. The parties shall share the mediator's fees and any applicable filing fees equally.



RATE SCHEDULE

Surveying and Mapping Services

Effective Date: July 1, 2014

Junior Surveyor ¹	\$ 70.00	
Senior Surveyor ²	\$ 100.00	
Professional Surveyor ³	\$ 125.00	
Professional Engineer	\$ 145.00	
Project Designer	\$ 85.00	
3D Laser Scanner Daily Use Fee ⁴	\$1500.00	
Expert Witness Testimony	\$ 170.00	
GPS Surveyor – Mapping Grade	\$ 85.00	
GPS Surveyor – Survey Grade	\$ 85.00	
GPS Surveyor – RTK GPS	\$ 120.00	
Robotic Surveyor	\$ 100.00	
UTV Daily Use Fee	\$ 55.00	
<u>Crews:</u>	<u>2-Man</u>	<u>3-Man</u>
Conventional	\$105.00	\$140.00
Construction & Underground	\$110.00	\$145.00
Robotic	\$135.00	
RTK GPS	\$155.00	

Note: Mileage will be charged at the federally mandated rate (see IRS.gov). Courthouse document copies, corner monuments (1"x30" rebar x/2 1/2" aluminum cap) and boundary paint (rust oleum oil-based, per gallon) will be charged at cost when used in the performance of boundary surveys.

¹*Jr. Surveyor:* A junior level technician performing data processing activity, plotting, mapping, research, water sampling, and other duties not requiring advanced knowledge or specialized education.

²*Sr. Surveyor:* An educated and trained surveyor, licensed or unlicensed, performing high-level calculations, analysis, data management, or project management.

³*Professional Surveyor:* An educated and highly experienced licensed professional performing senior level analysis, project review and oversight, investigations, decision-making and client interaction.

⁴The company's Leica ScanStation 3-D laser scanner will require a crew or a Senior Surveyor or Professional Surveyor to operate. The daily use fee for the scanner is in addition to these regular personnel charges.

BIRCH RIVER OFFICE

237 Birch River Road
Birch River, WV 26610
phone: 304-649-8606
fax: 304-649-8608

BRIDGEPORT OFFICE

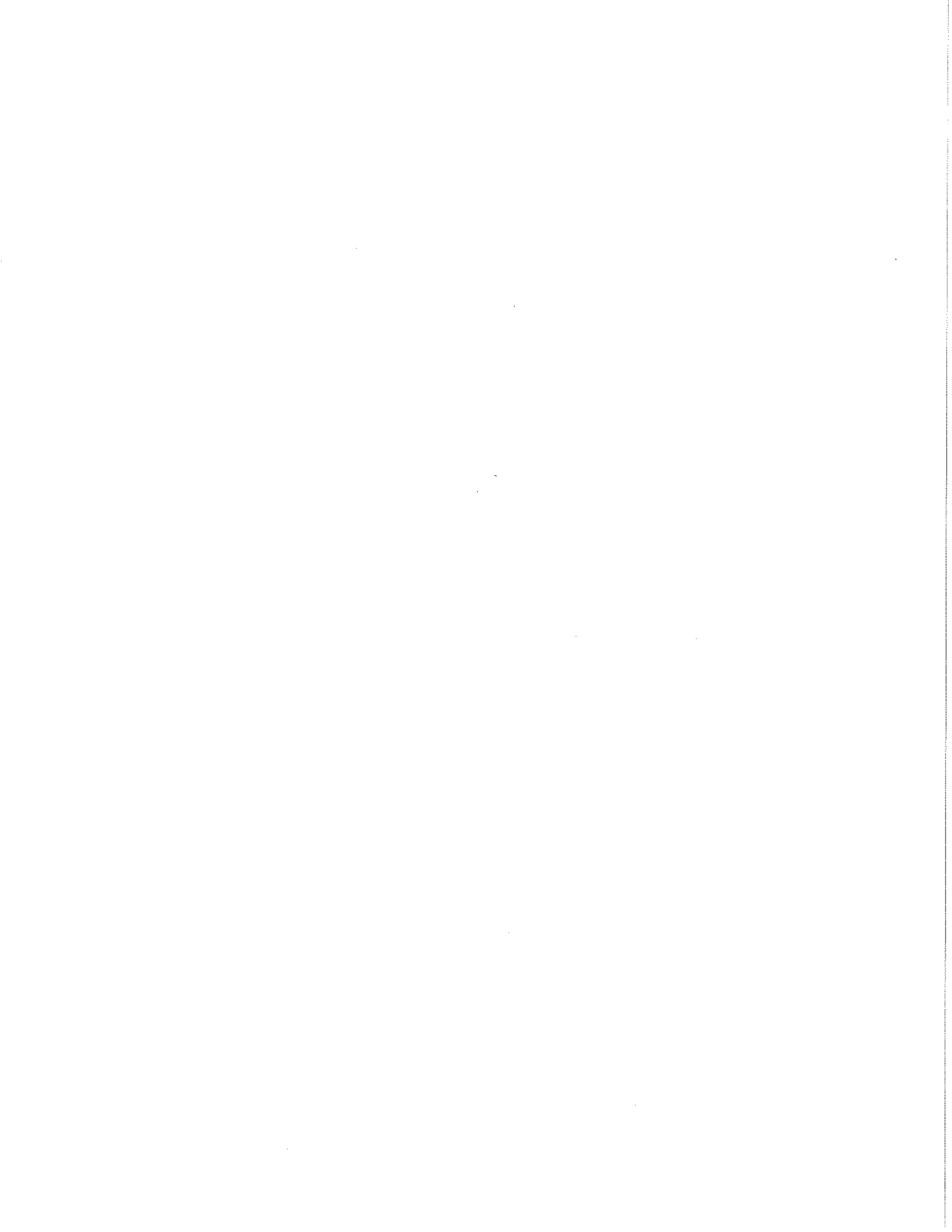
172 Thompson Drive
Bridgeport, WV 26330
phone: 304-848-5035
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ALUM CREEK OFFICE

P.O. Box 108 • 1413 Childress Rd
Alum Creek, WV 25003
phone: 304-756-2949
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MARTINSBURG OFFICE

25 Lights Addition Drive
Martinsburg, WV 25404
phone: 304-901-2162
fax: 304-901-2182



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Engineering Department**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice: **March 2, 2017**

Date Requested – 2nd Choice: **March 2, 2017**

Subject (*Wording to be placed on agenda*): **Presentation of Calendar Year 2016 Annual Report for the Office of Impact Fees**

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

Pursuant to the Jefferson County Impact Fees Procedures Ordinance, Section 6.A(1), "at least once every year not later than January 31st of each year, beginning in the year 2005, and prior to County Commission's adoption of the Annual Budget and Capital Improvements Program, the Impact Fee Coordinator or a designee chosen by the Impact Fee Coordinator shall coordinate the preparation and submission of an Annual Report to the County Executive and County Commission on the subject of impact fees."

The Impact Fees Procedures Ordinance, Section 6.A(3), goes on to state "the Impact Fee Coordinator or the Impact Fee Coordinator's designee shall submit the Annual Report to the County Commission, who shall receive the Annual Report and which may take such actions as they deem appropriate, including, but not limited to, requesting additional data or analyses and holding public workshops and/or public hearings."

The impact fees annual report for calendar year 2016 is attached. Note that under section 2.4.1, "Inflation Adjustments," the annual inflation adjustment shown in the report will be automatically applied on April 1, 2017. The inflationary adjustment is to automatically occur by dictate of the Impact Fees Procedure Ordinance 2003-1, Section 6.B, unless the County Commission acts to stay the adjustment to the impact fees.

Is this a funding request? **No** If so, how much?

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

Motion to accept the 2016 Annual Report for the Office of Impact Fees, as presented.

Motion to (approve or stay) the annual inflationary adjustments to the impact fees.

Attach supporting documents for request, or request may be denied.
If not attached, explain: **CY 2016 Impact Fees Annual Report**

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

Contact information:

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

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

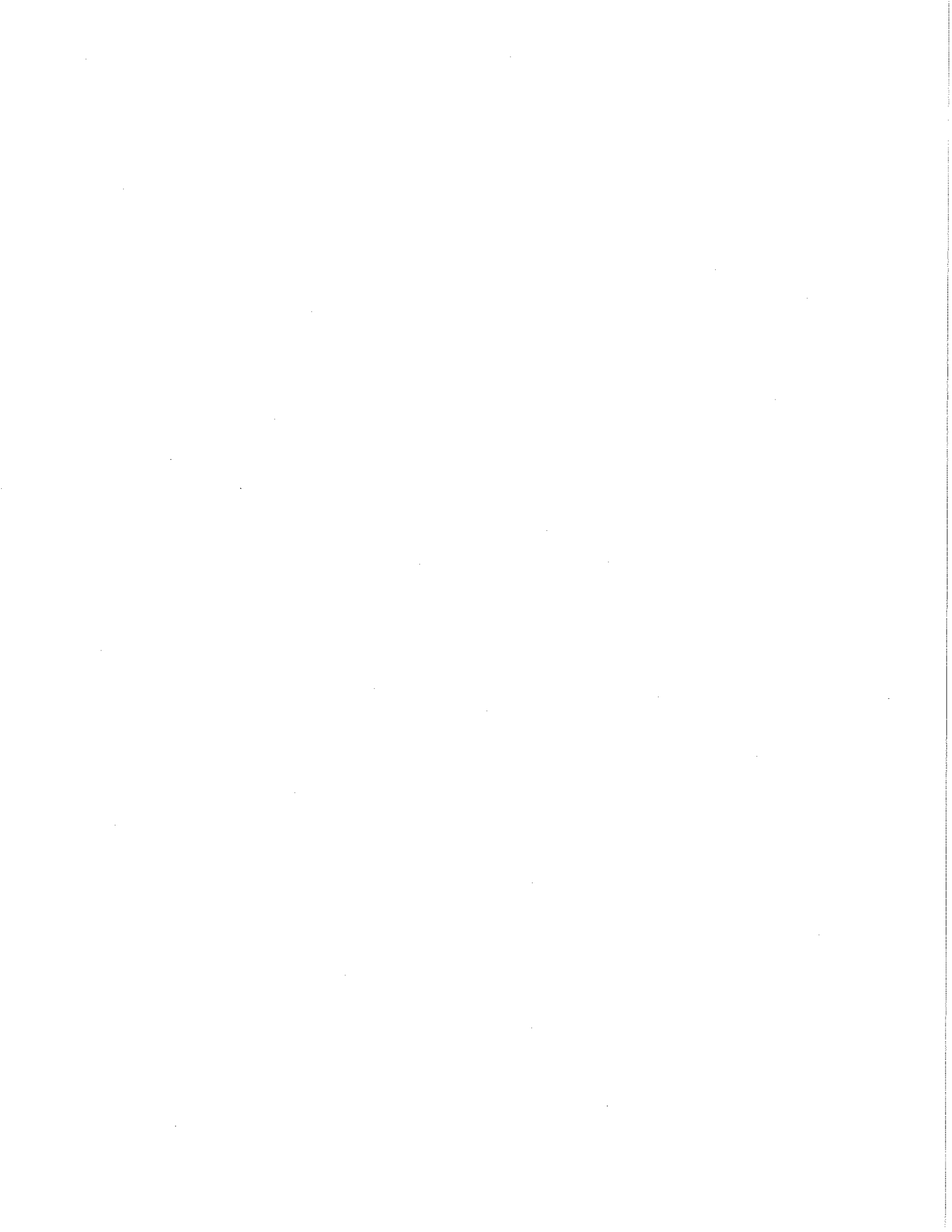
Annual Report on Impact Fees

January 2016 – December 2016

**Engineering Department
Office of Impact Fees**

Jefferson County Government

8 February 2017



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Executive Summary

1.1. Trends in Fee Collection

Permitting for new residential construction in Jefferson County in Calendar Year (CY) 2016 decreased relative to CY 2015 while commercial was increased to prior year's units, as indicated in Tables 1A and 1B. In CY 2016 there were 189 impact fee applications processed versus 304 impact fee applications in 2015. However, 96 of the units were due to Multi-family Apartment Complex. Of that total in CY 2016, 14 applications were for replacement of existing dwelling units, which do not represent new growth and were exempt from impact fees.

Table 1A. Total County Residential Building Permits (CY 2004-2016)

Year	Single Family			Town Home			Duplex			Multifamily			Grand Total
	Exempt	Fees	Total	Exempt	Fees	Total	Exempt	Fees	Total	Exempt	Fees	Total	
2004	49	269	318	0	5	5	0	0	0	0	0	0	323
2005	39	324	363	0	22	22	0	0	0	0	0	0	385
2006	42	256	298	0	57	57	0	0	0	0	0	0	355
2007	38	213	251	0	66	66	0	0	0	0	0	0	317
2008	22	108	130	0	39	39	0	0	0	0	0	0	169
2009	25	75	100	0	50	50	0	0	0	0	0	0	150
2010	32	91	123	0	39	39	0	0	0	0	0	0	162
2011	21	73	94	1	40	41	0	0	0	0	0	0	135
2012	13	118	131	0	24	24	0	0	0	0	0	0	155
2013	4	207	211	0	38	38	0	0	0	0	0	0	249
2014	4	182	186	0	16	16	0	0	0	0	0	0	202
2015	14	182	196	0	8	8	0	4	4	0	96	96	304
2016	14	165	179	0	10	10	0	0	0	0	0	0	189
Total	317	2263	2580	1	414	415	0	4	4	0	96	96	3095

Table 1B. Total County Non-Residential Building Permits (CY 2004-2016)

Year	Exempt	Fees	Total
2004	0	4	4
2005	0	5	5
2006	0	0	0
2007	10	12	22
2008	4	9	13
2009	3	2	5
2010	10	8	18
2011	1	11	12
2012	3	13	16
2013	1	3	4
2014	0	4	4
2015	0	5	5
2016	0	13	13
Grand Total	32	89	121

1.2. Fees Collected

Jefferson County uses a fiscal year which starts in July and runs through June of the next year. The accounting of fees collected to date is based on a calendar year since this report is due to the Commission in January of each year. Thus, these values reported below span Fiscal Years 2016 and 2017 and run from 1 January 2016 through 31 December 2016. Table 2 presents the total fee collection data, while Tables 3 and 4 present the financial data categorized into county and municipal tax districts.

The financial transaction information for the Office of Impact Fees general account (which serves as the initial account of fee deposit) is presented in Table 5. Table 6 presents the financial data for each of the four long term impact fee holding accounts (Schools, Law Enforcement, Parks & Recreation, and EMS).

Table 2. Fees Collected – Calendar Year 2016

Land Use	Type	Schools	Law	Parks & Rec	EMS	Grand Total
Residential	Single Family	\$910,974	\$20,740	\$70,002	\$7,671	\$1,009,387
	Town Home	\$64,200	\$1,610	\$4,380	\$480	\$70,670
Residential Total		\$975,174	\$22,350	\$74,382	\$8,151	\$1,080,057
Commercial	Office10Less	\$0	\$2	\$0	\$14	\$16
	Comm25Less	\$0	\$3	\$0	\$2	\$5
	Comm50-100	\$0	\$0	\$0	\$23	\$23
	Ware House	\$0	\$21	\$0	\$17	\$38
Commercial Total		\$0	\$26	\$0	\$56	\$82
Grand Total		\$975,174	\$22,376	\$74,382	\$8,207	\$1,080,139

Table 3. Fees Collected by County Tax District – Calendar Year 2016

Tax District	Land Use	Type	Schools	Law	Parks & Rec	EMS	Grand Total
02 Charles Town	Residential	Single Family	\$111,549	\$3,151	\$8,572	\$939	\$124,211
		Town Home	\$25,680	\$644	\$1,752	\$192	\$28,268
	Residential Total		\$137,229	\$3,795	\$10,324	\$1,131	\$152,479
	Commercial	Office10Less	\$0	\$2	\$0	\$2	\$2
		Ware House	\$0	\$20	\$0	\$14	\$34
	Commercial Total		\$0	\$22	\$0	\$16	\$38
02 Charles Town Grand Total			\$137,229	\$3,817	\$10,324	\$1,147	\$152,517
04 Harpers Ferry	Residential	Single Family	\$257,355	\$7,269	\$19,776	\$2,167	\$286,567
	Residential Total		\$257,355	\$7,269	\$19,776	\$2,167	\$286,567
	Commercial	Ware House	\$0	\$1	\$0	\$1	\$2
Commercial Total		\$0	\$1	\$0	\$1	\$2	
04 Harpers Ferry Grand Total			\$257,355	\$7,270	\$19,776	\$2,168	\$286,569
06 Kabletown	Residential	Single Family	\$108,300	\$3,059	\$8,322	\$912	\$120,593
	Residential Total		\$108,300	\$3,059	\$8,322	\$912	\$120,593
06 Kabletown Grand Total			\$108,300	\$3,059	\$8,322	\$912	\$120,593
07 Middleway	Residential	Single Family	\$125,400	\$3,542	\$9,636	\$1,056	\$139,634
	Residential Total		\$125,400	\$3,542	\$9,636	\$1,056	\$139,634
	07 Middleway Grand Total			\$125,400	\$3,542	\$9,636	\$1,056
09 Shepherdstown	Residential	Single Family	\$131,670	\$3,719	\$10,118	\$1,109	\$146,616
		Town Home	\$38,520	\$966	\$2,628	\$288	\$42,402
	Residential Total		\$170,190	\$4,685	\$12,746	\$1,397	\$189,018
	Commercial	Comm25Less	\$0	\$3	\$0	\$1	\$4
	Commercial Total		\$0	\$3	\$0	\$1	\$4
09 Shepherdstown Grand Total			\$170,190	\$4,688	\$12,746	\$1,398	\$189,022
Grand Total			\$798,474	\$22,376	\$60,804	\$6,681	\$888,335

Table 4. Fees Collected by Municipal Tax District – Calendar Year 2016

Tax District	Land Use	Type	Schools	Parks & Rec	EMS	Grand Total
01 Bolivar Corp	Residential	Single Family	\$11,400	\$876	\$96	\$12,372
	Residential Total		\$11,400	\$876	\$96	\$12,372
	Commercial	Office10Less	\$0	\$0	\$9	\$9
	Commercial Total		\$0	\$0	\$9	\$9
01 Bolivar Corp Grand Total			\$11,400	\$876	\$105	\$12,381
03 Charles Town Corp	Residential	Single Family	\$136,800	\$10,512	\$1,152	\$148,464
	Residential Total		\$136,800	\$10,512	\$1,152	\$148,464
	Commercial	Office10Less	\$0	\$0	\$3	\$3
	Commercial Total		\$0	\$0	\$3	\$3
03 Charles Town Corp Grand Total			\$136,800	\$10,512	\$1,155	\$148,467
08 Ranson Corp	Residential	Single Family	\$28,500	\$2,190	\$240	\$30,930
	Residential Total		\$28,500	\$2,190	\$240	\$30,930
	Commercial	Comm25Less	\$0	\$0	\$1	\$1
		Comm50-100	\$0	\$0	\$23	\$23
		Ware House	\$0	\$0	\$2	\$2
		Commercial Total	\$0	\$0	\$26	\$26
08 Ranson Corp Grand Total			\$28,500	\$2,190	\$266	\$30,956
Grand Total			\$176,700	\$13,578	\$1,526	\$191,804

County Tax District Fees Collected Totals	\$888,335
Municipal Tax District Fees Collected Totals	\$191,804
GRAND TOTAL	\$1,080,139

1.3. Financial Data

Table 5. Office of Impact Fees General Account (3111776)

Month	Starting Balance	Total Deposits	Total Checks	Interest	Ending Balance
January	\$12,711.12	\$81,871.00	\$12,711.12	\$24.61	\$81,895.61
February	\$81,895.61	\$43,946.00	\$81,895.61	\$20.72	\$43,966.72
March	\$43,966.72	\$106,614.00	\$43,966.72	\$31.18	\$106,645.18
April	\$106,645.18	\$86,047.00	\$106,699.55	\$38.71	\$86,031.34
May	\$86,031.34	\$134,717.00	\$86,085.71	\$42.36	\$134,704.99
June	\$134,704.99	\$123,389.37	\$134,759.36	\$50.07	\$123,385.07
July	\$123,385.07	\$57,758.00	\$123,385.07	\$41.65	\$57,799.65
August	\$57,799.65	\$126,956.00	\$64,153.65	\$29.99	\$120,631.99
September	\$120,631.99	\$132,017.00	\$120,631.99	\$33.53	\$132,050.53
October	\$132,050.53	\$69,824.00	\$132,050.53	\$34.06	\$69,858.06
November	\$69,858.06	\$66,446.00	\$69,858.06	\$21.39	\$66,467.39
December	\$66,467.39	\$75,520.00	\$66,467.39	\$28.05	\$75,548.05

December 2016 Outstanding Credits	0.00
January 2017 Transfers	(\$75,548.05)
01 January 2017 Deposits	0.00
01 January 2017 Balance	0.00

Table 6. Impact Fee Holding Accounts

Category	Schools	Law	Parks	EMS
Account Number	3107582	3120120	3122808	3122816
Balance on 01 January 2016	\$1,873,782.78	\$62,508.24	\$27,214.81	\$87,203.75
Total Deposits	\$935,621.19	\$21,417.38	\$71,342.98	\$7,874.84
Withdraws /1	(\$5,700.00)	(\$161.00)	(\$438.00)	(\$81,048.00)
Interest Accrued - CY 2016	\$11,604.21	\$363.08	\$303.49	\$374.47
Balance on 31 December 2016	\$2,815,308.18	\$84,127.70	\$98,423.28	\$14,405.06
January Transfers /2	\$68,425.25	\$1,288.56	\$5,257.96	\$576.28
<i>Of Which</i>				
<i>Transferred Fees</i>	\$68,400.00	\$1,288.00	\$5,256.00	\$576.00
<i>Transferred Interest</i>	\$25.25	\$0.56	\$1.96	\$0.28
Final Balance 01 January 2017	\$2,883,733.43	\$85,416.26	\$103,681.24	\$14,981.34

Notes

/1 See Table 7 for details.

/2 From fees collected in December 2016 and transferred in January 2017.

1.4. Fees Disbursed

Fees are disbursed from the long term accounts for only two reasons: refund and requisition. The transactional details for all fee disbursements are presented in Table 8.

1.4.1. Refunds

Refunds are only processed when a building permit is revoked and upon written request of the building permit applicant. There was one refund processed in CY 2016 which resulted from a revocation of the building permit applied for by the applicant.

1.4.2. Requisitions

The fee fundable projects approved by the Impact Fee Program Specialist for FY 2017 along with the approved funding amounts are listed in Table 7. The impact fee payments for projects listed on the FY 2017 Capital Improvement Plans are listed in Table 8. Projects eligible for funding by impact fees must be approved by the County Commission. The impact fee fundable projects for FY 2018 remain to be presented to the County Commission for approval.

Table 7. FY 2017 Approved Fee Fundable Projects

Category	Capital Improvement Project	Approved Impact Fee Funding
Schools	County-Wide Improvement (All Schools)	\$1,000,000
Parks and Recreation	Hite Road Park Improvements Phase II	\$80,000
EMS	JCESA Building Mortgage	\$81,000

Table 8. Impact Fee Holding Account Withdraws

Account	Check Date	Statement Date	Debit	Notes
Schools	11/04/2016	11/30/2016	\$5,700.00	Refund - Runkles (Process Number 1600022)
Law	11/04/2016	11/30/2016	\$161.00	Refund - Runkles (Process Number 1600022)
Parks	11/04/2016	11/30/2016	\$438.00	Refund - Runkles (Process Number 1600022)
EMS	10/14/2016 11/04/2016	10/31/2016 11/30/2016	\$81,000.00 \$48.00	Requisition 16R0119 - JCESA Mortgage Refund - Runkles (Process Number 1600022)
Grand Total			\$87,347.00	

2. Annual Review

2.1. *Recommended Changes to Ordinances or Procedures*

There are no proposed changes to any of the Impact Fee Ordinances.

2.1.1. Ordinance Changes During 2016

In 2014, the County Commission contracted with Tischler-Bise to recalculate the impact fees. The recalculation was completed in 2015 and the new impact fees were adopted by the County Commission on April 2, 2015, at 70% of the full calculated amounts. The fees became effective May 1, 2015. The following impact fee ordinances were amended to reflect the new impact fee schedules for each impact fee entity:

Schools Ordinance No. 2003-3

Amended April 2, 2015; Effective May 1, 2015

Parks & Recreation Ordinance No. 2005-2

Amended April 2, 2015; Effective May 1, 2015

Law Enforcement Ordinance No. 2005-1

Amended April 2, 2015; Effective May 1, 2015

EMS Ordinance No. 2005-3

Amended April 2, 2015; Effective May 1, 2015

In 2013, the County Commission adopted Ordinance No. 2013-1, which amended Law Enforcement Ordinance No. 2005-1 and EMS Ordinance No. 2005-3; reducing the commercial impact fees by 99.5% of the actual impact fee calculation for new commercial development. The reduction became effective on July 1, 2013 and was set to expire on July 1, 2015, unless extended by the County Commission. At the July 2, 2015, County Commission meeting, John Reisenweber, Executive Director, Jefferson County Development Authority, presented a report to the County Commission. Commissioner Jane Tabb made a motion “to request the Jefferson County Development Authority complete an updated report on the data regarding the two year reduction of commercial impact fees in Jefferson County and to continue with the current reduced commercial impact fee rates until all impact fees are ready to be reviewed or as needed.” Motion was seconded and unanimously approved.

The Impact Fees Procedure Ordinance was last amended on November 12, 2012, to provide for the Affordable Housing Discount. The discount is required under West Virginia Code §7-20-7A “Impact Fees for Affordable Housing”, which was enacted during the CY 2011 Legislative Session. There were no amendments to the Impact Fee Procedures Ordinance in 2015.

2.2. Identification of FY 2018 Impact Fee-Fundable Capital Projects

The following projects will appear on the FY 2018 Jefferson County Capital Improvement Plan and are listed because they have been identified by the Impact Fee Program Specialist as being eligible for funding by impact fees, either in whole or in part. However, a final determination of eligibility has not been made. Projects so identified represent expansion of the current level of service. Exclusion of other projects, listed in the FY 2018 CIP but not included here, only indicates that they are not eligible for funding by impact fees and should not be taken as an indication of their overall merit.

Note that in all service categories, there are insufficient funds to approve all listed projects. Tables 9-12 list all potentially fundable projects with the knowledge that not all listed projects will be funded via impact fees.

2.2.1. Schools

Table 9. BOE Fee Fundable Projects

Project	Current Request	Funding Potential	Category
Land Purchase	\$2,000,000	\$2,000,000	Elementary/Middle/High Schools & Land - Complex Proposed
County-Wide Expansion of School Facilities	\$1,000,000	\$1,000,000	(Varies by Project)
Totals	\$3,000,000	\$3,000,000	

2.2.2. Law Enforcement

Table 11. Jefferson County Law Enforcement Projects

Project	Current Request	Funding Potential	Category
Weapons Training Qualifications Range	\$7,500	\$7,500	Buildings and Land
New Jefferson County Sheriff Office	\$75,000	\$75,000	Buildings and Land
Totals	\$82,500	\$82,500	

2.2.3. Parks & Recreation

Table 12. Park & Recreation Fee Fundable Projects

Project	Current Request	Funding Potential	Category
Land Acquisition/1	\$200,000	\$100,000	Park Land
James Hite Park (Picnic Pavilions)/1	\$35,000	\$35,000	Park Improvements and Rec Facilities
Totals	\$235,000	\$135,000	

Note: /1 Request exceeds funds anticipated by beginning of FY 2018.

2.2.4. EMS

Table 13. Jefferson County EMS Projects

Company	Project	Current Request	Funding Potential	Category
JCESA	Building Mortgage	\$81,000	\$15,000	Facilities
	Total	\$81,000	\$15,000	

Note: /1 Request exceeds funds anticipated by beginning of FY 2018.

2.3. Proposed Fee Boundary Districts

Presently, the only fee category which utilizes fee districts is Law Enforcement. The boundaries of these districts are coincident with the current municipal boundaries. The Law Enforcement Impact Fee Ordinance defines the fee collection district as that portion of the county which is unincorporated. As various municipalities continue to annex portions of the county, this boundary automatically adjusts. Thus there are no specific recommendations to change fee boundaries.

2.4. Proposed Fee Schedule Changes

Under past Office of Impact Fee procedures, impact fee studies have been updated on a three year cycle. In December of 2011, all four impact fee categories underwent a recalculation of which the County Commission elected to retain the current Impact Fee Schedule upon the 2012 Annual Report presentation.

The 2011 TischlerBise report indicates that on average, the County updates its impact fee methodologies and components every five years. Therefore the Schools, Law Enforcement, Parks and Recreation, and EMS impact fee categories were due for recalculation in CY 2014. The County Commission recalculated the fees beginning in 2014 and adopted new fee schedules, which became effective on 1 May 2015.

We anticipate the need for a recalculation study again in CY 2020.

2.4.1. Inflation Adjustments

It is generally recommended that all ordinance schedules not recalculated in any given calendar year be adjusted for inflation. By dictate of the Impact Fee Procedures Ordinance [2003-1], the Impact Fee Program Specialist must use the Price Indexes for Gross Government Fixed Investment by Type which is published by the United States Bureau of Economic Analysis¹. Table 13 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B – Price Indexes for Gross Government Fixed Investment by Type), for year 2014 and 2015. These represent the most recent price indices and were released on 3 August, 2016. These data constitute the source for the annual inflation adjustments for the four impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1, Section 6(B), the annual inflation adjustment will be applied on 1 April 2017 unless the County Commission acts to stay these adjustments.

2.5. Proposed Changes to Level of Service Standards

2.5.1. Overview

West Virginia Code §7-20 requires that the County maintain, as part of its capital improvement program, level of service standards (LOS) for impact fee-applicable categories. The County maintains its LOS as the base data used to conduct impact fee calculations and these standards are documented in the various impact fee studies. Thus, the Level of Service Standards for the categories of Schools, Law Enforcement, Parks & Recreation, and EMS services were last updated and adopted in April 2015.

Regardless of whether the County Commission adopts any or all of the recalculated fee schedules, the recalculation exercise in effect recalibrates the Level of Service Standards for Jefferson County. The next scheduled update to the Level of Service Standards will occur in 2020.

2.6. Proposed Changes to Base Data for Fee Calculation

There are no changes at this time.

3. 2016 Inflation Adjustments

3.1. Source Data

The following Table 13 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B - Price Indexes for Gross Government Fixed Investment by Type), for years 2014 and 2015². These represent the most recent price indices and were released on 3 August, 2016. These data constitute the source for the annual inflation adjustments for the 4 impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1,

¹ Source is Table 5.9.4B, Price Indexes for Gross Government Fixed Investment by Type; lines 35, 36, and 37.

² Source: <http://www.bea.gov/iTable/iTable.cfm?ReqID=9&step=1#reqid=9&step=3&isuri=1&903=338> (select Table 5.9.4B).

Section 6(B), the annual inflation adjustment will be applied on 1 April 2017 unless the County Commission acts to stay these adjustments. The inflationary adjustments result in a higher impact fee for all fee categories.

The values in the columns titled 2016 Impact Fee (tables 14-17) are the fees in effect as of 1 May 2015.

Table 13. Price Indices and Cost of Living Adjustment

BEA Table Line	Fee Category	Structure Class	Price Index CY 2014	Price Index CY 2015	Differential (Inflation Adjustment Factor)
35	School	State and Local – Educational	111.414	113.523	1.0189
36	Law & EMS	State and Local – Public Safety	108.548	112.433	1.0358
37	Parks	Amusement & Recreation	108.572	112.370	1.0350

Source: Bureau of Economic Analysis, US Department of Commerce.

3.2. Inflation Adjustment – Schools

Table 14. Inflation Adjustment – Schools

Residential Development	2016 Impact Fee	2017 Adjusted	Differential
Single Family	\$5,700	\$5,808	\$108
Town home	\$6,420	\$6,542	\$122
Duplex	\$6,420	\$6,542	\$122
Multi-family	\$3,982	\$4,057	\$75

3.3. Inflation Adjustment – Law Enforcement

Table 15. Inflation Adjustment - Law Enforcement

Residential Development	2016 Impact Fee	2017 Adjusted	Differential
Single Family	\$161	\$166.76	\$5.76
Town home	\$161	\$166.76	\$5.76
Duplex	\$118	\$122.22	\$4.22
Multi-family	\$118	\$122.22	\$4.22
Non Residential Development (fees per 1,000 sq ft gross usable floor area)	2016 Impact Fee	2017 Adjusted	Differential
Commercial/Shopping Center 25,000 SF or less	\$278	\$287.95	\$9.95
Commercial/Shopping Center 25,001 – 50,000 SF	\$278	\$287.95	\$9.95
Commercial/Shopping Center 50,001 – 100,000 SF	\$278	\$287.95	\$9.95
Commercial/Shopping Center 100,001 – 200,000 SF	\$278	\$287.95	\$9.95
Commercial/Shopping Center over 200,000 SF	\$278	\$287.95	\$9.95
Office/Institutional 10,000 SF or less	\$109	\$112.90	\$3.90
Office/Institutional 10,001 – 25,000 SF	\$109	\$112.90	\$3.90
Office/Institutional 25,001 – 50,000 SF	\$109	\$112.90	\$3.90
Office/Institutional 50,001 – 100,000 SF	\$109	\$112.90	\$3.90
Office/Institutional over 100,000 SF	\$109	\$112.90	\$3.90
Business Park	\$123	\$127.40	\$4.40
Light Industrial	\$69	\$71.47	\$2.47
Warehousing	\$35	\$36.25	\$1.25
Manufacturing	\$37	\$38.32	\$1.32

3.4. Inflation Adjustment – Parks & Recreation

Table 16. Inflation Adjustment - Parks & Recreation

Residential Development	2016 Impact Fee	2017 Adjusted	Differential
Single Family	\$438	\$453.32	\$15.32
Town home	\$438	\$453.32	\$15.32
Duplex	\$322	\$322.00	\$11.26
Multi-family	\$322	\$322.00	\$11.26

3.5. Inflation Adjustment – EMS

Table 17. Inflation Adjustment - EMS

Residential Development	2016 Impact Fee	2017 Adjusted	Differential
Single Family	\$48	\$49.72	\$1.72
Town home	\$48	\$49.72	\$1.72
Duplex	\$36	\$37.29	\$1.29
Multi-family	\$36	\$37.29	\$1.29
Non Residential Development (fees per 1,000 sq ft gross usable floor area)	2016 Impact Fee	2017 Adjusted	Differential
Commercial/Shopping Center 25,000 SF or less	\$52	\$53.86	\$1.86
Commercial/Shopping Center 25,001 – 50,000 SF	\$52	\$53.86	\$1.86
Commercial/Shopping Center 50,001 – 100,000 SF	\$52	\$53.86	\$1.86
Commercial/Shopping Center 100,001 – 200,000 SF	\$52	\$53.86	\$1.86
Commercial/Shopping Center over 200,000 SF	\$52	\$53.86	\$1.86
Office/Institutional 10,000 SF or less	\$86	\$89.08	\$3.08
Office/Institutional 10,001 – 25,000 SF	\$86	\$89.08	\$3.08
Office/Institutional 25,001 – 50,000 SF	\$86	\$89.08	\$3.08
Office/Institutional 50,001 – 100,000 SF	\$86	\$89.08	\$3.08
Office/Institutional over 100,000 SF	\$86	\$89.08	\$3.08
Business Park	\$80	\$82.86	\$2.86
Light Industrial	\$60	\$62.15	\$2.15
Warehousing	\$24	\$24.86	\$0.86
Manufacturing	\$46	\$47.65	\$1.65

3.6. Residential Fee Totals – Inflation Adjusted

The Impact Fee Procedure Ordinance (2003-1) indicates that unless the Commission acts to prevent these adjustments from taking effect, they automatically apply on the first day of April (c.f. §6(B) *et seq*). If the County Commission does not act to prevent the inflation adjustments listed in Table 18 from going into effect, the fee schedule listed in Table 18 below will apply on 1 April 2016. Commercial fee schedules are always determined by the Impact Fee Program Specialist on a case by case basis and thus may not easily be condensed into a summary table. This fee schedule is based on the schedule resulting from the fee recalculations of 2015. There has been no inflationary adjustments to the fee amounts since 2011.

Table 18. Inflation Adjusted Maximum Fee Schedule - 01 April 2017

Residential Development	Impact Fee Category	Current Impact Fee per Dwelling Unit	01 April 2017 Impact Fee per Dwelling Unit
Single Family	Schools	\$5,700	\$5,808
	Law Enforcement	\$161	\$167
	Parks & Recreation	\$438	\$454
	EMS	\$48	\$50
	TOTAL	\$6,347	\$6,479
Town Home	Schools	\$6,420	\$6,542
	Law Enforcement	\$161	\$167
	Parks & Recreation	\$438	\$454
	EMS	\$48	\$50
	TOTAL	\$7,067	\$7,213
Duplex	Schools	\$6,420	\$6,542
	Law Enforcement	\$118	\$122
	Parks & Recreation	\$322	\$322
	EMS	\$36	\$38
		\$6,896	\$7,024
Multi-Family	Schools	\$3,982	\$4,057
	Law Enforcement	\$118	\$122
	Parks & Recreation	\$322	\$322
	EMS	\$36	\$38
	TOTAL	\$4,458	\$4,539

ORDINANCE NO. 2013-1

AN ORDINANCE OF JEFFERSON COUNTY, WEST VIRGINIA, AMENDING CERTAIN PARTS OF PRIOR COUNTY IMPACT FEE ORDINANCES 2005-1 AND 2005-3; REGARDING AMENDING AND/OR REDUCING CERTAIN IMPACT FEE RATES APPLYING TO NON-RESIDENTIAL UNITS FOR A SPECIFIED PERIOD OF TIME; REQUIRING A REVIEW OF COMMERCIAL AND ECONOMIC DEVELOPMENT AT THE END OF ONE YEAR.

WHEREAS, the County Commission of Jefferson County, West Virginia adopted Ordinance 2005-1 and 2005-3 on January 20, 2005, which Ordinances provide for Law Enforcement and Fire and EMS fees to be paid on new construction;

WHEREAS, the Jefferson County Commission recognizes that the adverse effects of the national recession and the financial and credit crises are still impacting the state and local economy;

WHEREAS, said impacts have resulted in a significant reduction in new non-residential commercial development and construction activity in Jefferson County;

WHEREAS, Non-residential Commercial development provides local jobs and economic opportunity to the citizens of Jefferson County;

WHEREAS, a decrease in Non-residential Commercial development has a negative impact upon the citizens of Jefferson County;

WHEREAS, the Jefferson County Commission hereby finds that it is in the best interest of the citizens of Jefferson County to encourage economic development by temporarily reducing the impact fees assessed on new Non-residential Commercial Development;

WHEREAS, the Commission has determined that a reduction on the rate of collection of the Law Enforcement and the Fire and EMS impact fees will further the desired purpose of stimulating economic development and non-residential commercial construction activity in Jefferson County;

WHEREAS, the County Commission desires an update from the Jefferson County Development Authority on the development and permitting activity of non-residential construction after the initial twenty-four (24) months of the reduction to determine the effectiveness of the reduction in stimulating economic and commercial growth;

NOW, THEREFORE BE IT ORDAINED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA:

SECTION 1. AMENDING THE NON-RESIDENTIAL IMPACT FEES SET FORTH IN ORDINANCES 2005-1 AND 2005-3.

(1) The impact fee rates charged to Non-residential Development in Ordinance No. 2005-1 (Law Enforcement Impact Fees) and Ordinance No. 2005-3 (Fire and EMS Impact Fees) shall be reduced by ninety-nine and one half percent (99.5%) commencing on July 1, 2013 for a

period of twenty-four (24) months through the County Commission's review at the end of the twenty-four (24) month period.

(2) At the end of the initial twenty-four (24) month period, the County Commission, using the report received from the Jefferson County Development Authority, shall review the effectiveness of the reduction in encouraging commercial development and stimulating the local economy. After completion of such review, the Commission shall either: 1) maintain the reduction implemented by the Ordinance; 2) return the non-residential development impact fees to the fee schedule provided in Ordinance Nos. 2005-1 and 2005-3; or 3) implement a new non-residential development impact fee schedule.

(5) The reduction in the non-residential fees as provided for in this Ordinance may extend beyond the initial twenty-four (24) month period and shall remain in effect until the County Commission completes its review of the reduction's impact on commercial and economic development.

SECTION 2. EFFECTIVE DATE.

This Ordinance shall take effect upon an affirmative, majority vote of the County Commission. Except as specifically provided otherwise herein, this Ordinance shall supersede all other Ordinance(s) of Jefferson County, West Virginia to the extent such other Ordinance(s) are in conflict herewith. However, the amended impact fees associated with non-residential development as set forth in this Ordinance shall not become effective until July 1, 2013.

SECTION 3. Severability.

(1) If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion of this Ordinance shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this Ordinance nor impair or nullify the remainder of this Ordinance which shall continue in full force and effect.

(2) If the application of any provision of this Ordinance to any new development is declared to be invalid by a decision of any court of competent jurisdiction, the intent of the County Commissioners is that such decision shall be limited only to the specific new development expressly involved in the controversy, action or proceeding in which such decision of invalidity was rendered. Such decision shall not effect, impair, or nullify this Ordinance as a whole or the application of any provision of this Ordinance to any other new development.

SECTION 4. DEFINITIONS.

Terms used in this Ordinance shall have the meaning provided in the applicable "Definition" Section(s) of the Jefferson County Impact Fee Procedures Ordinance unless modified or otherwise stated herein.

SECTION 5. INCLUSION IN THE CODE.

It is the intention of the County Commission of Jefferson County, West Virginia, and it is hereby provided, that the provisions of this Ordinance shall be made part of the Jefferson County Impact Fee Ordinances. To this end, any section or subsection of this Ordinance may be re-numbered or re-lettered to accomplish such intention, and the word "Ordinance" may be changed to "Section", "Article", or any other appropriate designation.

SECTION 6. FULL FORCE AND EFFECT OF REMAINDER.

All section, subsections, clauses, sentences, phrases, and provisions of Ordinance Nos. 2005-1 and 2005-3 not changed or amended herein shall stay the same and remain in full force and effect until amended, repealed or otherwise acted upon by the County Commission of Jefferson County.

The undersigned hereby certifies that this Ordinance was approved and adopted by the Jefferson County Commission on the 14 day of ~~June~~ July, 2013.

Dale Manue



CLERK

A TRUE COPY
ATTEST: JENNIFER S. MAGHAN
CLERK, COUNTY COMMISSION
JEFFERSON COUNTY, WV

BY *Christina G.*
DEPUTY CLERK

Jennifer S. Maghan
JEFFERSON COUNTY 11:03:52 AM
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JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

Phone: (304) 728-3331

Fax: (304) 728-3953

Michelle Mason
Impact Fee Program Specialist

mmason@jeffersoncountywv.org

Affordable Housing Discounted Impact Fee Per Dwelling Unit Type

**December 31, 2016 Housing Index Average Market Value
for Jefferson County, WV: \$243,135**

Current Impact Fee		<i>Single Family</i>	<i>Town Home</i>	<i>Duplex</i>	<i>Multi-Family</i>
		\$6,347	\$7,067	\$6,896	\$4,458
Affordable Housing		<i>Discounted Impact Fee Per Dwelling Unit Type</i>			
Percentage	Market Value				
60%	\$145,881	\$3,808	\$4,240	\$4,138	\$2,675
59%	\$143,450	\$3,745	\$4,170	\$4,069	\$2,630
58%	\$141,018	\$3,681	\$4,099	\$4,000	\$2,586
57%	\$138,587	\$3,618	\$4,028	\$3,931	\$2,541
56%	\$136,156	\$3,554	\$3,958	\$3,862	\$2,496
55%	\$133,724	\$3,491	\$3,887	\$3,793	\$2,452
54%	\$131,293	\$3,427	\$3,816	\$3,724	\$2,407
53%	\$128,862	\$3,364	\$3,746	\$3,655	\$2,363
52%	\$126,430	\$3,300	\$3,675	\$3,586	\$2,318
51%	\$123,999	\$3,237	\$3,604	\$3,517	\$2,274
50%	\$121,568	\$3,173	\$3,533	\$3,448	\$2,229
49%	\$119,136	\$3,110	\$3,463	\$3,379	\$2,184
48%	\$116,705	\$3,047	\$3,392	\$3,310	\$2,140
47%	\$114,273	\$2,983	\$3,321	\$3,241	\$2,095
46%	\$111,842	\$2,920	\$3,251	\$3,172	\$2,051
45%	\$109,411	\$2,856	\$3,180	\$3,103	\$2,006
44%	\$106,979	\$2,793	\$3,109	\$3,034	\$1,962
43%	\$104,548	\$2,729	\$3,039	\$2,965	\$1,917
42%	\$102,117	\$2,666	\$2,968	\$2,896	\$1,872
41%	\$99,685	\$2,602	\$2,897	\$2,827	\$1,828
40%	\$97,254	\$2,539	\$2,827	\$2,758	\$1,783
39%	\$94,823	\$2,475	\$2,756	\$2,689	\$1,739
38%	\$92,391	\$2,412	\$2,685	\$2,620	\$1,694
37%	\$89,960	\$2,348	\$2,615	\$2,552	\$1,649
36%	\$87,529	\$2,285	\$2,544	\$2,483	\$1,605
35%	\$85,097	\$2,221	\$2,473	\$2,414	\$1,560
34%	\$82,666	\$2,158	\$2,403	\$2,345	\$1,516
33%	\$80,235	\$2,095	\$2,332	\$2,276	\$1,471
32%	\$77,803	\$2,031	\$2,261	\$2,207	\$1,427
31%	\$75,372	\$1,968	\$2,191	\$2,138	\$1,382
30%	\$72,941	\$1,904	\$2,120	\$2,069	\$1,337
29%	\$70,509	\$1,841	\$2,049	\$2,000	\$1,293
28%	\$68,078	\$1,777	\$1,979	\$1,931	\$1,248
27%	\$65,646	\$1,714	\$1,908	\$1,862	\$1,204
26%	\$63,215	\$1,650	\$1,837	\$1,793	\$1,159
25%	\$60,784	\$1,587	\$1,767	\$1,724	\$1,115

Disclaimer: Figures updated and effective through 31 December 2017 per the WV Tax Commissioner.



STATE OF WEST VIRGINIA
Department of Revenue
State Tax Department

Earl Ray Tomblin
Governor

Mark W. Matkovich
State Tax Commissioner

December 8, 2016

The Honorable William P. Cole
Senate Chairperson
Joint Committee on Government & Finance
Building 1, Room 229M

The Honorable Tim Armstead
House Chairperson
Joint Committee on Government & Finance
Building 1, Room 228M

Gentlemen:

In conformity with requirements of West Virginia Code § 11-1-2b, attached is the housing index report to the Joint Committee on Government and Finance. The report compares average and median costs of single dwelling residential property by county and includes various multipliers that are specified in the legislation.

If after review of the attached information you should have questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gilbert W. Brewer".

Gilbert W. Brewer
Deputy Tax Commissioner

GWB/jaj
Attachment

cc: Robert S. Kiss, Cabinet Secretary
Department of Revenue

Aaron Allred, Staff
Joint Committee on Government & Finance

Jeffrey A. Amburgey, Director
Property Tax Division

TAX YEAR 2016
AVERAGE COST DATA

COUNTY	AVERAGE VALUE	MULTIPLIER
19JEFFERSON	243,135	1.86
33MORGAN	240,813	1.84
14HAMPSHIRE	211,376	1.62
31MONONGALIA	204,234	1.56
02BERKELEY	185,965	1.42
40PUTNAM	173,756	1.33
13GREENBRIER	158,348	1.21
36PENDLETON	151,836	1.16
47TUCKER	147,435	1.13
49UPSHUR	146,978	1.13
46TAYLOR	139,222	1.07
29MINERAL	138,244	1.06
37PLEASANTS	137,496	1.05
20KANAWHA	134,899	1.03
54WOOD	134,839	1.03
16HARDY	132,707	1.02
24MARION	131,114	1.00
STATEWIDE	130,603	1.00
18JACKSON	123,087	0.94
17HARRISON	122,887	0.94
35OHIO	121,736	0.93
12GRANT	120,872	0.93
39PRESTON	120,545	0.92
21LEWIS	120,193	0.92
42RANDOLPH	116,652	0.89
32MONROE	114,686	0.88
43RITCHIE	113,756	0.87
38POCAHONTAS	112,988	0.87
01BARBOUR	112,421	0.86
06CABELL	110,280	0.84
26MASON	106,929	0.82
04BRAXTON	102,976	0.79
44ROANE	102,909	0.79
11GILMER	102,308	0.78
34NICHOLAS	99,025	0.76
52WETZEL	98,326	0.75
41RALEIGH	96,242	0.74
25MARSHALL	92,316	0.71
03BOONE	91,775	0.70
10FAYETTE	89,282	0.68
05BROOKE	88,549	0.68
50WAYNE	86,929	0.67
23LOGAN	86,795	0.66
15HANCOCK	85,786	0.66
48TYLER	81,731	0.63
09DODDRIDGE	81,613	0.62
22LINCOLN	79,774	0.61
28MERCER	79,622	0.61
45SUMMERS	79,476	0.61
53WIRT	65,866	0.50
07CALHOUN	61,372	0.47
30MINGO	59,246	0.45
51WEBSTER	57,967	0.44
08CLAY	51,940	0.40
55WYOMING	47,385	0.36
27MC DOWELL	22,801	0.17

MULTIPLIER COMPARING MOST EXPENSIVE TO LEAST EXPENSIVE 10.66

TAX YEAR 2016
AVERAGE COST PER SQUARE FOOT

COUNTY	AVG PER SQ FT	MULTIPLIER
31MONONGALIA	90.2	1.49
19JEFFERSON	86.8	1.44
33MORGAN	82.2	1.36
02BERKELEY	75.7	1.25
40PUTNAM	72.7	1.20
14HAMPSHIRE	68.5	1.13
20KANAWHA	66.0	1.09
16HARDY	64.6	1.07
47TUCKER	64.6	1.07
13GREENBRIER	63.4	1.05
35OHIO	63.3	1.05
17HARRISON	63.3	1.05
24MARION	62.1	1.03
54WOOD	61.7	1.02
29MINERAL	61.7	1.02
49UPSHUR	61.6	1.02
42RANDOLPH	60.5	1.00
STATEWIDE	60.4	1.00
36PENDLETON	59.8	0.99
46TAYLOR	58.1	0.96
41RALEIGH	57.6	0.95
39PRESTON	56.4	0.93
18JACKSON	55.1	0.91
12GRANT	55.0	0.91
06CABELL	54.9	0.91
37PLEASANTS	53.1	0.88
15HANCOCK	50.1	0.83
21LEWIS	49.1	0.81
25MARSHALL	48.7	0.81
32MONROE	48.4	0.80
10FAYETTE	47.7	0.79
01BARBOUR	47.6	0.79
43RITCHIE	46.1	0.76
45SUMMERS	45.1	0.75
26MASON	45.0	0.75
22LINCOLN	44.8	0.74
44ROANE	44.4	0.73
34NICHOLAS	44.1	0.73
05BROOKE	44.0	0.73
09DODDRIDGE	43.9	0.73
50WAYNE	43.5	0.72
48TYLER	43.0	0.71
52WETZEL	43.0	0.71
28MERCER	43.0	0.71
03BOONE	41.7	0.69
04BRAXTON	41.0	0.68
38POCAHONTAS	38.8	0.64
23LOGAN	37.1	0.61
53WIRT	37.1	0.61
11GILMER	35.8	0.59
07CALHOUN	34.0	0.56
51WEBSTER	29.9	0.49
30MINGO	28.7	0.48
08CLAY	28.2	0.47
55WYOMING	24.0	0.40
27MC DOWELL	14.9	0.25

MULTIPLIER COMPARING MOST EXPENSIVE TO LEAST EXPENSIVE 6.05

TAX YEAR 2016
 MEDIAN COST DATA

COUNTY	MEDIAN VALUE	MULTIPLIER
19JEFFERSON	199,735	2.60
33MORGAN	175,800	2.29
31MONONGALIA	166,270	2.16
02BERKELEY	148,870	1.94
14HAMPSHIRE	148,395	1.93
40PUTNAM	143,435	1.87
47TUCKER	107,005	1.39
29MINERAL	103,370	1.35
49UPSHUR	101,670	1.32
37PLEASANTS	101,290	1.32
24MARION	100,980	1.31
20KANAWHA	100,500	1.31
36PENDLETON	100,120	1.30
16HARDY	99,010	1.29
54WOOD	98,925	1.29
46TAYLOR	98,070	1.28
12GRANT	95,395	1.24
39PRESTON	93,440	1.22
18JACKSON	91,740	1.19
21LEWIS	90,395	1.18
35OHIO	89,200	1.16
42RANDOLPH	89,055	1.16
13GREENBRIER	87,170	1.13
32MONROE	86,425	1.13
17HARRISON	84,470	1.10
06CABELL	82,250	1.07
01BARBOUR	79,600	1.04
STATEWIDE	76,820	1.00
26MASON	76,820	1.00
43RITCHIE	76,690	1.00
25MARSHALL	74,690	0.97
44ROANE	73,100	0.95
52WETZEL	72,715	0.95
11GILMER	71,520	0.93
34NICHOLAS	71,380	0.93
15HANCOCK	69,380	0.90
38POCAHONTAS	68,380	0.89
41RALEIGH	66,320	0.86
48TYLER	65,940	0.86
04BRAXTON	65,295	0.85
05BROOKE	64,580	0.84
10FAYETTE	63,400	0.83
09DODDRIDGE	62,015	0.81
50WAYNE	61,830	0.80
03BOONE	59,950	0.78
22LINCOLN	59,920	0.78
28MERCER	58,750	0.76
23LOGAN	56,560	0.74
45SUMMERS	55,250	0.72
53WIRT	49,190	0.64
07CALHOUN	44,955	0.59
30MINGO	40,830	0.53
51WEBSTER	39,500	0.51
08CLAY	37,375	0.49
55WYOMING	31,330	0.41
27MC DOWELL	15,040	0.20

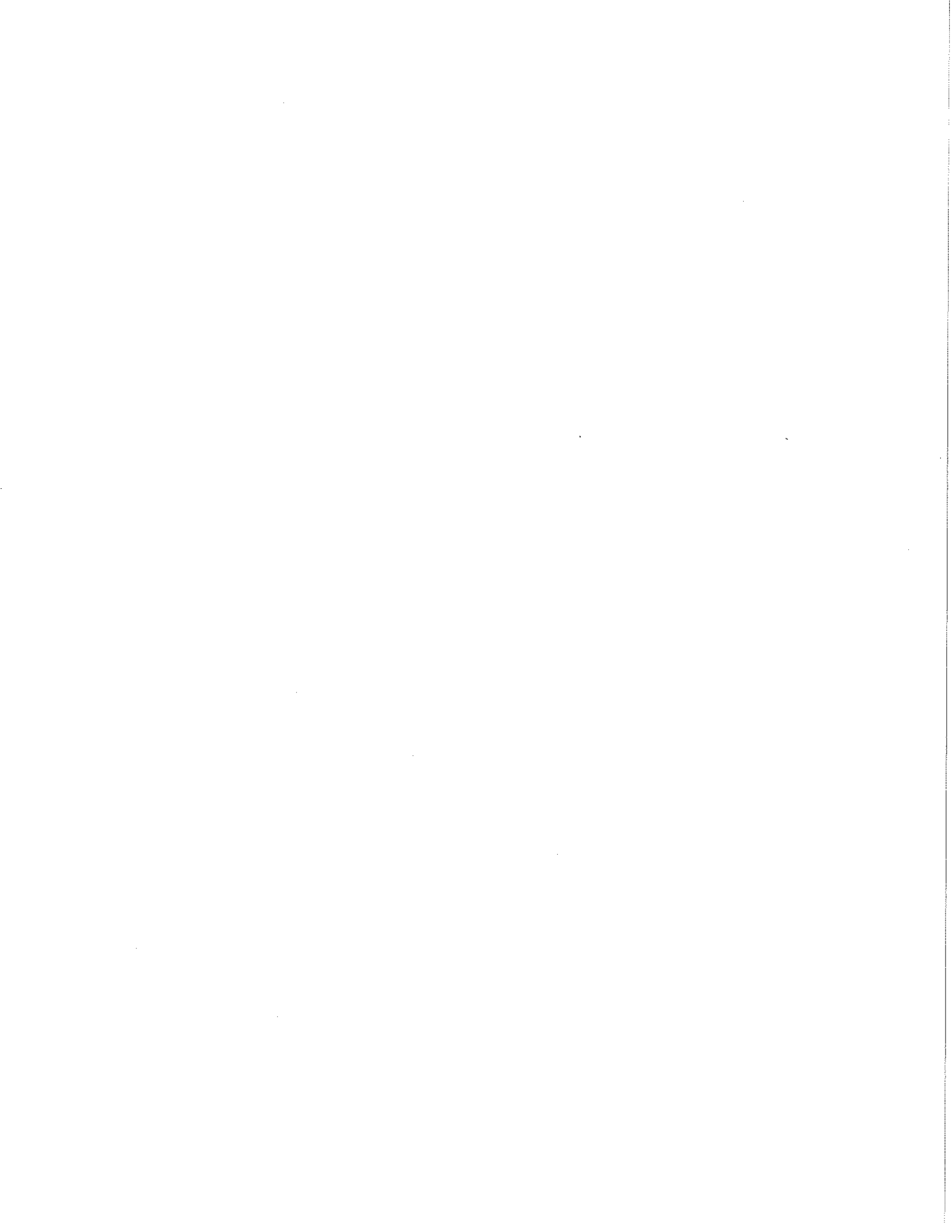
MULTIPLIER COMPARING MOST EXPENSIVE TO LEAST EXPENSIVE

13.28

**TAX YEAR 2016
MEDIAN COST PER SQUARE FOOT**

COUNTY	MEDIAN PER SQ FT	MULTIPLIER
31MONONGALIA	93.5	2.00
19JEFFERSON	89.3	1.91
33MORGAN	88.3	1.89
02BERKELEY	80.8	1.73
14HAMPSHIRE	74.4	1.59
40PUTNAM	74.3	1.59
16HARDY	63.5	1.36
20KANAWHA	63.0	1.35
36PENDLETON	61.9	1.32
29MINERAL	61.5	1.31
24MARION	61.0	1.30
35OHIO	61.0	1.30
54WOOD	60.6	1.30
49UPSHUR	60.5	1.29
42RANDOLPH	56.8	1.21
12GRANT	56.2	1.20
39PRESTON	56.2	1.20
17HARRISON	55.9	1.20
18JACKSON	53.7	1.15
47TUCKER	52.9	1.13
46TAYLOR	52.6	1.12
37PLEASANTS	52.1	1.11
32MONROE	50.3	1.08
06CABELL	50.2	1.07
15HANCOCK	49.2	1.05
21LEWIS	48.5	1.04
25MARSHALL	47.1	1.01
STATEWIDE	46.8	1.00
01BARBOUR	46.8	1.00
41 RALEIGH	46.7	1.00
26 MASON	44.2	0.94
44ROANE	43.6	0.93
10FAYETTE	43.5	0.93
13GREENBRIER	43.5	0.93
22LINCOLN	42.9	0.92
52WETZEL	42.8	0.92
43RITCHIE	42.7	0.91
34NICHOLAS	42.1	0.90
05BROOKE	41.9	0.89
45SUMMERS	41.7	0.89
09DODDRIDGE	41.5	0.89
48TYLER	41.5	0.89
50WAYNE	41.3	0.88
28MERCER	38.0	0.81
04BRAXTON	37.9	0.81
53WIRT	37.2	0.79
38POCAHONTAS	35.8	0.77
11GILMER	35.2	0.75
03BOONE	35.0	0.75
07CALHOUN	34.0	0.73
23LOGAN	33.4	0.71
51WEBSTER	28.5	0.61
08CLAY	25.6	0.55
30MINGO	25.5	0.54
55WYOMING	21.8	0.47
27MC DOWELL	12.2	0.26

MULTIPLIER COMPARING MOST EXPENSIVE TO LEAST EXPENSIVE 7.64



Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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FY 2018 Capital Improvement Plan

Schools

Law Enforcement

Parks & Recreation

EMS

Jefferson County Commission
Engineering Department/Office of Impact Fees
16 February 2016

FY 2018 Impact Fee Program Capital Improvement Plan

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FY 2018 Capital Improvement Plan Submissions

Divider

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Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2018 (which begins July 1 2017). It consists of two categories, those eligible for Impact Fee funding for capital improvements and those ineligible. For the entities eligible for Impact Fee funding, their names and their associated impact fee category are indicated below (impact fee categories noted in square brackets):

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]

The total funding request for all projects over the upcoming fiscal year as well as the next five outlying years is \$133,208,490 (up from \$112,859,750 in FY 2017). Of this amount, \$3,860,500 represents the funding requests for FY 2018 (in FY 2017 the amount was \$1,261,500).

The divided sections which follow include the submitted *CIP Form 1* (Agency/Department/Office Summary) for each entity as well as the individual *CIP Form 2* documents (Annual and Five Year Project Request and Justification) which detail each project listed on an entity's *CIP Form 1*. Any supplementary documentation is included with the appropriate *CIP Form 2*. Proposed projects that directly impact the County Budget also require *Form 2B – Budget Impact Analysis*; however, the projects submitted for FY 2018 do not require funding from the County's General or Capital Outlay Funds.

Each entity's submission is entered into the Capital Improvement Plan database, which permits comments from the Impact Fee Program Specialist to be included with *CIP Form 1*. In the case of the Board of Education, *CIP Form 2* documents are not required. The original submissions received from all entities are on file within the Engineering Department/Office of Impact Fees.

Overview of Funding Options

This document lists planned capital projects within the Jefferson County Impact Fee Program of which some entities have several options for funding available to them. In general, revenues available to fund capital projects may be classed into one of the following categories:

- Direct County support (General and Coal Severance Funds, etc.).
- General Obligation/Construction Bonds (currently only one such bond is in effect for the taxpayers of Jefferson County – a school construction bond). Loans mediated through banks to the County Building Commission also fall into this category.
- State support (usually as School Building Authority grants, or similar grants through other state agencies).
- Federal grants.
- Impact fees (see the discussion on page 11 for details).
- Entity-specific user fees (for example Park & Recreation or Fire/Ambulance fees).
- Donations and gifts (bequeathments, corporate partnerships, etc.).

The major funding mechanisms will be briefly discussed in the following section.

Direct County Support

The County Commission has the authority to use monies from the General and/or Coal Severance Fund to assist with the funding of County projects. Previously, several dedicated Capital Outlay funds have been established for this purpose using General Fund revenue. In prior years, these funds have been used to build the Sam Michael's Park Community Center, and to purchase and renovate several other buildings. Among some of the other projects which have benefited from these funds includes the Emergency Communications Center, the Sheriff's Department, and the County Maintenance Facility which are all located in the Bardane Industrial Park. In downtown Charles Town, the Old Jail was renovated for the Circuit Court and most recently, a section of the Briel building was renovated which now houses a portion of the Prosecuting Attorney's Office. These funds have also assisted with the mortgage payments for the new Emergency Services Agency building.

General Obligation/Construction Bonds

Only the County Commission and the Board of Education may propose special levies to fund capital projects. In both cases the question of a levy must be placed before the County's voters and must receive a minimum of 60% of the vote.

This type of funding mechanism is rarely used in Jefferson County. The Board of Education has floated several construction bonds of which have funded expansion and renovation projects at Jefferson High School and part of the construction costs at Washington High School.

Jefferson County has an appointed Building Commission. The County Commission, through its Building Commission, may borrow money from any type of lending financial institution or issue general obligation bonds. If the loan is to acquire land or construct a building, the deed to the property is transferred from the County Commission (or other entity) to the Building Commission. Generally, the County Commission funds the Building Commission to provide revenue to satisfy the terms of the loan. Building Commissions were specifically granted this authority in order to prevent County Commissions of obligating future Commissions via the issuance of bonds or by securing mortgages or loans¹.

State Support

The only significant source of state-supplied capital funding for the County comes from the State School Building Authority (SBA). This entity sets school construction standards and releases funds, generally for entities that bring significant cash matches. In the past few funding cycles, the Jefferson County Board of Education has used collected impact fee monies as a monetary match. The SBA has responded favorably by providing monies for several construction and school expansion projects. No other entity, including the County Commission, has an equivalent state funding agency.

Federal Support

Unfortunately Federal monies have not been a predictable or reliable revenue stream to fund capital projects within Jefferson County. The Sheriff's Department has in the past received some Federal monies for capital projects, but historically the funding amounts have been relatively small and random in nature. Federal monies are also available to fund capital projects for EMS entities.

Summary of Impact Fee Fundable Projects

Table 1 lists all *priority 1* projects (described as Urgent/Mandatory on *CIP Form 2*) as requested by each entity. Not all of these projects are eligible for funding by impact fees, but it is important to note that these projects have been described by their respective entities as having Urgent/Mandatory funding needs. **Table 2** lists all capital improvement projects requested by each entity regardless of being fundable by impact fees.

Table 3 identifies only those projects that are **impact fee-fundable**, which are eligible for funding by available impact fees, either in whole or in part. Emphasis on approving impact fee expenditure on projects requested is suggested to be for *priority 1* projects first. The Impact Fee Program Specialist has determined which of the projects that are impact fee fundable for FY 2018 based on the current availability of impact fee funds for each of the impact fee categories and their associated bank accounts, prior and current allocation sources, along with the impact fee collection projections for CY 2017.

¹ See WV Code §8-30 *et seq.*

Table 1. FY 2018 Priority 1 Projects - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2019	Yr 2 FY 2020	Yr 3 FY 2021	Yr 4 FY 2022	Yr 5 FY 2023
Jefferson County Board of Education											
1	1	Land Purchase	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0
2	1	Shepherdstown Elementary (Increased Students)	\$16,417,500	\$0	\$0	\$9,000,000	\$1,417,500	\$6,000,000	\$0	\$0	\$0
3	1	Ranson Elementary (Increased Students)	\$16,087,500	\$0	\$0	\$9,000,000	\$0	\$1,087,500	\$6,000,000	\$0	\$0
4	1	County Wide Improvement (Elementary and Middle School)	\$6,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
5	1	Central High School	\$61,000,000	\$0	\$0	\$25,000,000	\$0	\$0	\$0	\$0	\$16,000,000
6	1	Central Elementary	\$18,000,000	\$0	\$0	\$9,000,000	\$0	\$0	\$0	\$0	\$1,000,000
TOTALS			\$119,505,000	\$0	\$3,000,000	\$52,000,000	\$2,417,500	\$8,087,500	\$7,000,000	\$18,000,000	\$18,000,000
Jefferson County Sheriff's Office											
1	1	Purchase of Police Cruisers x 18 (3 per year)	\$1,370,490	\$0	\$165,000	\$0	\$214,500	\$235,950	\$235,950	\$259,545	\$259,545
TOTALS			\$1,370,490	\$0	\$165,000	\$0	\$214,500	\$235,950	\$235,950	\$259,545	\$259,545
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Table 2. FY 2018 Projects - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2019	Yr 2 FY 2020	Yr 3 FY 2021	Yr 4 FY 2022	Yr 5 FY 2023
Jefferson County Board of Education											
1	1	Land Purchase	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0
2	1	Shepherdstown Elementary (Increased Students)	\$16,417,500	\$0	\$0	\$9,000,000	\$1,417,500	\$6,000,000	\$0	\$0	\$0
3	1	Ranson Elementary (Increased Students)	\$16,087,500	\$0	\$0	\$9,000,000	\$0	\$1,087,500	\$6,000,000	\$0	\$0
4	1	County Wide Improvement (Elementary and Middle School)	\$6,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
5	1	Central High School	\$61,000,000	\$0	\$0	\$25,000,000	\$0	\$0	\$0	\$0	\$16,000,000
6	1	Central Elementary	\$18,000,000	\$0	\$0	\$9,000,000	\$0	\$0	\$0	\$0	\$1,000,000
TOTALS			\$119,505,000	\$0	\$3,000,000	\$52,000,000	\$2,417,500	\$8,087,500	\$7,000,000	\$18,000,000	\$18,000,000
Sheriff of Jefferson County											
1	2	Purchase of Police Cruisers x (18) 3 per Year	\$1,370,490	\$0	\$165,000	\$0	\$214,500	\$235,950	\$235,950	\$259,545	\$259,545
2	2	Weapons Training Qualifications Range	\$32,500	\$0	\$7,500	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
3	2	Mobile Data Terminal System for Police Vehicles	\$184,500	\$0	\$27,000	\$0	\$31,500	\$31,500	\$31,500	\$31,500	\$31,500
4	3	New Jefferson County Sheriff's Office	\$6,000,000	\$0	\$75,000	\$0	\$500,000	\$1,500,000	\$1,900,000	\$2,000,000	\$25,000
5	4	Route 230 Uvilla Sub-station	\$700,000	\$0	\$0	\$0	\$300,000	\$400,000	\$0	\$0	\$0
TOTALS			\$8,287,490	\$0	\$274,500	\$0	\$1,051,000	\$2,172,450	\$2,172,450	\$2,296,045	\$321,045
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Table 2. FY 2018 Projects - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2019	Yr 2 FY 2020	Yr 3 FY 2021	Yr 4 FY 2022	Yr 5 FY 2023
Jefferson County Parks & Recreation Commission											
1	2	James Hite Park (Utilities)	\$1,500,000	\$0	\$100,000	\$0	\$0	\$750,000	\$650,000	\$0	\$0
2	2	Maintenance Vehicle	\$45,000	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0
3	2	Sam Michael's Park (Amphitheatre)	\$2,000,000	\$0	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$1,800,000
4	2	Land Acquisition	\$400,000	\$0	\$200,000	\$0	\$0	\$0	\$200,000	\$0	\$0
5	3	Sam Michael's Park (Master Plan)	\$75,000	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0
6	2	Sam Michael's Park (Community Center Addition)	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$0
7	3	South Jefferson Park (Master Plan)	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0
8	2	James Hite Park (Picnic Pavilions)	\$70,000	\$0	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0
9	3	Aquatic Facility Feasibility Study	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000
10	2	James Hite Park (Parking)	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	0
11	2	James Hite Park (Dog Park)	\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$5,335,000	\$0	\$505,000	\$35,000	\$275,000	\$1,750,000	\$850,000	\$75,000	\$1,845,000

Table 3. FY 2018 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2019	Yr 2 FY 2020	Yr 3 FY 2021	Yr 4 FY 2022	Yr 5 FY 2023
Jefferson County Emergency Services Agency (EMS)											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Impact Fee Specialist Recommendations – Jefferson County Emergency Services Agency (EMS)											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	JCESA Building Mortgage	Eligible for Full Funding due to being for new growth	As of January 31, 2017, the remaining allocation amount is \$302,071 in the "Mortgage Cost Recovery" capital category of this project. This request is fundable up to future growth's cost of \$520,328. However, fully funding the current request is contingent upon availability of funds in the EMS impact fee account; which is projected to have an estimated balance of only \$19,745 on July 1, 2017. Therefore, due to limited funds in the EMS impact fee account, this request is approved for only \$15,000 of funding in FY 2018, not the full \$81,000 request. Another source for funding the remainder of the mortgage payment will need to come from another source.							

Jefferson County Parks & Recreation Commission											
#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2019	Yr 2 FY 2020	Yr 3 FY 2021	Yr 4 FY 2022	Yr 5 FY 2023
4	2	Land Acquisition	\$400,000	\$0	\$200,000	\$0	\$0	\$0	\$200,000	\$0	\$0
8	2	James Hite Park (Picnic Pavilions)	\$70,000	\$0	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$470,000	\$0	\$235,000	\$35,000	\$0	\$0	\$200,000	\$0	\$0

Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission				
#	Pri	Project	Fee Funding Potential	Comments
4	2	Land Acquisition	Eligible for Full Funding due to being for new growth	As of January 31, 2017, the remaining allocation amount is \$112,973 in the "Park Land" capital category of this project. This project is fully fundable up to the \$112,973 amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$147,085 on July 1, 2017. Therefore, due to limited funds in the Parks and Rec impact fee account, this request is approved for only \$100,000 of funding in FY 2018, not the full \$200,000 request.
8	2	James Hite Park (Picnic Pavilions)	Eligible for Full Funding due to being for new growth	As of January 31, 2017, the remaining allocation amount is \$47,363 in the "Park Improvements & Rec Facilities" capital category of this project. This request is fully fundable contingent upon availability of funds in the Parks impact fee account; which is projected to have an estimated balance of \$147,085 on July 1, 2017. Full funding is available in the Parks and Rec impact fee account for this \$35,000 request, in FY 2018.

Table 3. FY 2018 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2019	Yr 2 FY 2020	Yr 3 FY 2021	Yr 4 FY 2022	Yr 5 FY 2023
Sheriff of Jefferson County											
2	2	Weapons Training Qualifications Range	\$32,500	\$0	\$7,500	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
4	3	New Jefferson County Sheriff's Office	\$6,000,000	\$0	\$75,000	\$0	\$500,000	\$1,500,000	\$1,900,000	\$2,000,000	\$25,000
TOTALS			\$6,032,500	\$0	\$82,500	\$0	\$505,000	\$1,505,000	\$1,905,000	\$2,005,000	\$30,000

Impact Fee Specialist Recommendations -- Sheriff of Jefferson County				
#	Pri	Project	Fee Funding Potential	Comments
2	2	Weapons Training Qualifications Range	Eligible for Full Funding due to being for new growth	As of January 31, 2017, the remaining allocation amount is \$197,634 in the "Buildings & Land" capital category of this project. This project is fundable contingent upon availability of funds in the Law Enforcement impact fee account, which is projected to have an estimated balance of \$101,391 on July 1, 2017. Full funding is available in the Law Enforcement account for this \$7,500 request, in FY 2018.
4	3	New Jefferson County Sheriff's Office	Eligible for Full Funding due to being for new growth	As of January 31, 2017, the remaining allocation amount is \$197,634 in the "Buildings & Land" capital category of this project. This project is fundable contingent upon availability of funds in the Law Enforcement impact fee account, which is projected to have an estimated balance of \$101,391 on July 1, 2017. Full funding is available in the Law Enforcement account for this \$75,000 request, in FY 2018.

Table 3. FY 2018 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2019	Yr 2 FY 2020	Yr 3 FY 2021	Yr 4 FY 2022	Yr 5 FY 2023
Jefferson County Board of Education											
1	1	Land Purchase	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0
4	1	County Wide Improvement (Elementary and Middle School)	\$6,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
TOTALS			\$8,000,000	\$0	\$3,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000

Impact Fee Specialist Recommendations – Jefferson County Board of Education				
#	Pri	Project	Fee Funding Potential	Comments
1	1	Land Purchase	Eligible for Full Funding due to being for new growth	As of January 31, 2017, the remaining allocation amount is \$4,135,778 in the "Elementary/Middle/High School & Land" combined capital category of this project. This project is a proposed complex for all three school and land capital categories. This project is fundable contingent upon availability of funds in the School impact fee account, which is projected to have an estimated balance of \$3,456,431 on July 1, 2017. Full funding is available in the Schools account for this \$2,000,000 request, in FY 2018.
3	1	County Wide Improvement (Elementary and Middle School)	Eligible for Full Funding due to being for new growth	As of January 31, 2017, the remaining allocation amount is \$1,104,938 in the "Elementary School & Land" capital category of this project. As of January 31, 2017, the remaining allocation amount is \$3,030,840 in the "Middle Schools/High Schools & Land" capital category of this project; for a combined amount of \$4,135,778. This request is fundable up to this limit and in combination with other projects under this capital category; and contingent upon availability of funds in the Schools impact fee account, which is projected to have an estimated balance of \$3,456,431 on July 1, 2017. Full funding is available in the Schools account for this \$1,000,000 request, in FY 2018.

Impact Fee Program Specialist's Notes

Overview

One role of the Impact Fee Program Specialist in preparing the Capital Improvement Plan is to indicate which projects, within each category for which impact fees are collected, are eligible for funding by impact fees. There are two important decision points made when considering each project:

1. Does the project represent expansion of an acknowledged capital category?
 - a. If the answer is *no* (in other words the project may represent maintenance or replacement, or an effort to increase the *standard of service*), then the project is ineligible for funding using impact fees. However, it is important to note that such projects **may be** eligible for funding by other revenue sources. .
 - b. If the answer is *yes*, then the project is eligible, and the second decision point applies.
2. Is the requested project necessary only because of new growth?
 - a. If the answer is *yes*, then the project is potentially **fully impact fee-fundable**.
 - b. If the answer is *no* (generally because there is a repair, replacement, or increase in the standard of service component), then the project is usually only **partially fundable** by impact fees.

In cases where a project may be funded using impact fees, the Impact Fee Program Specialist examines the current cash flow analysis to determine how much in collected funds is attributed to the relevant capital category (i.e. schools, land, buildings, equipment, vehicles). The cash flow analysis also tracks fee disbursement over time, so it is a useful tool for providing guidance on overall spending trends. The cash flow analyses for each of the fee categories are presented on the following pages.

Authority

Pursuant to West Virginia State Code, Chapter 7, Article 20, Section 6 (§7-20-6) counties which have enabled impact fees must maintain a Impact Fee Program Capital Improvement Plan. Only the projects listed on this CIP are eligible for funding by impact fees (either in whole or in part). Whether a project may be wholly or only partially funded depends upon whether the project is exclusively needed due to new growth or is only partially required due to conditions of new growth (see §7-20-3 (h) and (i) for definitions of “proportionate share” and “reasonable benefit”).

The requirement for a yearly Impact Fee Program Capital Improvement Plan, and the identification of **Impact Fee Fundable** projects, is outlined in Jefferson County Impact Fee Procedures Ordinance 2003-1 Section 3(C) *et seq.*

One of the tasks of the Impact Fee Program Specialist is to identify projects from the Impact Fee Program Capital Improvement Plan which are eligible for funding by Impact Fees (Ordinance 2003-1 Section 6(A)(2)(b)).

Cash Flow Analyses

The following 4 tables constitute the official cash flow analyses for each of the four impact fee categories. The financial data are cumulative from the beginning of the respective fee collection start date through January 31, 2017 (50% of FY 2017). The projected balance runs through the end of FY 2017.

For the purposes of projecting the cash flow analysis from 31 January 2017 through 30 June 2017 (the beginning of FY 2017), it was assumed that the County growth rate for the period of 31 January 2017 through 30 June 2017, will be constant and equal to the same time period last year. During this period, there were 89 new single family detached structures (of which 3 qualified for the Affordable Housing Discount), and 10 new townhouse structures. For projecting the future cash flow from 31 January 2017 through 30 June 2017, we are assumed the following:

89	Single-family units
10	Townhouse units
0	Duplex units
0	Multi-family units

While there was some commercial development in CY 2016, the amount of commercial development impact fees collected during the same cash flow projection time period last year is \$0.00.

Table 4. Schools

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2017

Capital Category	Target Allocation %	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 31, 2017 Amount Available by Allocation %
Elementary School & Land	29.2% x	\$24,971,741 =	\$7,291,748 -	\$6,186,810 =	\$1,104,938
Middle School/High Schools & Land	67.8% x	\$24,971,741 =	\$16,930,840 -	\$13,900,000 =	\$3,030,840
Admin Office/Shop/Bus Garage	3.0% x	\$24,971,741 =	\$749,152 -	\$2,000,000 =	-\$1,250,848
Total for Schools	100%		\$24,971,741	\$22,086,810	\$2,884,931

Balance Projected Through 30 June 2017

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2017 Projected Amount Available by Allocation %
Elementary School & Land	29.2% x	\$25,543,241 =	\$7,458,626 -	\$6,186,810 =	\$1,271,816
Middle School/High Schools & Land	67.8% x	\$25,543,241 =	\$17,318,317 -	\$13,900,000 =	\$3,418,317
Admin Office/Shop/Bus Garage	3.0% x	\$25,543,241 =	\$766,297 -	\$2,000,000 =	-\$1,233,703
Total for Schools	100%		\$25,543,241	\$22,086,810	\$3,456,431

*Percent Allocation Calculations Based on February 10, 2015 Recalculation Report by TischlerBise using the Capital Category LOS Cost Figures

Table 5. Law Enforcement

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2017

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 31, 2017 Amount Available by Allocation %
Vehicles	\$2,748,201	39.7% x	\$340,117 =	\$135,109 -	\$236,454 =	-\$101,345
Equipment	\$150,000	2.2% x	\$340,117 =	\$7,374 -	\$18,211 =	-\$10,836
Buildings & Land	\$4,020,000	58.1% x	\$340,117 =	\$197,634 -	\$0 =	\$197,634
Total for Law Enforcement	\$6,918,201	100%		\$340,117	\$254,665	\$85,452

Balance Projected Through 30 June 2017

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2017 Projected Amount Available by Allocation %
Vehicles	39.7% x	\$356,056 =	\$141,440 -	\$236,454 =	-\$95,014
Equipment	2.2% x	\$356,056 =	\$7,720 -	\$18,211 =	-\$10,491
Buildings & Land	58.1% x	\$356,056 =	\$206,895 -	\$0 =	\$206,895
Total for Law Enforcement	100%		\$356,056	\$254,665	\$101,391

*Calculated Based on 12/28/2014 Impact Fees Recalculation Report - Capital Category LOS Cost Calculations

Table 6. Parks & Recreation Cash Flow Analysis

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2017

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 31, 2017 Amount Available by Allocation %
Park Improvements & Rec Facilities	\$10,086,983	69.1% x	\$1,449,276 =	\$1,002,102 -	\$954,738 =	\$47,363
Park Land	\$4,156,920	28.5% x	\$1,449,276 =	\$412,973 -	\$300,000 =	\$112,973
Maintenance Equipment & Vehicles	\$344,265	2.4% x	\$1,449,276 =	\$34,201 -	\$90,815 =	-\$56,614
Total for Parks & Recreation	\$14,588,168	100%		\$1,449,276	\$1,345,553	\$103,723

Balance Projected Through 30 June 2017

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2017 Projected Amount Available by Allocation %
Park Improvements & Rec Facilities	69.1% x	\$1,492,638 =	\$1,032,084 -	\$954,738 =	\$77,346
Park Land	28.5% x	\$1,492,638 =	\$425,329 -	\$300,000 =	\$125,329
Maintenance Equipment & Vehicles	2.4% x	\$1,492,638 =	\$35,225 -	\$90,815 =	-\$55,590
Total for Parks & Recreation	100%		\$1,492,638	\$1,345,553	\$147,085

*Calculated Based on 2/19/2015 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations

Table 7. EMS Cash Flow Analysis

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2017

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 31, 2017 Amount Available by Allocation %
EMS Vehicles & Equipment	\$610,000	54.0% x	\$1,547,944 =	\$835,373 -	\$1,122,451 =	-\$287,078
EMS Facilities Mortgage - Cost Recovery	\$520,328	46.0% x	\$1,547,944 =	\$712,571 -	\$410,500 =	\$302,071
Total for Emergency Services	\$1,130,328	100%		\$1,547,944	\$1,532,951	\$14,993

Balance Projected Through 30 June 2017

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2017 Projected Amount Available by Allocation %
EMS Vehicles & Equipment	54.0% x	\$1,552,896 =	\$837,938 -	\$1,122,451 =	-\$284,513
EMS Facilities Mortgage - Cost Recovery	46.0% x	\$1,552,696 =	\$714,758 -	\$410,500 =	\$304,258
Total for Emergency Services	100%		\$1,552,696	\$1,532,951	\$19,745

*Calculated Based on 2/19/2015 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations

Divider 1



Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Board of Education

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2018	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Land Purchase	2000000	0	2000000	0	0	0	0	0	0
1	Shepherdstown Elementary	16417500	0	0	9000000	1417500	6000000	0	0	0
1	Ranson Elementary	16087500	0	0	9000000	0	1087500	6000000	0	0
1	County Wide Improvement	6000000	0	1000000	0	1000000	1000000	1000000	1000000	1000000
1	Central High School	61000000	0	0	25000000	0	0	0	0	1600000 0
1	Central Elementary School	18000000	0	0	9000000	0	0	0	0	1000000



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Ralph Dinges Date this form prepared: 12/15/2016

Project Title: Land Purchase

Project Type: Land Acquisition

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

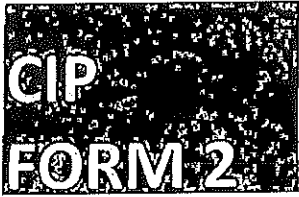
Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Estimated Total Cost of Project (\$)	<u>\$2,000,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$2,000,000.00</u>	(FY 2018) Current Request
		(FY 2019) All Other Sources
	<u>\$0.00</u>	(FY 2019) Out Year 2
	<u>\$0.00</u>	(FY 2020) Out Year 3
	<u>\$0.00</u>	(FY 2021) Out Year 4
	<u>\$0.00</u>	(FY 2022) Out Year 5
	<u>\$0.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Ralph Dinges Date this form prepared: 12/15/2016

Project Title: Shepherdstown Elementary

Project Type: Construction

Project Location: Shepherdstown

Project Rank: [x] (1) Urgent/Mandatory [] (2) Necessary/Needed [] Optional/Deferrable
OR provide Ranking Number if using Form 2A:

Project Need: [] This project does not benefit new growth. [] This project only benefits new growth.
[x] This project benefits both current and new residents and/or businesses.

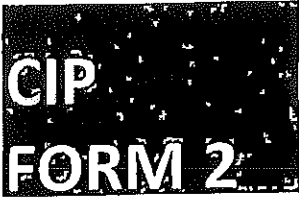
Budget Impact: This project will affect the county operating budget: [] Yes [x] No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Table with 2 columns: Funding Request Breakdown by Year (\$), and Description. Rows include Estimated Total Cost of Project (\$), and breakdown for FY 2018 through FY 2023.

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

[] Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Ralph Dinges Date this form prepared: 12/15/2016

Project Title: Ranson Elementary

Project Type: Construction

Project Location: Ranson

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

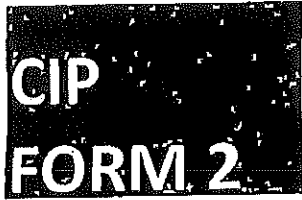
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Estimated Total Cost of Project (\$)	<u>\$16,087,500.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2018) Current Request
		(FY 2019) All Other Sources
	<u>\$0.00</u>	(FY 2019) Out Year 2
	<u>\$1,087,500.00</u>	(FY 2020) Out Year 3
	<u>\$6,000,000.00</u>	(FY 2021) Out Year 4
	<u>\$0.00</u>	(FY 2022) Out Year 5
	<u>\$0.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.



Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Prepared By: Ralph Dinges Date this form prepared: 12/15/2016
Project Title: Central High School
Project Type: Construction
Project Location: Jefferson County

Project Rank: [X] (1) Urgent/Mandatory [] (2) Necessary/Needed [] Optional/Deferrable
OR provide Ranking Number if using Form 2A:

Project Need: [] This project does not benefit new growth. [] This project only benefits new growth.
[X] This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: [] Yes [X] No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Table with 2 columns: Funding Request Breakdown by Year (\$) and Description. Rows include Estimated Total Cost of Project (\$61,000,000.00), FY 2018 Current Request (\$0.00), FY 2019 All Other Sources (\$0.00), FY 2019 Out Year 2 (\$0.00), FY 2020 Out Year 3 (\$0.00), FY 2021 Out Year 4 (\$0.00), FY 2022 Out Year 5 (\$0.00), and FY 2023 Out Year 6 (\$16,000,000.00).

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

[] Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Ralph Dinges Date this form prepared: 12/15/2016

Project Title: Central Elementary School

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Estimated Total Cost of Project (\$)	<u>\$18,000,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2018) Current Request
		(FY 2019) All Other Sources
	<u>\$0.00</u>	(FY 2019) Out Year 2
	<u>\$0.00</u>	(FY 2020) Out Year 3
	<u>\$0.00</u>	(FY 2021) Out Year 4
	<u>\$0.00</u>	(FY 2022) Out Year 5
	<u>\$1,000,000.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

Divider 2

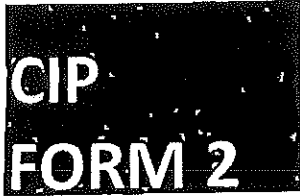


Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Sheriff of Jefferson County

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2018	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Purchase of Police Cruisers x 18 (3 per year)	1370490	0	165000	0	214500	235950	235950	259545	259545
2	Weapons Training Qualifications Range	32500	0	7500	0	5000	5000	5000	5000	5000
2	Mobile Data Terminal System for Police Vehicles - Communications	184500	0	27000	0	31500	31500	31500	31500	31500
3	New Jefferson County Sheriff Office	6000000	0	75000	0	500000	1500000	1900000	2000000	25000
4	Route 230 Uvilla Sub-station	700000	0	0	0	300000	400000	0	0	0



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/16/2016

Project Title: Weapons Training Qualifications Range

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This is for the modernization of the existing firearms range to include the erection of a shooting pavilion.

Estimated Total Cost of Project (\$)	<u>\$32,500.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$7,500.00</u>	(FY 2018) Current Request
		(FY 2019) All Other Sources
	<u>\$5,000.00</u>	(FY 2019) Out Year 2
	<u>\$5,000.00</u>	(FY 2020) Out Year 3
	<u>\$5,000.00</u>	(FY 2021) Out Year 4
	<u>\$5,000.00</u>	(FY 2022) Out Year 5
	<u>\$5,000.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/16/2016

Project Title: Mobile Data Terminal System for Police Vehicles - Communications

Project Type: Acquisition of Major Equipment

Project Location:

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The Sheriff's Office has purchased mobile data tablets for all Sheriff Office police cruisers. The mobile dispatching along with the CAD system will enhance our already taxed and limited radio communication networking systems, thus reducing the volume of audible transmitted radio traffic. Each vehicle will be equipped with a tablet over which calls can be dispatched, record and traffic checks performed, and other networking capabilities could be performed from the police vehicle. Police reports could be prepared and directly forwarded to the police facility allowing deputies to remain in specific assigned areas for longer periods of time. The additional costs will be replacement tablet systems and docking stations in newly purchased cruisers.

Table with 2 columns: Funding Request Breakdown by Year (\$) and Amount. Rows include Estimated Total Cost of Project (\$), (FY 2018) Current Request, (FY 2019) All Other Sources, (FY 2019) Out Year 2, (FY 2020) Out Year 3, (FY 2021) Out Year 4, (FY 2022) Out Year 5, and (FY 2023) Out Year 6.

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe **Date this form prepared:** 12/16/2016
Project Title: New Jefferson County Sheriff Office
Project Type: Construction
Project Location: Jefferson County
Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____
Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.
Budget Impact: This project will affect the county operating budget: Yes No
 (if Yes - attach Form 2B).

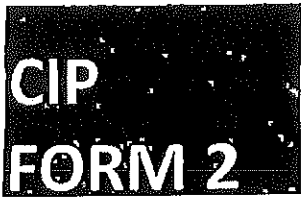
DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The current base of operations for the Jefferson County Sheriff's Office was appropriated in the end of FY 2007/beginning of FY 2008. The building is a metal skinned building and even with the Kevlar lined exterior walls, does not meet the current "hardened" requirements and standards for a permanent police station set down by the Department of Justice and the Department of Homeland Security. The current building was bought and remodeled with occupancy accomplished in May 2008. From the date of purchase and throughout the entire process, the current Sheriff's Office was designated as a "Temporary" Sheriff's Office. The newly constructed building will meet or exceed any DOJ/DHS standards. The new Sheriff's Office will be larger than the current 10,000 sq ft to allow room for growth and will be a completely hardened and secure structure.

Estimated Total Cost of Project (\$)	<u>\$6,000,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$75,000.00</u>	(FY 2018) Current Request
	<u>\$500,000.00</u>	(FY 2019) All Other Sources
	<u>\$1,500,000.00</u>	(FY 2019) Out Year 2
	<u>\$1,900,000.00</u>	(FY 2020) Out Year 3
	<u>\$2,000,000.00</u>	(FY 2021) Out Year 4
	<u>\$25,000.00</u>	(FY 2022) Out Year 5
	<u>\$25,000.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/16/2016

Project Title: Route 230 Uvilla Sub-station

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

In an effort to improve upon our responses for the public's calls for service and provide Hapers Ferry/Shepherdstown communities with the level of police services that they deserve, a police facility (sub-station) should be placed in close proximity to these communities. In positions such a facility along the Route 230 and Bakerton corridor would allow on duty deputies who are assigned to this area the ability to greatly reduce response time to calls for service and allow for directed patrol activities whenever time allows. Having deputies assigned to this facility will allow for familiarity of the environment and its citizens thereby creating an atmosphere of partnership and ownership between the community and the sheriff's office. Additionally this facility would provide both an immediate safe haven for those persons in immediate critical need of assistance and a location by which citizens and victims alike may meet with law enforcement to address issues, concerns, and to work on investigative matters, and to file police reports.

Estimated Total Cost of Project (\$)	<u>\$700,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2018) Current Request
		(FY 2019) All Other Sources
	<u>\$300,000.00</u>	(FY 2019) Out Year 2
	<u>\$400,000.00</u>	(FY 2020) Out Year 3
	<u>\$0.00</u>	(FY 2021) Out Year 4
	<u>\$0.00</u>	(FY 2022) Out Year 5
	<u>\$0.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

Divider 3

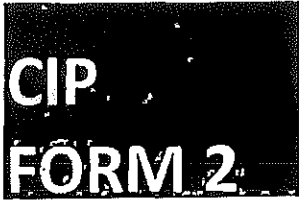


Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2018	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
2	James Hite Park (Parking)	100000	0	0	0	100000	0	0	0	0
2	James Hite Park (Dog Park)	25000	0	25000	0	0	0	0	0	0



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: Maintenance Vehicle

Project Type: Acquisition of Major Equipment

Project Location: Stored at JCPRC Maintenance Building to be used throughout the county.

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

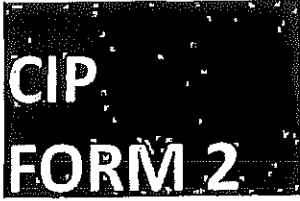
DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The JCPRC has four maintenance vehicles to maintain 10 parks and over 400 acres that spread across Jefferson County. With the additional maintenance of James Hite Park, which opened during the fall of 2016, JCPRC will have to hire additional seasonal maintenance staff as well as purchase a vehicle to transport staff, mowers and field equipment to the park on a daily basis. This truck will be heavy duty and able to transport 4 staff to the park, so 2 vehicles will not be needed each day.

Estimated Total Cost of Project (\$)	<u>\$45,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$45,000.00</u>	(FY 2018) Current Request
		(FY 2019) All Other Sources
	<u>\$0.00</u>	(FY 2019) Out Year 2
	<u>\$0.00</u>	(FY 2020) Out Year 3
	<u>\$0.00</u>	(FY 2021) Out Year 4
	<u>\$0.00</u>	(FY 2022) Out Year 5
	<u>\$0.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
 The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

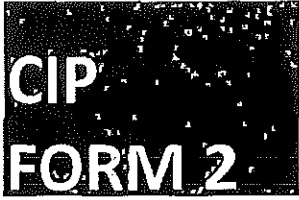
Additional pages attached.



Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received.

. Additional pages attached.



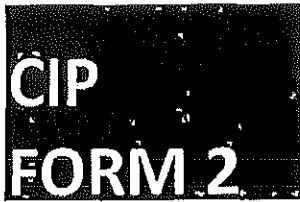
Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

\$0.00 (FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: Sam Michael's Park (Master Plan)

Project Type: Other

Project Location: Sam Michael's Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
 OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
 (if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

Design and implement a grand vision for Sam Michael's Park that elevates the park to a true county-scale and "the premiere" park facility for Jefferson County (100+ acres)

Sam Michael's Park needs a truly comprehensive master plan that takes into account all of the opportunities within the current site and to explore the opportunities to acquire adjacent land which in some manner can be directly connected to the existing park.

Estimated Total Cost of Project (\$)	<u>\$75,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2018) Current Request
	<u> </u>	(FY 2019) All Other Sources
	<u>\$75,000.00</u>	(FY 2019) Out Year 2
	<u>\$0.00</u>	(FY 2020) Out Year 3
	<u>\$0.00</u>	(FY 2021) Out Year 4
	<u>\$0.00</u>	(FY 2022) Out Year 5
	<u>\$0.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: Sam Michael's Park (JCCC Addition)

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
 OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
 (if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

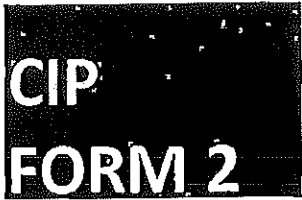
There is a great need for additional indoor recreation space. Therefore the recreation center at Sam Michael's Park should be expanded to include another gym, a larger fitness center, an indoor track and additional activity rooms. The assessment of the ability to accommodate the expansion of the facility should be done at the same time as a master plan is created for the entire Sam Michael's Park. This recommendation is consistent with recommendations made in Jefferson County's 2035 Comprehensive Plan.

Estimated Total Cost of Project (\$)	<u>\$1,000,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2018) Current Request
		(FY 2019) All Other Sources
	<u>\$0.00</u>	(FY 2019) Out Year 2
	<u>\$1,000,000.00</u>	(FY 2020) Out Year 3
	<u>\$0.00</u>	(FY 2021) Out Year 4
	<u>\$0.00</u>	(FY 2022) Out Year 5
	<u>\$0.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: South Jefferson Park (Master Plan)

Project Type: Other

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See Instructions for Form 2 - attach additional pages as needed)

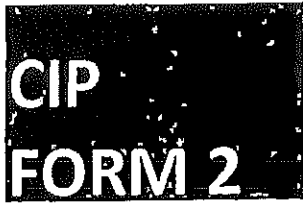
Prepare a Master Site Development Plan for the park to address the issue of the preferred mix of facilities within the park.

Estimated Total Cost of Project (\$)	<u>\$75,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2018) Current Request
		(FY 2019) All Other Sources
	<u>\$0.00.</u>	(FY 2019) Out Year 2
	<u>\$0.00</u>	(FY 2020) Out Year 3
	<u>\$0.00</u>	(FY 2021) Out Year 4
	<u>\$75,000.00</u>	(FY 2022) Out Year 5
	<u>\$0.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016
 Project Title: James Hite Park (Picnic Pavilions)
 Project Type: Construction
 Project Location: James Hite Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____
 Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.
 Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. James Hite Park currently lacks basic park amenities and adequate shade.

The project involves construction of two 20x30 steel picnic pavilions at James Hite Park to continue Phase II development. Picnic pavilions will offer shade to over 1000 children and adults that are currently using the park for leisure and recreation needs. In addition, the pavilions will add an additional revenue stream to the park as the shelters can be rented for family reunions, birthday parties and other special events as the park continues to develop.

It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project as well as funding through grants and donations. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding. It is expected that actual cost to the department will be lower as a result of alternative funding streams.

A \$35,000 grant has been obtained from the Land and Water Conservation Fund.

Estimated Total Cost of Project (\$)	<u>\$70,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$35,000.00</u>	(FY 2018) Current Request
		(FY 2019) All Other Sources
	<u>\$0.00</u>	(FY 2019) Out Year 2
	<u>\$0.00</u>	(FY 2020) Out Year 3
	<u>\$0.00</u>	(FY 2021) Out Year 4
	<u>\$0.00</u>	(FY 2022) Out Year 5



Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

\$0.00 (FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: Aquatic Facility Feasibility Study

Project Type: Other

Project Location: Jefferson County

Project Rank: [] (1) Urgent/Mandatory [x] (2) Necessary/Needed [] Optional/Deferrable OR provide Ranking Number if using Form 2A:

Project Need: [] This project does not benefit new growth. [] This project only benefits new growth. [x] This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: [] Yes [x] No (if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

The need for a full service indoor aquatics facility is highly apparent and was by far the most commonly expressed desire in terms of new facilities for Jefferson County, throughout the community outreach aspect of the 2016 Master Plan's preparation. Aquatic facilities were universally identified as the top facility type requested by the public. With the exception of the small and outdated pool at Charles Town's Jefferson Memorial Park and the facility at Shepherd University, Jefferson County lacks indoor and adequate outdoor aquatics facilities. Due to cost and complexity of creating a major aquatics facility, whether indoor or outdoor, it is not likely that Jefferson County would be able to construct and sustainable operate such a facility. Therefore the most logical, and likely the most viable approach is for Jefferson County to partner with the School District. This partnership would include undertaking a comprehensive feasibility to determine the ideal, sustainable and cost effective aquatic facility or facilities to be constructed in Jefferson County. The feasibility study would also address a pathway forward for a partnership agreement between the two entities to advance the project, including raising capital, if deemed viable.

If planned and designed properly they can serve as important destination and revenue generators to aid in financial operation.

The feasibility study would also address a pathway forward for a partnership agreement between



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

the two entities to advance the project, including raising capital, if deemed viable.

Estimated Total Cost of Project (\$)	<u>\$45,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2018) Current Request
		(FY 2019) All Other Sources
	<u>\$0.00</u>	(FY 2019) Out Year 2
	<u>\$0.00</u>	(FY 2020) Out Year 3
	<u>\$0.00</u>	(FY 2021) Out Year 4
	<u>\$0.00</u>	(FY 2022) Out Year 5
	<u>\$45,000.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: James Hite Park (Parking)

Project Type: Construction

Project Location: James Hite Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

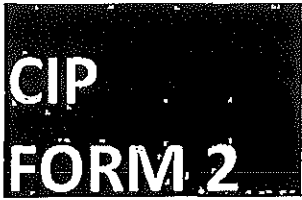
This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

James Hite Park currently lacks basic park amenities and adequate parking.

The project involves construction of two additional parking lots at James Hite Park to continue Phase II development to alleviate current congestion with use as new amenities are constructed. Currently, over 1000 children and adults are using the park for recreational and leisure purposes.

It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project as well as funding through grants and donations. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding. It is expected that actual cost to the department will be lower as a result of alternative funding streams.

Estimated Total Cost of Project (\$)	<u>\$100,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2018) Current Request
		(FY 2019) All Other Sources
	<u>\$100,000.00</u>	(FY 2019) Out Year 2
	<u>\$0.00</u>	(FY 2020) Out Year 3
	<u>\$0.00</u>	(FY 2021) Out Year 4
	<u>\$0.00</u>	(FY 2022) Out Year 5
	<u>\$0.00</u>	(FY 2023) Out Year 6



Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: James Hite Park (Dog Park)

Project Type: Construction

Project Location: James Hite Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

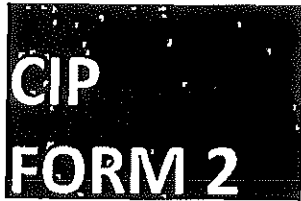
DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

The project involves construction of a dog park at James Hite Park to continue Phase II development. Currently, there is no official dog park in Jefferson County. A temporary dog park is located at Sam Michael's Park. This facility has a devoted user group and clearly fills a need. However, it does have some fundamental flaws. Most notably it does not provide separate facilities for large and small dogs, as recommended by the American Kennel Club. The facility also lacks double-gated entries to keep dogs from escaping and to facilitate wheelchair access, as well as seating areas. In addition, the current facility takes up a disproportionately large amount of space in the epicenter of Sam Michael's Park and is located on land that is suitable for other recreational field facilities that have much more constrictive design constraints.

It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project as well as funding through grants and donations. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding.

Estimated Total Cost of Project (\$)	<u>\$25,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$25,000.00</u>	(FY 2018) Current Request
	<u> </u>	(FY 2019) All Other Sources
	<u>\$0.00</u>	(FY 2019) Out Year 2
	<u>\$0.00</u>	(FY 2020) Out Year 3
	<u>\$0.00</u>	(FY 2021) Out Year 4
	<u>\$0.00</u>	(FY 2022) Out Year 5



Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

\$0.00 (FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

Divider 4



Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Emergency Services Agency

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2018	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	JCESA/USDA Mortgage	520328	0	81000	0	81000	81000	81000	81000	81000

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Myers

Department or Organization: Jefferson County Parks and Recreation Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: March 2, 2017:
Final grant application is due by April 1, 2017

Date Requested – 2nd Choice:

Subject: Update the Commission and ask for a letter of support and resolution to allow Jefferson County Parks and Recreation Commission to apply for a WV Culture and History Cultural Facilities and Capital Resource Grant to construct Phase I of the amphitheater project at Sam Michael's Park.

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

Jefferson County Parks and Recreation Commission is requesting a letter of support to apply for a WV Culture and History Cultural Facilities and Capital Resource Grant in the amount of \$100,000 to construct Phase I of the amphitheater project at Sam Michael's Park. Sam Michael's Park is a county owned facility. In addition, JCPRC is requesting a resolution from the Commission giving Jefferson County Parks and Recreation permission and allowing Jennifer Myers to file the application on behalf of the Jefferson County Commission. The County Commission would be a pass through for the project.

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*):

To support the grant application to WV Culture and History Capital Resource Grant in the amount of \$100,000 to begin construction of Phase I of the amphitheater at Sam Michael's Park. Approve a resolution.

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

If not attached, explain:

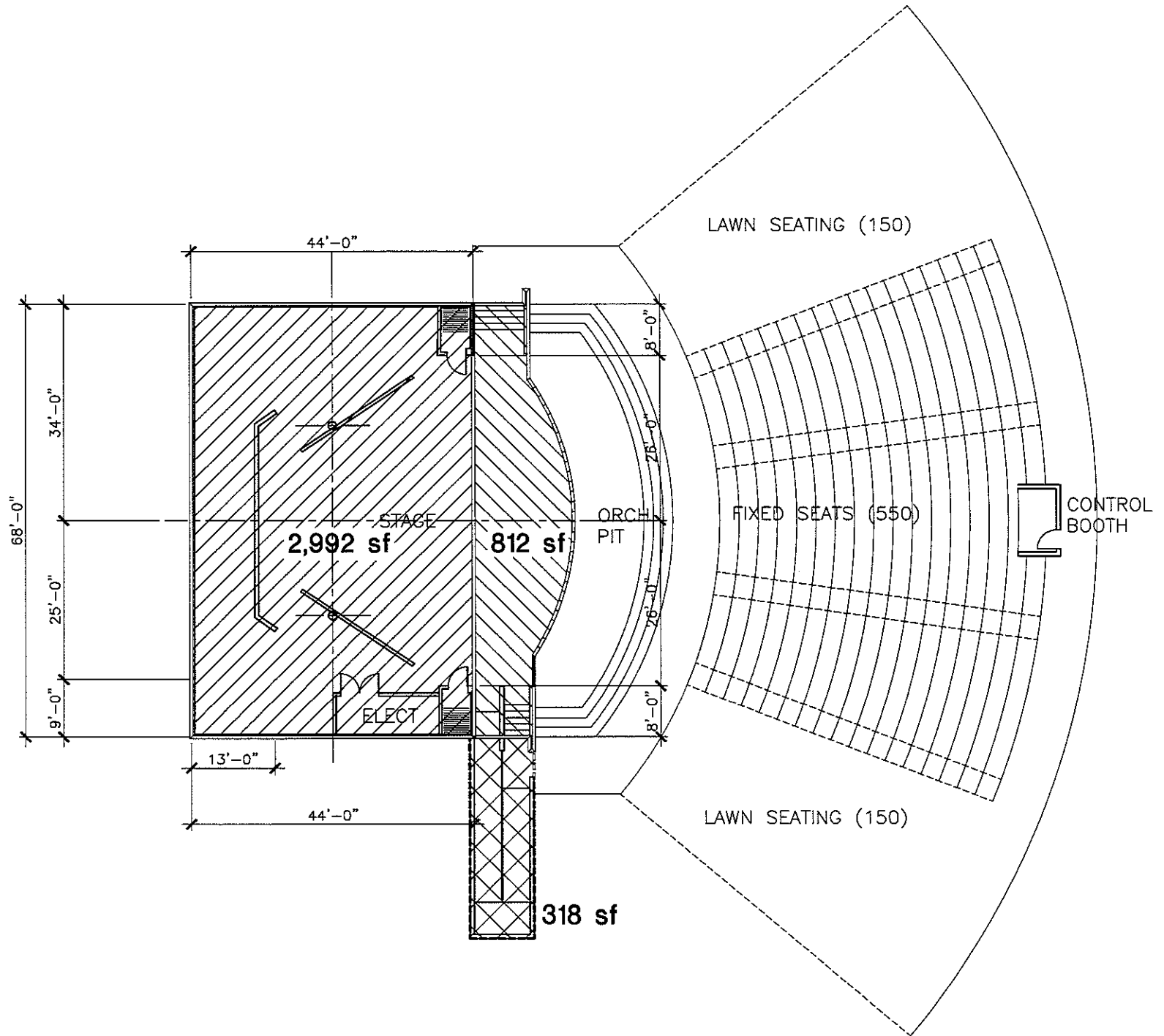
Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION





AGENDA REQUEST FORM
www.jeffersoncountywv.org

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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 2, 2017**

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*):

- Discussion of issues related to consolidation and infrastructure of the PSD and interaction with Charles Town and Ranson - Discussion/Action - Possible Executive Session
- Continued review of potential issues and changes regarding Zoning Ordinance ZTA16-01 – Discussion/Action – Possible Executive Session
- Discuss possible litigation regarding liens Instrument # 201700005542 – Possible Executive Session
- Discussion of Mandate on Case No. 15-1155 – Possible Executive Session

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

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

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

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

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

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

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

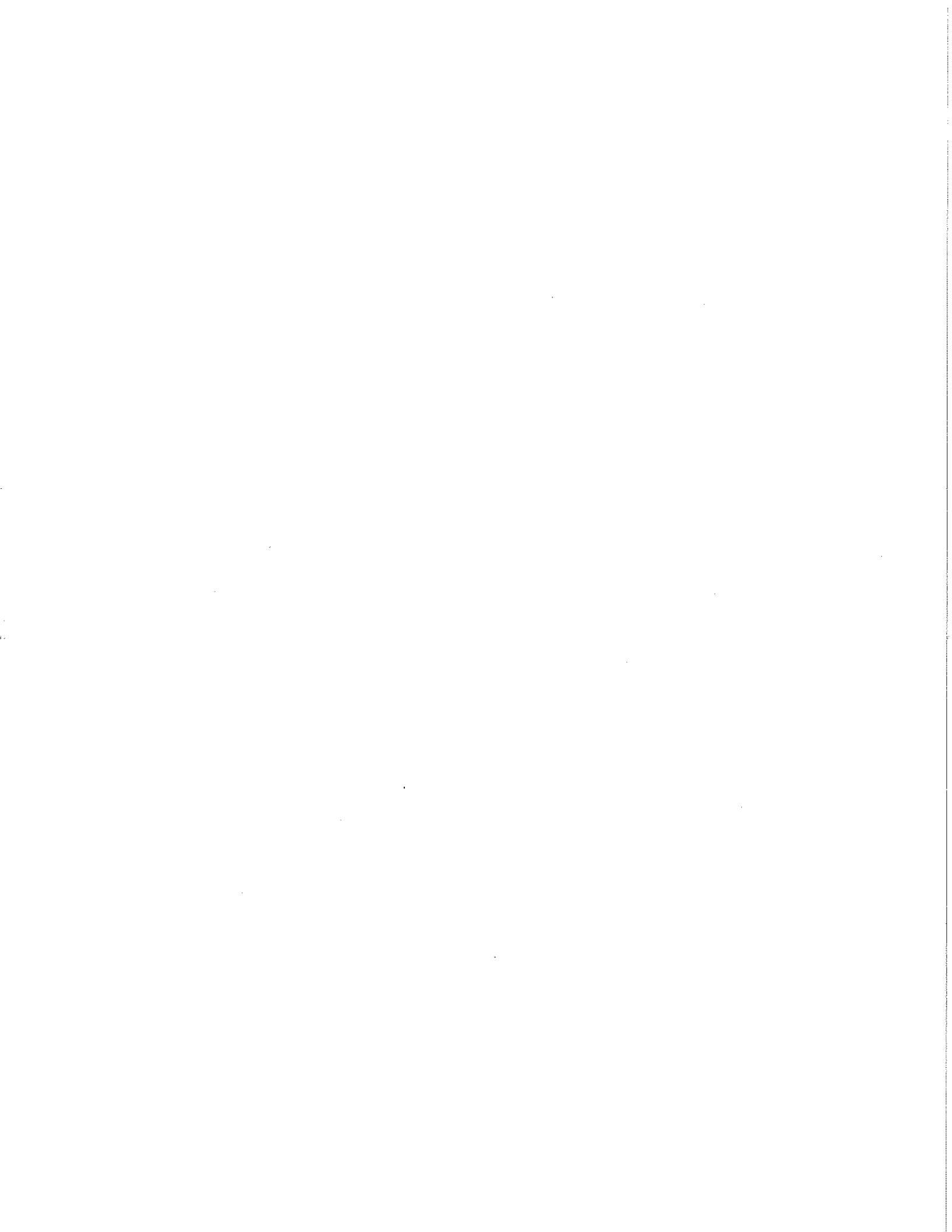
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Martin Burke

Department or Organization: Jefferson County Historic Landmarks Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: ~~February 2, 2017~~ ~~Feb. 16, 2017~~ *March 2, 2017*
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

Request for a pledge of \$10,000 to an agency endowed fund, *Our History, Our Community Fund*, at Eastern WV Community Foundation.

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

In December 2016, the Jefferson County Historic Landmarks Commission (JCHLC) established an Agency Endowed Fund, entitled *Our History Our Community Fund* at the Eastern WV Community Foundation with a goal of \$100,000. Once this goal is reached JCHLC will create a grant program for owners of Category I and Category II structures of which there are 450 in the County. Competitive grants of up to \$1,000 could be used for emergency repairs, stabilization and maintenance, and the purchase or maintenance of battlefield land in the unincorporated areas of Jefferson County. **See attached funding agreement with EWVCF**

Is this a funding request? Y/N Y
If so, how much? \$10,000
Provide exact financial impact/request:

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

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

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

Contact information:
Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 2, 2017**

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*):

The owner, Mr. Anthony Colandrea – Jefferson Reality, LLC, respectfully requests that the County Commission approve map amendment to the Jefferson County Zoning Map

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*):

Motion to set a date and time for the County Commission to hold a public hearing and to send the request to the Planning and Zoning for review and send recommendation to the County Commission prior to the public hearing if this is consistent with the Comprehensive Plan

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

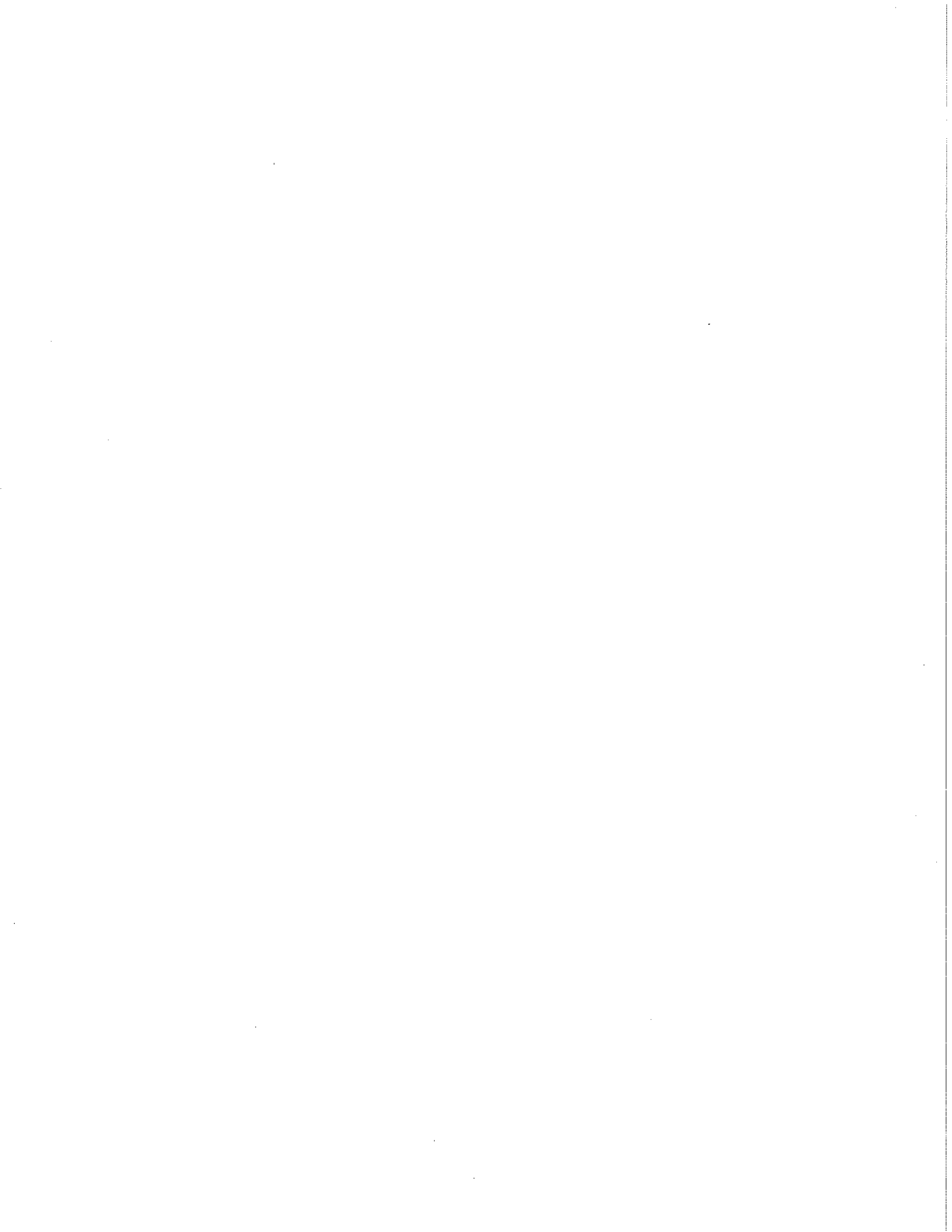
Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.
Telephone for conference call Y/N Click here to enter text.

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.



MAP AMENDMENT REQUEST
Article 12, Jefferson County Zoning Ordinance
Jefferson Reality, LLC
February 1, 2017

Owner:

Jefferson Reality, LLC
4843 Middleway Pike
Kearneysville, WV 25430
304.283-3120

Received
FEB 21 2017
Jefferson County Commission

Applicant:

Same: Jefferson Reality, LLC

Ordinance Citation:

Article 12 of the Jefferson County Zoning and Development Review Ordinance, as amended.

Map Amendment/Rezoning Request:

An amendment to the Zoning Map which is adopted by reference in the Zoning Ordinance that consists of a change that only applies to a specific property, changing from one existing zoning designation to another existing zoning designation. A map amendment does not permit changes, conditions or alterations to uses permitted within an existing zoning designation as all zoning designations must be uniformly applied to all property which are subject to said designation.

Substantiation for the Request:

1. The Envision 2035 Comprehensive Plan and Future Land Use Guide are the documents that were just adopted to guide growth. Both the Plan and Map/Guide totally support the Map Amendment/Rezoning. The properties are currently shown on the Future Land Use Guide as Commercial/Residential and the Owner is seeking a map amendment to the General Commercial District. As explained in this Application, the Applicants believe that this change is completely consistent and compatible with the 2015 Jefferson County Comprehensive Plan. This Comprehensive Plan compatibility is evidenced by the fact that the Staff, Planning Commission and County Commission specifically placed these properties into the Middleway Preferred Growth on the Future Land Use Map/Guide. Additionally, they were designated as

part of the Commercial area at the intersection of Route 1 and Route 51. The Owner and his representative paid close attention to the Envision 2035 Comprehensive Plan process to make sure that the property remained in the Commercial Area and within the Preferred Growth Area throughout that process. The specific reason was for the owner to request a map amendment when the Plan process was complete. This rezoning is exactly as envisioned during the Comprehensive Plan Process and is the next step in the process;

2. There have been significant changes in this area, since the Jefferson County Zoning Ordinance was adopted in 1988. These changes are addressed in this request;
3. The properties are located at the intersection of Route 51 and Route 1. These two roads are considered Major Collector Roads in the Comprehensive Plan. As such, they are conducive for commercial development;
4. The properties were previously used and continue to be used for commercial purposes. The uses on the property in the past and presently include a tabernacle, store, convenience store, gas station, apartment and restaurant
5. The General Commercial District is a newly created District and both the Comprehensive Plan and current Zoning Ordinance endorses this District for these properties;
6. Though used commercially for many years, the current zoning designation is harming the property value and equity on the property. Since the property is zoned Rural, banks are not as willing to loan money on the property for further expansion, enhancements or additions.

Tax District, Map and Parcel Number:

Middleway Tax District, Map 19A, Parcels 13, 14 and 14.1

Deed Book Reference:

Parcel 13: Deed Book 1147 at Page 349
Parcel 14: Deed Book 1096 at Page 255
Parcel 14.1: Deed Book 1096 at Page 255

Sketch Plat:

Attached

Tract Size:

Parcel 13: 0.76 Acres
Parcel 14: 1.486 Acres
Parcel 14.1: 0.19 Acres
Total: 2.436 Acres

Discussion on:

Comprehensive Plan compatibility of the proposed change: Included in this Petition.

Any Change of transportation characteristics and neighborhood from when the original ordinance was adopted: Included in this Petition.

A. Comprehensive Plan Compatibility

According to page 13 of the 2105 Comprehensive Plan, there are only 6 Preferred Growth Areas (PGAs) in Jefferson County that are targeted for urban scale growth. The subject parcels are within one of these PGAs. As a matter of fact, because of the properties' history, current use and area, the roadway adequacy and location near the Middleway Village, these properties were specifically included in this PGA during the recently completed multi-year 2015 Comprehensive Plan Process. It is the logical next step that map amendments are requested after the adoption of a new Comprehensive Plan, which reflect the recommendations in the new Plan.

Along with the new Comprehensive Plan, the Zoning Ordinance has been amended over the last several years to slowly evolve into a more traditional zoning ordinance that has more available zones and districts. These amendments included the creation of the General Commercial District. This district is for low to medium level commercial development along primary and good secondary roadways. As the owner desired a commercial classification in the Comprehensive Plan, he made sure that he monitored and participated in the entire multi-year process. At the conclusion of that process, the County Commission included this property in the PGA and designated it as Commercial. While the Plan shows the property as a mixed-use district, the owner picked the most appropriate Commercial district for this property. The Zoning Ordinance (page 77) specifically states that the General Commercial Zone should be utilized in the following locations:

“B. Location. This zoning category is intended for use on properties:

1. In the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or
2. In locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.”

As previously described, the subject property is properly located on the Future Land Use map (Guide) as Commercial and/or Residential in the 2015 Comprehensive Plan. As also stated, the property is also located at the intersection of two Major Collector Routes as listed on the attached Comprehensive Plan Roadway Classification Map.

These maps and guides show that this property continues to be slated for future development. The requested General Commercial District would really be no more impacting than what is already located in the area and on the property. This type of use is what the Commission intended when it was added to the Preferred Growth Area and designated as Commercial or Residential on the Future Land Use Guide.

Page 17 of the Comprehensive Plan describes the various categories of land, including PGAs as follows:

“Land Use Activity Areas

This Plan details four broad types of land use activity within Jefferson County where development is to be targeted over the planning horizon of Envision Jefferson 2035.

Four Comprehensive Types of Land Use Activity within the Designated Areas

Urban Growth Boundaries
Preferred Growth Areas (PGAs)
Villages
Rural/Agricultural Areas

The first two area types addressed below, Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA) (including one residential growth area), are the sections of Jefferson County where urban scale development is to be targeted over the planning horizon of Envision Jefferson 2035.” Emphasis Added.

A further explanation of PGAs is found on **Page 20** of the Plan:

“The PGAs are not intended to be promoted in favor of the UGB for the municipalities. Both areas are expected to be viable areas for development and no policy decision is being made to favor one area over another. Each of the PGA Maps can be found in Appendix F – Maps”
Emphasis Added.

Such description makes it clear that this Map Amendment Request is very consistent with the New Envision Jefferson 2035 Comprehensive Plan.

The new 2015 Comprehensive Plan (Page 25) also strongly encourages that the newer zones that have been created, such as the requested General Commercial District be utilized. Accordingly, the Plan encourages rezoning requests for the newer categories such as General Commercial. The County Commission specifically adopted the separate commercial districts so that the zoning ordinance becomes more traditional in nature. The request to rezone the property to the Comprehensive Plan supported General Commercial District also demonstrates that the requested map amendment is consistent with the Comprehensive Plan.

The following recommendations are found in the Urban Level Development Recommendations Table starting on **Page 30** of the Plan:

5. Create urban level land uses within the municipalities, UGBs, PGAs, or Villages through rezoning that is consistent with the Plan recommendations.

c. Establish a greater variety of zoning district options (in commercial, residential, and mixed-use zoning categories) that adhere to predictability of land use options and outcomes based on the Plan recommendations.

Even if the subject property wasn't already shown on the Future Land Use Guide as Commercial, the rezoning would be justified based on the following recommendation on **Page 30** of the Plan:

2. Recognize that the County Commission has the authority to make land use decisions including Zoning Map Amendments based upon the finding of consistency with the Future Land Use Guide and the recommendations of this Plan; the County Commission may determine that petitions or decisions for zoning map amendments are consistent with the Comprehensive Plan if any of the following conditions are met after the entire Plan is taken into consideration:
 - a. Economic Well-Being of the County;

The requested Map Amendment is also supported by the following Economic Development portions of the 2015 Comprehensive Plan by both the narrative (Page 69) and recommendations (starting on Page 70):

“Focusing Economic Development in Municipalities, Urban Growth Boundaries, and Preferred Growth Areas

Envision Jefferson 2035 expects urban level commercial, office, and industrial activity to be located in the municipalities, within the Urban Growth Boundary and Preferred Growth Areas, where the infrastructure is expected to be available to support these uses.” (Page 69)

Recommendations:

- “5. Create a business friendly environment in Jefferson County.
- 6. Develop methods to promote local business growth which include providing research, support, and marketing resources that would assist business start-ups in Jefferson County.”

Based on these portions of the Envision Jefferson 2035 Comprehensive Plan, the Future Land Use Guide, the Future Development Area Map, the Roadway Classification Map, this map amendment is extremely consistent and compatible with the Plan. The Consistency and Compatibility to the existing Comprehensive Plan and the Future Land Use Guide are the two most important criteria that should be used for a Map Amendment.

B. Change of Neighborhood

The neighborhood has undergone several changes since the zoning ordinance was originally adopted. First, as described extensively above, after a multi-year effort to develop a new Comprehensive Plan, this area has been designated for growth as a Preferred Growth Area. This is the primary change as it relates to this neighborhood.

Physically, the subject property was a business that was closed for several years and the owner successfully processed an expensive Conditional Use to allow the commercial uses on the property. The owner took a chance to redevelop this property into a viable commercial business. It took quite a bit of money and a lot of time. He is now limited to the expansion and improvement of this business because of the current zoning classification. The owner’s entrepreneurship, along

with his persistence in following the Comprehensive Planning process over the years, should be rewarded with the rezoning to commercial that the Comprehensive Plan recommends.

The redevelopment of this area has led to the development of a needed Dollar General Store several properties away from the subject property. Both the Middleway Market and Restaurant and the Dollar General had to go through an expensive and time consuming Conditional Use Process. These are the reasons that the County has determined that this area, especially this intersection should be a Preferred Growth Area.

Based on the redevelopment of the subject parcel, the development of new commercial projects in the area and the Major Collector designation the Roadways, the Comprehensive Plan and County and Planning Commissions made this area a Preferred Growth Area. This Map Amendment is reflective of the change of neighborhood and resultant inclusion into the Preferred Growth Area. Furthermore, the change in neighborhood and the following discussion on transportation characteristics illustrates why the County Plan recommends the addition of commercial development and zoning at this intersection.

This area is centrally located between Charles Town and Inwood and is a natural point to allow commercial development to serve Middleway and the surrounding residents. Confining the commercial development to this major intersection is the most logical approach to this expansion of services. Why would Jefferson County want Berkeley County to serve this area from a commercial standpoint. Instead, economic development should be supported on the Jefferson County side of the County line to serve its residents and reap the economic benefits of successful businesses.

This Preferred Growth Area is to serve the residents in and around Middleway, including the many older subdivisions in the area. The Plan's Preferred Growth Area only recommends that this particular area around this major intersection be designated as commercial. Accordingly, the opportunities for commercial growth will be limited in this area and rezoning of these properties that are designated for commercial is what is envisioned in the Plan to serve this area.

C. Change of Transportation Characteristics:

Please note that this property is already been determined to be part of the Preferred Growth Area. The fact that the roads in this area are designated as Major Collector Roads were already taken into consideration when the PGA designation was made. The existing uses, as well as the new commercial and redeveloped commercial uses, were also a factor in that PGA designation. However, since the development of the area in south Berkeley County became prevalent due to the lower land costs, Route 51 has truly become a Major

Collector Route between Charles Town and Inwood. That additional development in southern Berkeley, combined with the need to serve the existing Middleway Village and surrounding residential development, has made this area into a vital, economic growth area.

As such, the change in Transportation Characteristics have already been taken into consideration for the PGA designation and associated Plan support for this commercial rezoning. The beneficial thing about the subject property is that it is already used commercially, so any enhancements or additions to the business should not produce a large volume of additional traffic. In fact, the further development of this intersection should be to the benefit of the existing traffic characteristics. Any commercial development in this area will be market driven to serve the existing pass through traffic and existing residents in the area. Accordingly, this map amendment should not adversely affect the traffic in the area. There should be little significant difference in traffic from this property if it is rezoned to General Commercial. As a matter of fact, an enhanced commercial development would have a more favorable outcome regarding traffic since local residents could utilize the new commercial services available as opposed to driving to Inwood or Charles Town for their shopping needs.

D. Existing and Pre-Existing Uses on the Property

The owner of the property and his family have deep roots in the County. They have opened and operated several businesses in Jefferson County for many years. They took a chance buying this burned-out property and after several years of expensive processing and redevelopment of the property, they have opened a fine establishment that serves the area well. These properties and the neighboring area have been used commercially for many years. There have been service stations, gas stations, convenience stores, a tabernacle, a bar and grill, salvage yards, glass repair business and other commercial uses on this property and on surrounding properties. Essentially, this neighborhood has relied on the commercial services for many years in and around Middleway. The redevelopment of the subject parcel and the new construction of the Dollar General store shows a commitment for commercial services to serve the area. These commercial services have been provided for many years and now due to the investment of this owner and others, the neighborhood is becoming a small economical area for Jefferson County.

These previous uses, the redevelopment of this property, the new uses in the neighborhood, the proximity to Middleway, Inwood and Leetown and the two Major Collector roads are what the people on the Steering Committee, the public, the Staff and both Commissions saw when they determined that this area is ideal for growth. The fact that there were (and still are) existing commercial uses on this property, makes the rezoning of the property less impactful on both the traffic and community. When you drive Route 51 and go through this area, it is

easy to see that it is the logical spot for commercial development. It will serve the area for many years and allow the residents and commuter traffic to shop in Jefferson County.

Once the owner found out that the new Comprehensive Plan was being written, he followed the process and sought advice from the Staff and other experts to see what he needed to do to keep his land commercial and make it easier for future enhancements and additions to his business. As he followed this process he was happy that the property was designated for future commercial growth so he supported the Plan's adoption. He and his representative spoke to the Staff and they have agreed that this map amendment is the next logical step in the process. The existing uses in the neighborhood, combined with the designation on the future land use guide, makes this a logical rezoning that is consistent with the Envision 2035 Comprehensive Plan. Accordingly, he is requesting that the property be shifted into the newly created General Commercial District.

E. Current Recommendations in the Future Land Use Guide and Maps in the Envision 2035 Comprehensive Plan and the New General Commercial District Guidelines Support this Request:

As stated in the Comprehensive Plan Compatibility portion of this request, after the very carefully scrutinized Maps and Guides were approved by the County Commission, it was anticipated by both the owner and Staff that this property would be added to the Commercial Zone. These Plan Maps support this request as compatible and consistent with the Comprehensive Plan. As a matter of fact, this map amendment request is the culmination of the process that the owner began several years ago, with his participation in the Envision Jefferson 2035 process. The General Commercial District is to be located in the Preferred Growth Area as previously cited in this document. Even though a Commercial Use exists on this property, any addition or enhancement to the property will require a site plan to ensure that it meets with the current standards of the Ordinances. However, it is easy to see that this owner cares for the property and the beautiful redevelopment of this property into his business shows that he deeply cares for the community.

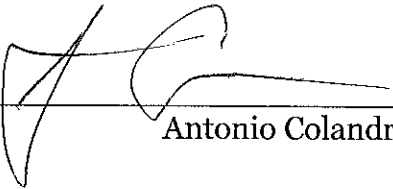
F. Practical and Common Sense Reason for Rezoning/Map Amendment:

This document lists all of the technical and Comprehensive Plan needed reasons for a Map Amendment; however, it is important to explain personal, practical reason for this request. As explained, the owner took a chance on this property and put out his savings and sought bank loans on his dream. It was a hard road and took many years because he was asking for commercial loans on a property that wasn't zoned for commercial. He had to get Conditional Uses and go through other complicated and expensive processes to reopen a long time pre-existing business. He wanted to make it nicer and better for the community which it served. Since it wasn't zoned correctly, the banks also took a chance on

him and the community. To keep the property looking the way it now looks and to make enhancements, changes and/or additions to this property, he will need to borrow additional money. He needs this Comprehensive Plan supported map amendment in order to secure the fact that the property is and will remain commercial in the future. It only makes sense to rezone the property to what the use reflects and what the future Land Use Guide dictates. This will allow a young entrepreneur who believed in the area an opportunity for his equity to grow and for him to be able to improve and enhance the property in the future.

G. Conclusion:

The owner, Mr. Anthony Colandrea, respectfully requests that the County Commission approve this map amendment to the Jefferson County Zoning Map. This Application cites many reasons why the map amendment should be approved. These reasons include: the consistency of the request to the 2015 Envision Jefferson Comprehensive Plan; the property is included in the 2015 Preferred Growth Area; the property is shown as Commercial and/or Residential on the Future Land Use Guide (Map); the positive changes in the transportation characteristics in the area, since the property intends to serve this same area; the changes in the neighborhood from when the original zoning ordinance was adopted; the fact that the property was used commercially for many years in the past; it is located on a major transportation route between Charles Town and Inwood (Route 51); it is at the intersection of two Major Collector Routes; the Zoning Ordinance supports this General Commercial District in this location; and, the fact that this will allow the owner the equity in the property to further enhance the property commercially. This map amendment will change the zoning classification on the Applicant's property from the Rural District to the General Commercial District.



Antonio Colandrea

2/17/17

Date



MIDDLEWAY PIKE
HETTON WARD

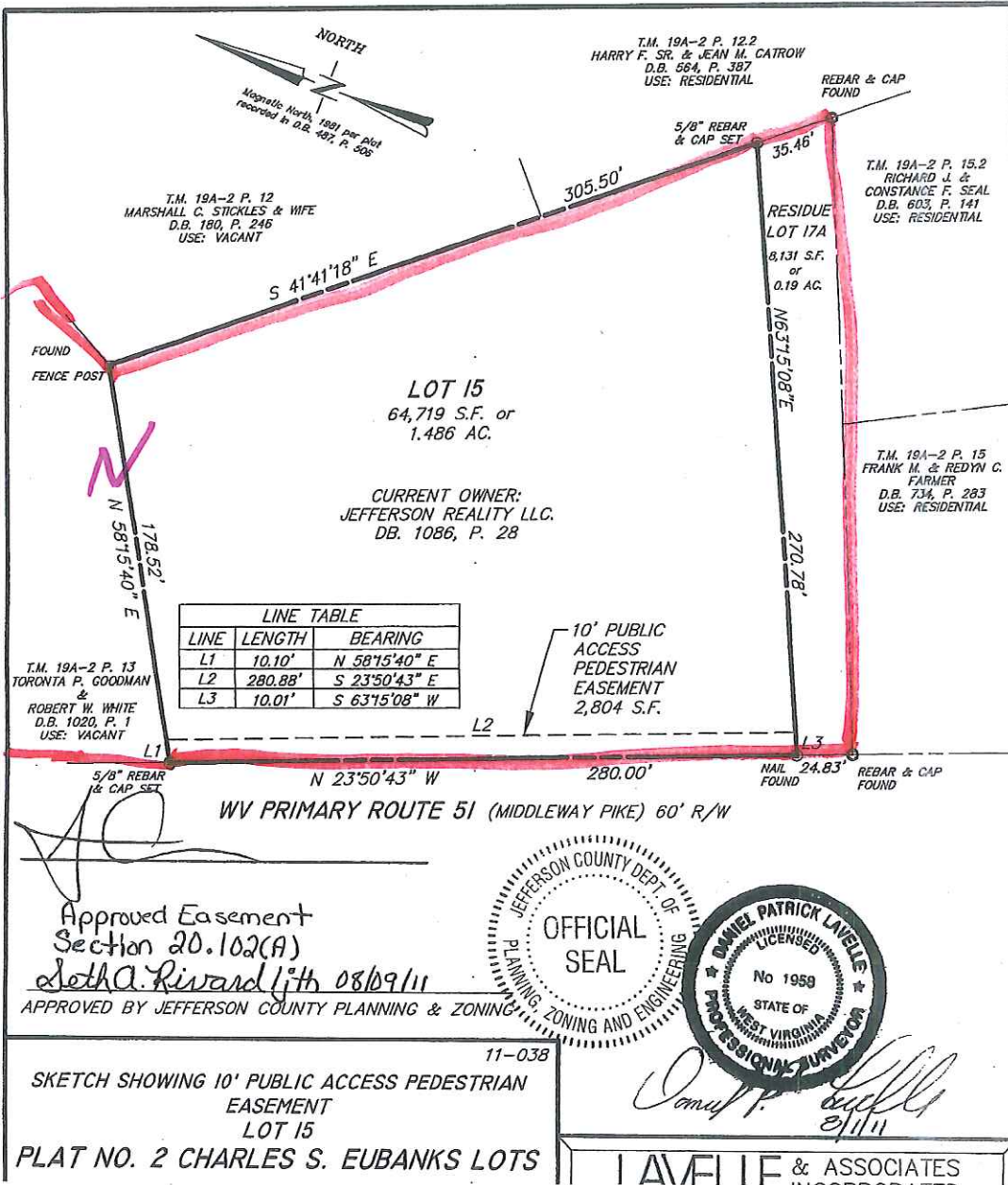
DUNNS DR

MARSHALL ST

HARLEY ST

Middleway TAX DISTRICT
MAP 19A





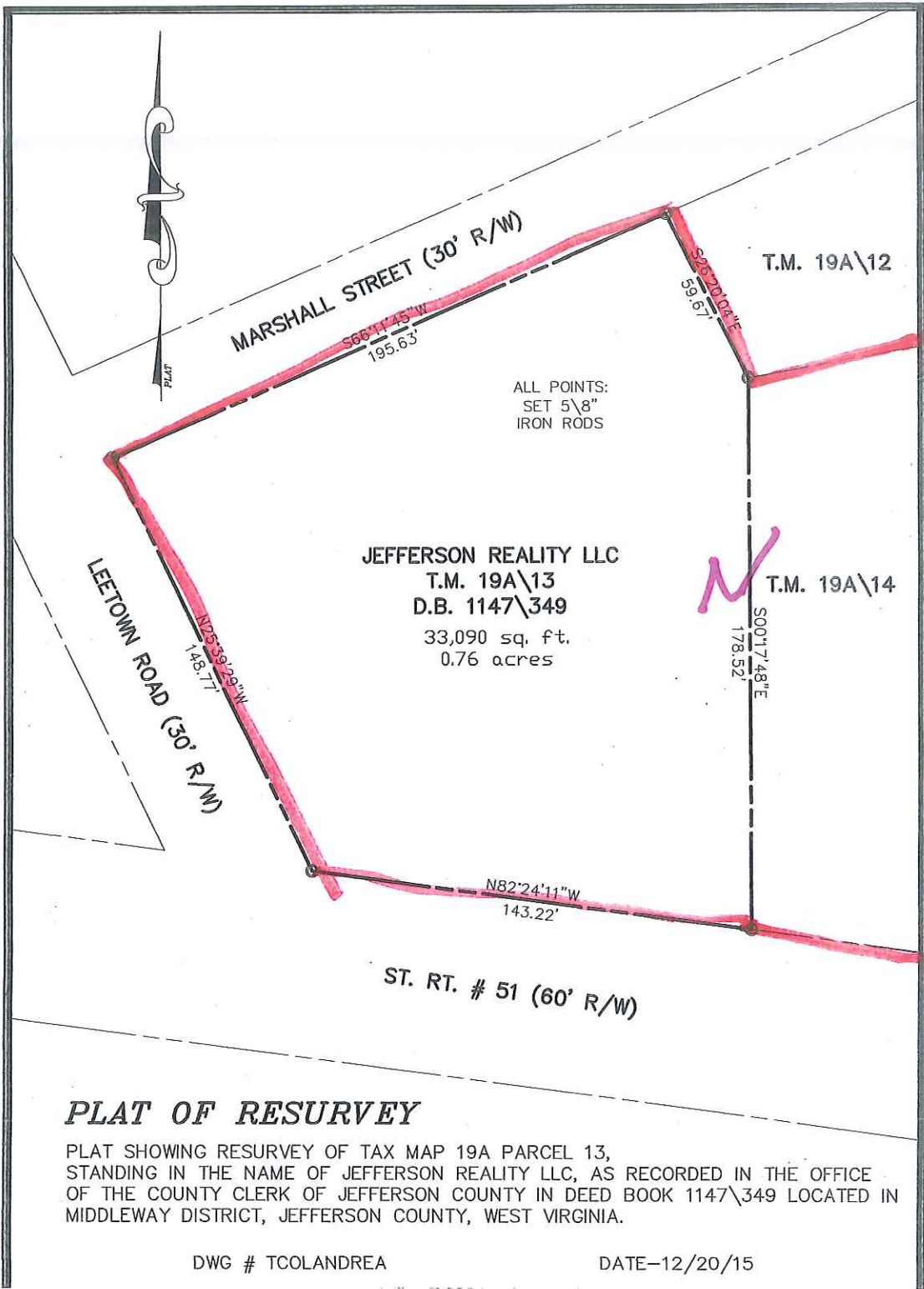
Approved Easement
Section 20.102(A)
Seth A. Rivard 1/11 08/09/11



Daniel P. Lavelle
8/11/11

11-038
SKETCH SHOWING 10' PUBLIC ACCESS PEDESTRIAN EASEMENT LOT 15
PLAT NO. 2 CHARLES S. EUBANKS LOTS

LAFFIE & ASSOCIATES



ALL POINTS:
SET 5\8"
IRON RODS

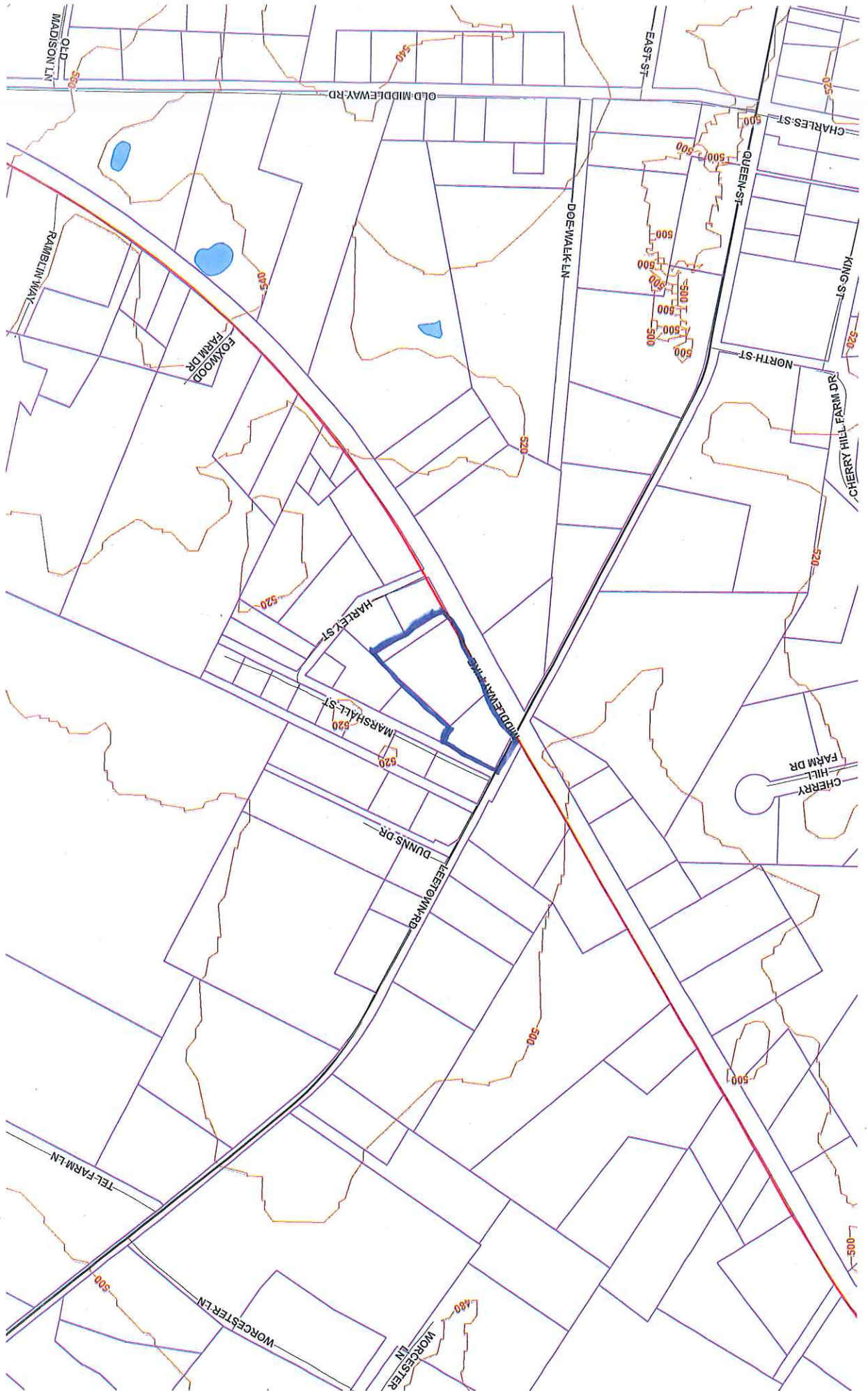
JEFFERSON REALTY LLC
T.M. 19A\13
D.B. 1147\349
33,090 sq. ft.
0.76 acres

PLAT OF RESURVEY

PLAT SHOWING RESURVEY OF TAX MAP 19A PARCEL 13,
STANDING IN THE NAME OF JEFFERSON REALTY LLC, AS RECORDED IN THE OFFICE
OF THE COUNTY CLERK OF JEFFERSON COUNTY IN DEED BOOK 1147\349 LOCATED IN
MIDDLEWAY DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA.

DWG # TCOLANDREA

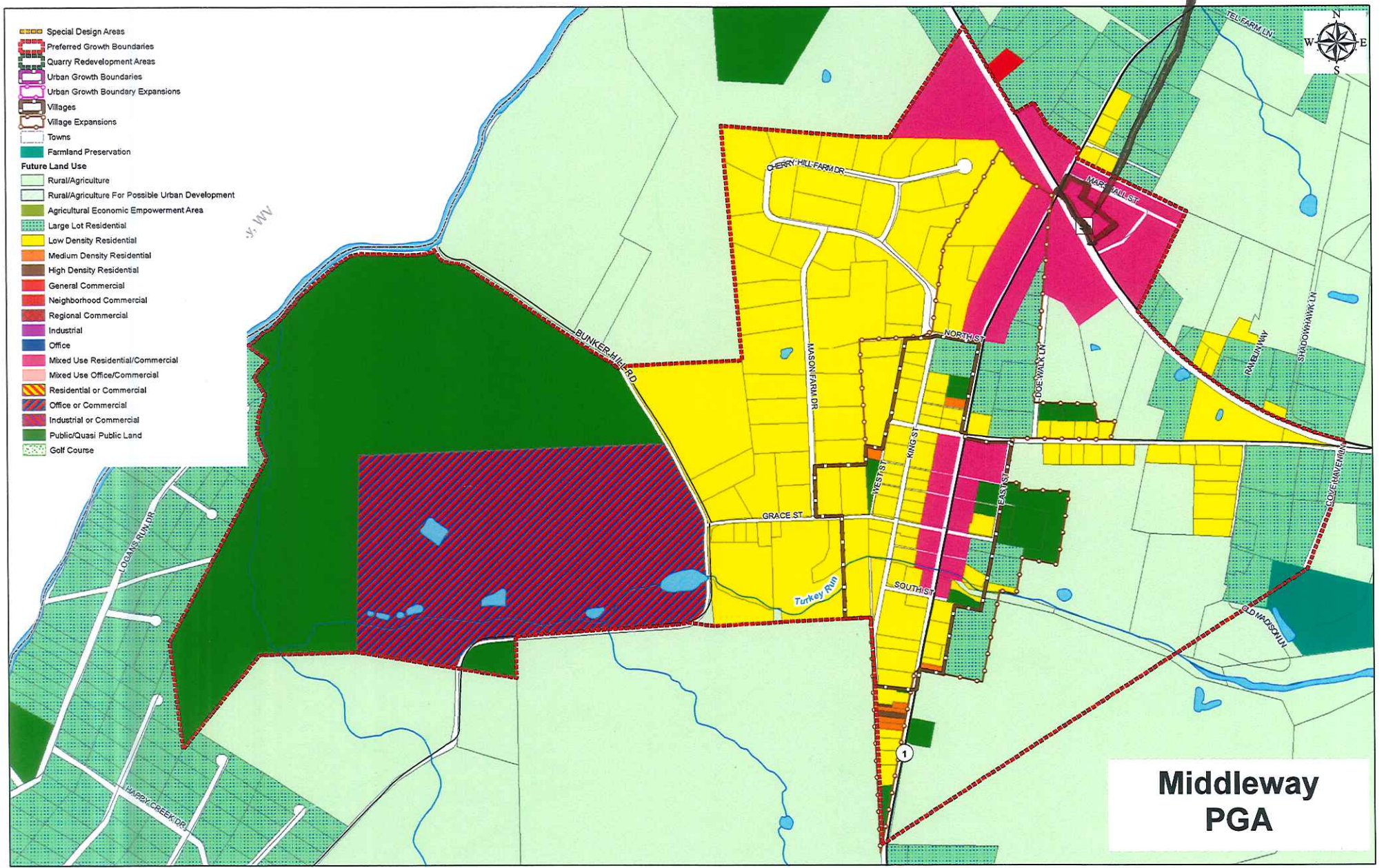
DATE-12/20/15



Site



- Special Design Areas
- Preferred Growth Boundaries
- Quarry Redevelopment Areas
- Urban Growth Boundaries
- Urban Growth Boundary Expansions
- Villages
- Village Expansions
- Towns
- Farmland Preservation
- Future Land Use
 - Rural/Agriculture
 - Rural/Agriculture For Possible Urban Development
 - Agricultural Economic Empowerment Area
 - Large Lot Residential
 - Low Density Residential
 - Medium Density Residential
 - High Density Residential
 - General Commercial
 - Neighborhood Commercial
 - Regional Commercial
 - Industrial
 - Office
 - Mixed Use Residential/Commercial
 - Mixed Use Office/Commercial
 - Residential or Commercial
 - Office or Commercial
 - Industrial or Commercial
 - Public/Quasi Public Land
 - Golf Course



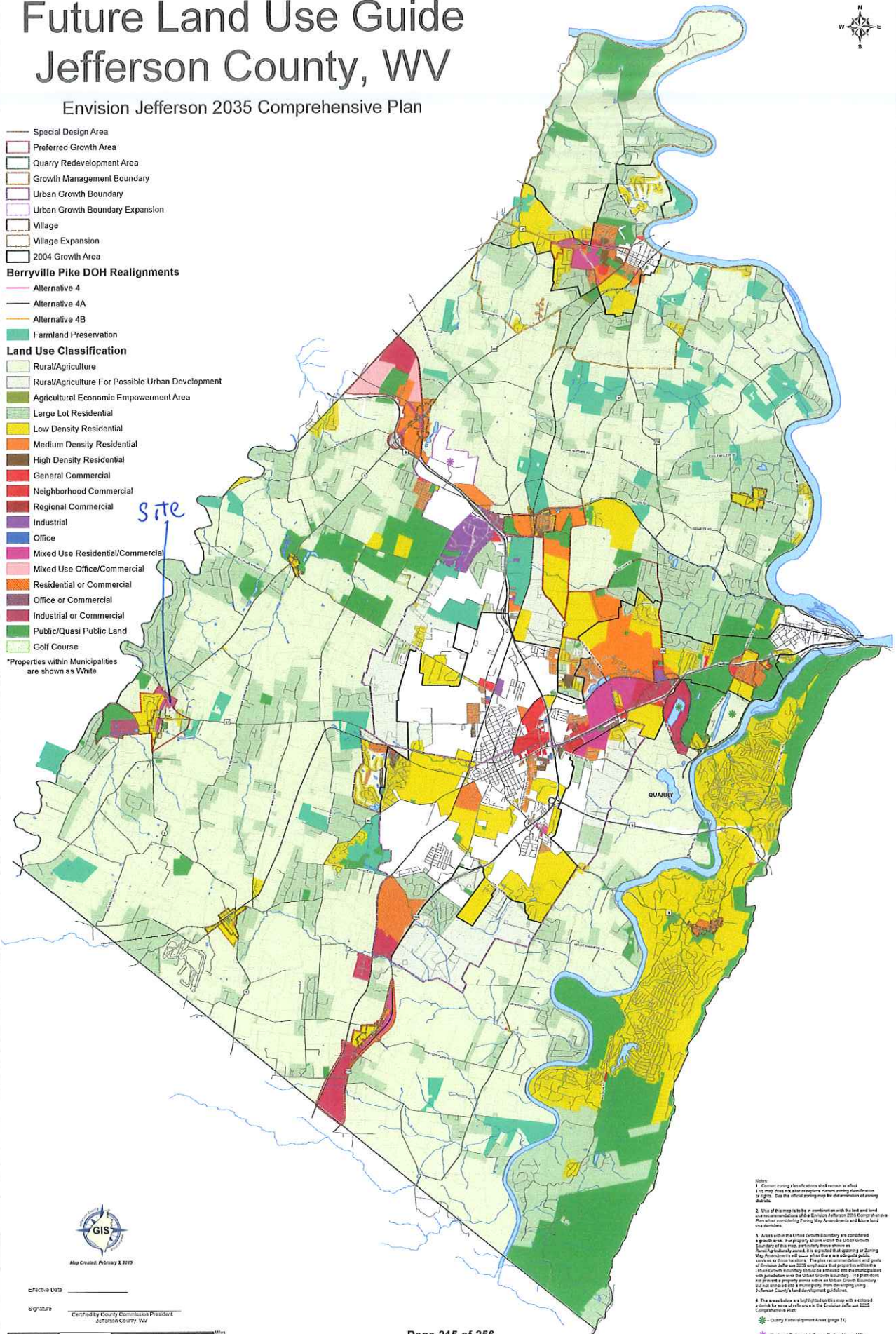
**Middleway
PGA**

Future Land Use Guide Jefferson County, WV

Envision Jefferson 2035 Comprehensive Plan



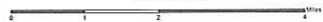
- Special Design Area
- ▭ Preferred Growth Area
- ▭ Quarry Redevelopment Area
- ▭ Growth Management Boundary
- ▭ Urban Growth Boundary
- ▭ Urban Growth Boundary Expansion
- ▭ Village
- ▭ Village Expansion
- ▭ 2004 Growth Area
- Berryville Pike DOH Realignments**
- Alternative 4
- Alternative 4A
- Alternative 4B
- ▭ Farmland Preservation
- Land Use Classification**
- ▭ Rural/Agriculture
- ▭ Rural/Agriculture For Possible Urban Development
- ▭ Agricultural Economic Empowerment Area
- ▭ Large Lot Residential
- ▭ Low Density Residential
- ▭ Medium Density Residential
- ▭ High Density Residential
- ▭ General Commercial
- ▭ Neighborhood Commercial
- ▭ Regional Commercial
- ▭ Industrial
- ▭ Office
- ▭ Mixed Use Residential/Commercial
- ▭ Mixed Use Office/Commercial
- ▭ Residential or Commercial
- ▭ Office or Commercial
- ▭ Industrial or Commercial
- ▭ Public/Quasi Public Land
- ▭ Golf Course
- *Properties within Municipalities are shown as White



Map Created February 1, 2015

Effective Date: _____

Signature: _____
Certified by County Commission President
Jefferson County, WV



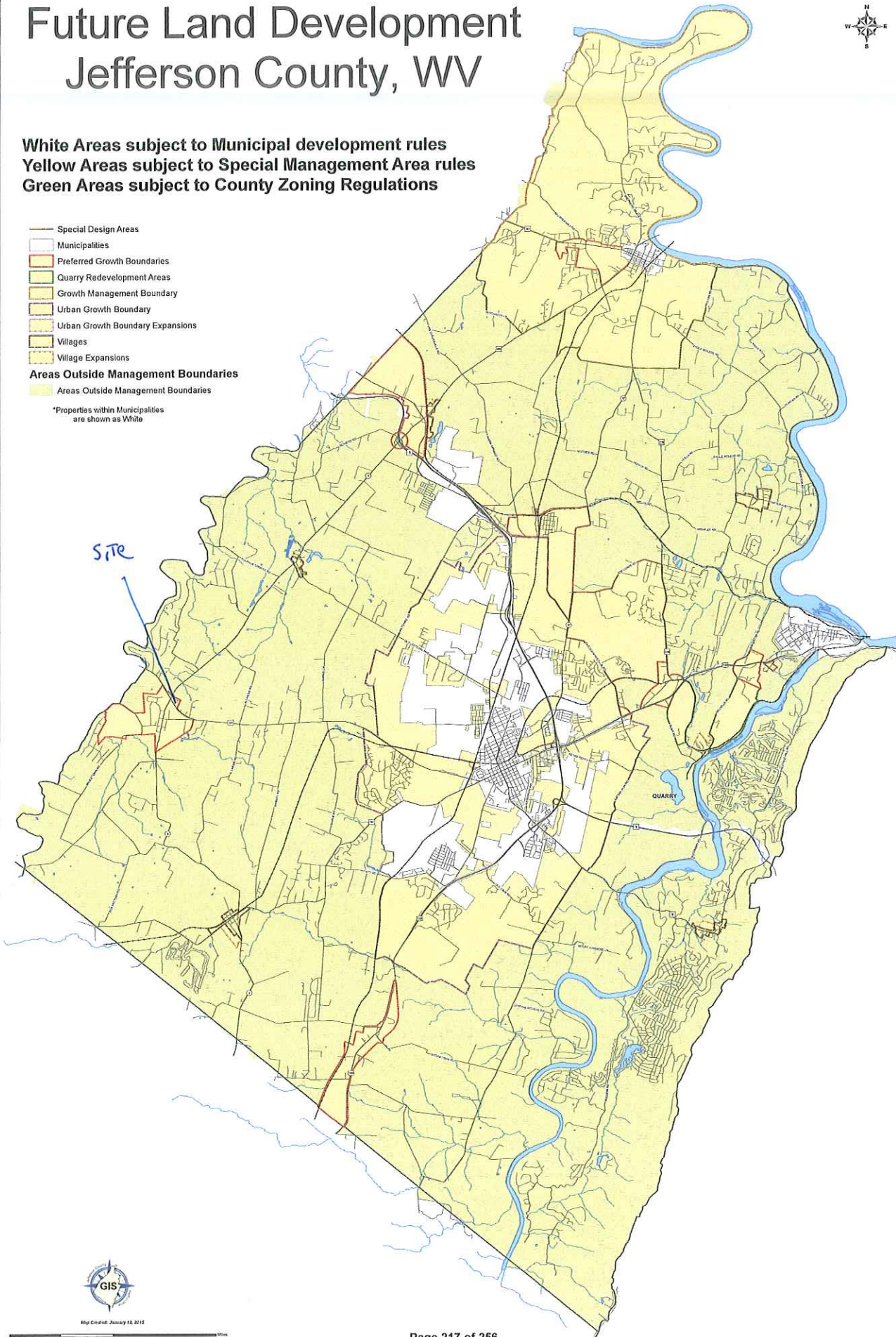
- Notes:**
1. Current zoning classifications that remain in effect. This map does not alter or replace current zoning classification of any kind. See the official zoning map for determination of zoning districts.
 2. Use of this map is to be in combination with the text and land use recommendations of the Envision Jefferson 2035 Comprehensive Plan which supersedes zoning map amendments and future land use decisions.
 3. Areas within the Urban Growth Boundary are considered a growth area. All properties within the Urban Growth Boundary of this map, particularly those shown as "Residential/Office/Commercial", are subject to zoning map amendments as well as use as a mixed-use public facility for town centers. The plan recommendations and goals of Envision Jefferson 2035 apply to all properties within the Urban Growth Boundary. The plan does not alter or replace zoning codes within the Urban Growth Boundary but will serve as a guide for future zoning map amendments and future land use decisions.
 4. The map below is highlighted on this map with a colored border for areas of interest in the Envision Jefferson 2035 Comprehensive Plan:
 - ▭ Quarry Redevelopment Area (page 21)
 - ▭ Harbortown Station (page 115)

Future Land Development Jefferson County, WV



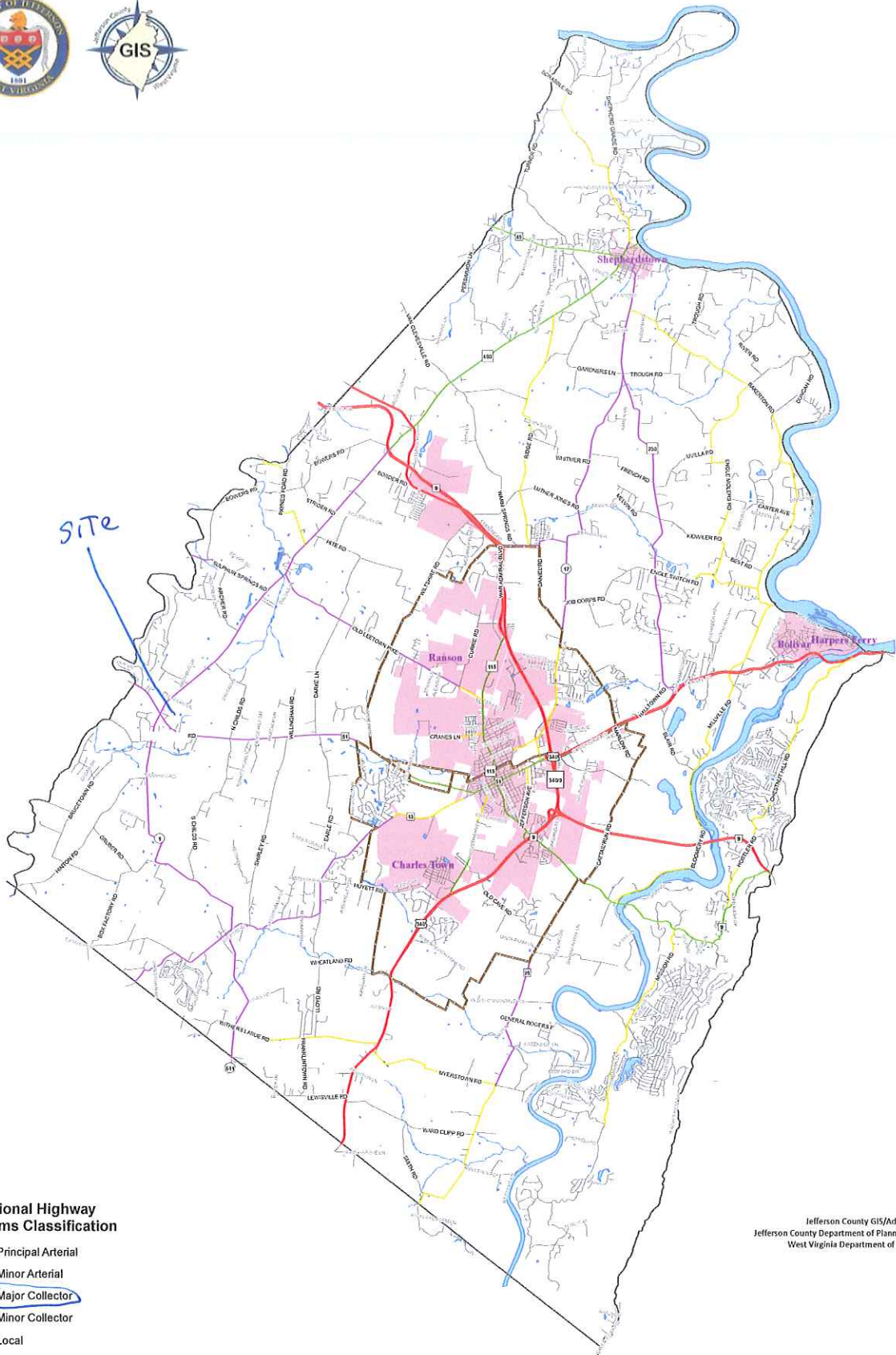
White Areas subject to Municipal development rules
Yellow Areas subject to Special Management Area rules
Green Areas subject to County Zoning Regulations

- Special Design Areas
 - Municipalities
 - Preferred Growth Boundaries
 - Quarry Redevelopment Areas
 - Growth Management Boundary
 - Urban Growth Boundary
 - Urban Growth Boundary Expansions
 - Villages
 - Village Expansions
 - Areas Outside Management Boundaries**
 - Areas Outside Management Boundaries
- *Properties within Municipalities are shown as White



Map Created: January 14, 2015





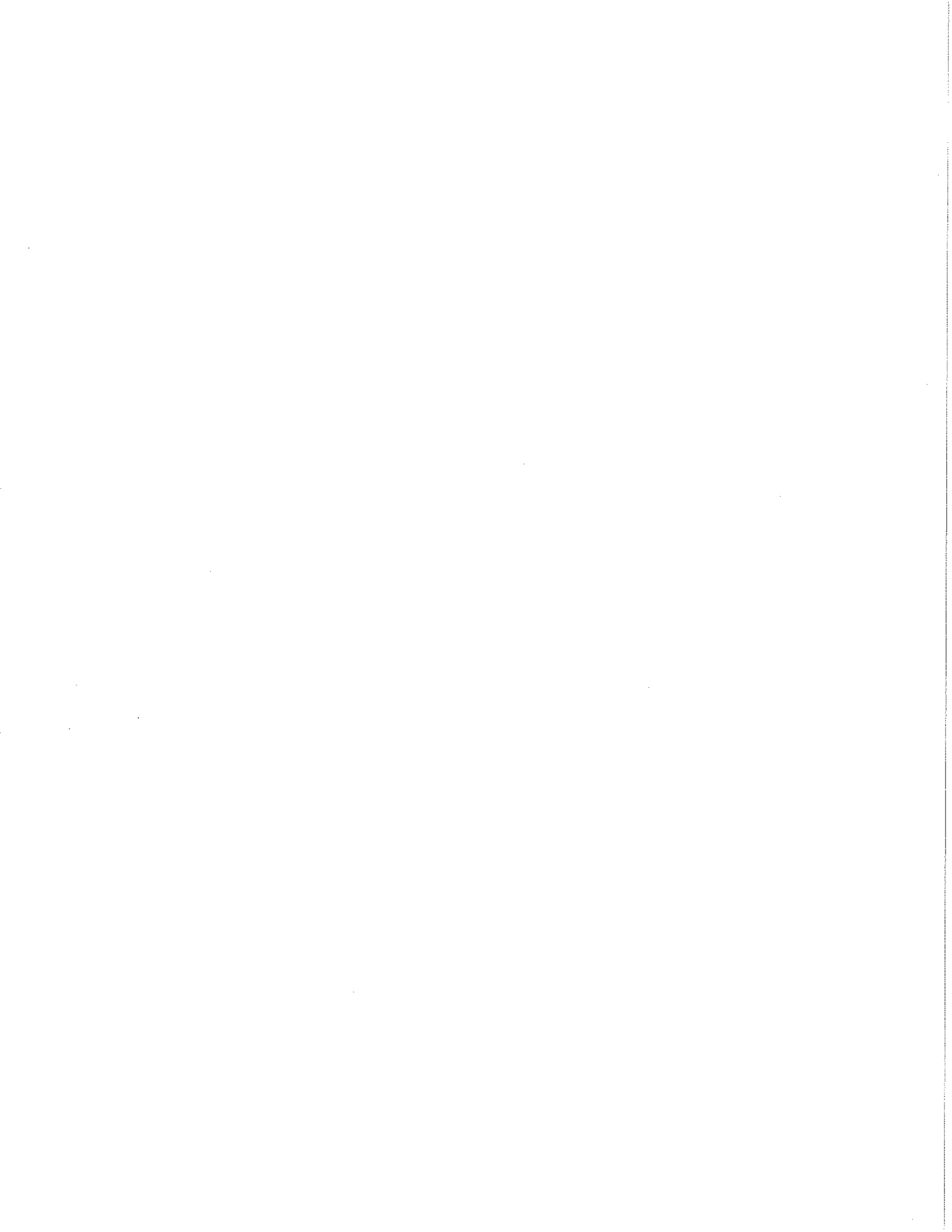
Functional Highway Systems Classification

- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- Urban Growth Boundaries
- Towns

Data Sources:
 Jefferson County GIS/Addressing Office
 Jefferson County Department of Planning and Zoning
 West Virginia Department of Transportation



Roadway Classification Map Envision Jefferson 2035



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Josh Compton, Commissioner and Peter Onoszko, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 2, 2017**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Discussion of the feasibility of holding a County Commission meetings in the evening several times during the year – Discussion/Action**

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

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

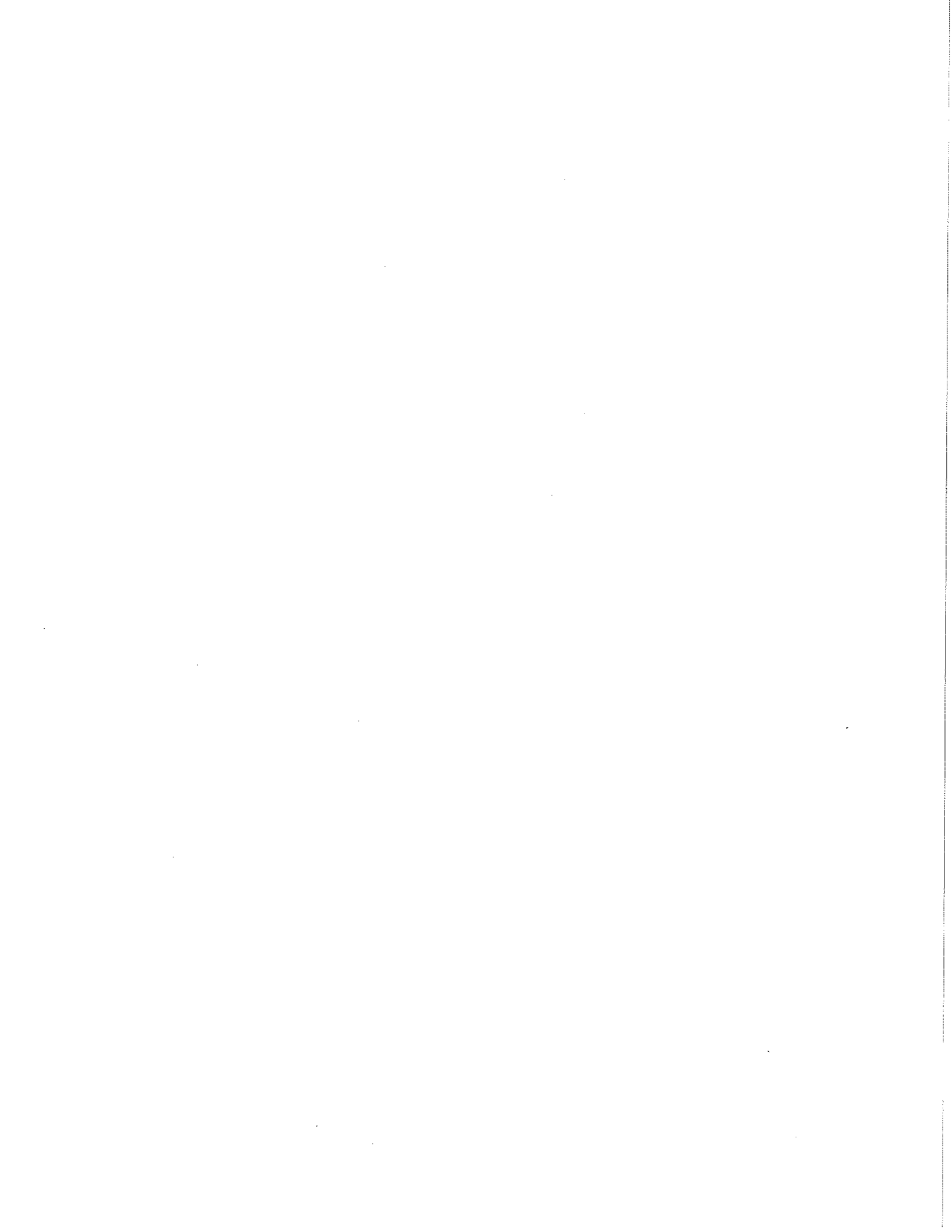
Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#) Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)





WEST VIRGINIA
SOLID WASTE MANAGEMENT BOARD

601 57th St. SE
Charleston, WV 25304
(304)926-0448

Earl Ray Tomblin, Governor
Mark D. Holstine, PE, Executive Director
www.state.wv.us/swmb

January 3, 2017

James McGowen, Chairman
Jefferson County Solid Waste Authority
P.O. Box 70
Ranson, WV 25438-0070

Received

JAN 15 2017

Jefferson County Commission

Dear Mr. McGowen:

The Jefferson County Comprehensive Litter and Solid Waste Control Plan update was approved at the December 21, 2016 meeting of the Solid Waste Management Board (SWMB). Your Authority must now submit four copies of your final plan, including one copy in an editable electronic format, to the SWMB no later than sixty (60) days after approval. A copy of this letter should be included in all copies of the final plan.

In addition, each authority must transmit one copy of the plan to each appropriate regional planning and development council, county commission and to the office of each appropriate county clerk, who shall file the plan in the appropriate manner and make it available for public inspection.

If you have any questions, please feel free to contact me.

Sincerely,

Carol Ann Throckmorton
Environmental Resource Specialist III



WEST VIRGINIA
SOLID WASTE MANAGEMENT BOARD

601 57th St. SE
Charleston, WV 25304
(304)926-0448

Earl Ray Tomblin, Governor
Mark D. Holstine, PE, Executive Director
www.state.wv.us/swmb

Received

Feb 15 2017

FRB Feb 15 2017

January 3, 2017

Jefferson County Commission

James McGowen, Chairman
Jefferson County Solid Waste Authority
P.O. Box 70
Ranson, WV 25438-0070

Jefferson County Commission

Dear Mr. McGowen:

The Jefferson County Commercial Solid Waste Facility Siting Plan update was approved at the December 21, 2016 meeting of the West Virginia Solid Waste Management Board (SWMB). Your Authority must now submit four copies of your final plan, including one copy in an editable electronic format, to the SWMB no later than sixty (60) days after approval. A copy of this letter should be included in all copies of the final plan.

In addition, each authority shall transmit one copy of the plan to each appropriate regional planning and development council, county commission and to the office of each appropriate county clerk, who shall file the plan in the appropriate manner and make it available for public inspection.

If you have any questions, please feel free to contact me.

Sincerely,

Carol Ann Throckmorton
Environmental Resource Specialist III

Public Service Commission of West Virginia

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



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

February 14, 2017

Harpers Ferry-Bolivar Public Service District
PO Box 235
Harpers Ferry, WV 25425

**Re: Public Service District Certification of Customers and
Request for Information Form**

Dear Harpers Ferry-Bolivar Public Service District:

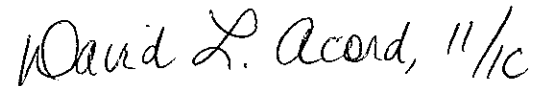
In May of 2016, you received a Certification of Customers and Request for Information form from the Public Service Commission of West Virginia (Commission). This mailing advised you of your statutory duties under West Virginia Code §16-13A-4 which states that "The public service district shall certify the number of customers served to the Public Service Commission beginning on the first day of July, one thousand nine hundred eighty-six, and continue each fiscal year thereafter."

As of the date of this letter, the Commission has not received your completed Certification of Customers and Request for Information form. Please supply the completed and notarized form as soon as possible. A copy of the form for each utility is enclosed for your convenience. Please note that a copy of this letter is also being sent to your County Commission as notification that, to date, your utility has not complied with West Virginia Code §16-13A-4.

Harpers Ferry-Bolivar Public Service District
February 14, 2017
Page 2

Should you have any questions or feel that you have received this letter in error, please contact me at (304) 340-0366. Thank you in advance for your assistance in fully complying with this statutory requirement.

Sincerely,

A handwritten signature in black ink that reads "David L. Acord, II". The signature is written in a cursive style with a large initial 'D' and a stylized 'II' at the end.

David L. Acord, II, Director
Water and Wastewater Division

DLA:lc

Enclosure

CC (without enclosure): Jefferson County Commission

Jefferson County

Public Service District

Jefferson County Public Service District Regular Board Meeting January 9, 2017

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, January 9, 2017 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Dick Weese; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; from Thrasher Engineering, Wayne Morgan; and new liaison for the County Commission, Commissioner Josh Compton.

CALL TO ORDER

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

The Board welcomed Commissioner Josh Compton as the new Liaison for the County Commission.

Election of Officers

Action: Motion made by Mr. Strider and seconded by Weese to keep the officers the same as 2016. Unanimously approved.

Approval of agenda

By unanimous consent, the Board removed the item to discuss billing options.

OLD BUSINESS

Review Minutes of December 5 regular board meeting

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

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the December 5, 2016 regular board meeting minutes as presented. Unanimously approved.

Discuss sewer collection and transmission project

Ms. Lawton and professionals having been continuing to work on the project. The public comment hearing will be held at Shepherd College on January 19th and the evidentiary hearings will be in Charleston on February 2nd and 3rd. Commissioner Josh Compton informed the Board of the Commissions Special Session on January 11th at 9:30am to discuss the Commission's stance on the sewer project and whether to send a letter of support or opposition to the Public Service Commission.

Action: No action taken by the Board.

Consider for approval the request from Jefferson Utilities, Inc. regarding the Districts Westridge Hills well

Last month the Board tabled this item to get feedback from the County Commission since the County paid for the initial study of the wells. Commissioner Josh Compton stated that the County Commission did take a vote on this request last month, but he wasn't sure of the official action. PSD staff will clarify the vote taken by the County Commission and bring back to the Board next month.

Action: No action taken by the Board.

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

The District will need to collect an estimated \$10,600 in payments to cover the disbursements for water.

Action: No action required by the Board.

NEW BUSINESS

Discuss the results of ethics complaints

Mr. Strider stated that 11 complaints were filed against him in an ethics suit in February 2016 that went to the West Virginia Ethics Commission. He informed the Board and the audience that the case has been dismissed. Mr. Weese stated that the ethics case against him was also dismissed as well as the ethics case against Mr. Kelsh.

Action: No action required by the Board.

Update on Status of Current Public Service Commission Cases

2015 sewer rate case, 15-1338-PSD-42R-PC – There have been no new updates.

2016 sewer rate case, 16-0411-PSD-30B – There have been no new updates.

Certificate of Convenience and Necessity case, 16-0616-PSD-PC-CN – A public meeting is scheduled for January 19th in Jefferson County and a hearing on February 2nd and 3rd in Charleston.

Water Rate Increase case, 16-0701-PWD-19A – The District received a final order and it will become final if no complaints are filed within 15 days.

Action: No action required by the Board.

Discussion of any Expenses over Budget

There were no items over budget.

Action: No action required by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for Public Service District water expenses in the amount of \$7,538.79. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for the Public Service District sewer expenses in the amount of \$224,110.69. Unanimously approved.

Approve transfer of \$1,693.00 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at 4-5

Approve transfer of \$4,528.51 from the Renewal & Replacement account to the Sewer Operating account for new soft starters installed at pump station 1-12

Approve transfer of \$4,998.96 from the Renewal & Replacement account to the Sewer Operating account for a new PLC at pump station 4-5

Approve transfer of \$5,436.10 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$66.98 from the Water Security Deposit account to the Water Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve transfer of \$1,693.00 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at 4-5; approve transfer of \$4,528.51 from the Renewal & Replacement account to the Sewer Operating account for new soft starters installed at pump station 1-12; approve transfer of \$4,998.96 from the Renewal & Replacement account to the Sewer Operating account for a new PLC at pump station 4-5; approve transfer of \$5,436.10 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds; and approve transfer of \$66.98 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.

General Manager's Report

None discussed.

Action: No action required by the Board.

Other staff reports

None discussed.

Action: No action required by the Board.

Correspondence

None discussed.

Action: No action required by the Board.

Public Comment

Jacquelyn Milliron, PSD customer, commented on the ethics complaint item on the agenda. She stated that complaint was directed from the PSC to the Ethics Commission and the Ethics Commission only deals with Chapter 6, the Ethics Act, not pecuniary interests of Chapter 16. She also made several comments on the Office of Disciplinary Counsel response against Mr. Kelsh.

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

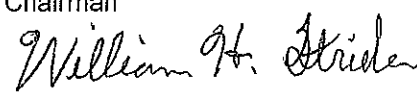
There being no further business at this time, the meeting was adjourned at 7:18PM.

The next regular meeting is scheduled for Monday, February 6, 2017 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani
Chairman



William H. Strider

William H. Strider
Treasurer

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

Week Ending Date	FY17 February 11, 2017
To be Deposited on:	February 17, 2017
Amount Played	\$ 56,527,700.84
Amount Won	51,021,674.14
Amount Promo	585,393.00
MWAP Contribution	<u> -</u>
Adjusted Gross Terminal Revenue	<u>4,920,633.70</u>
Administrative Costs @ 4%	-
Excess Lottery Fund @ 4%	<u>196,825.35</u>
Net Terminal Revenue	<u>4,723,808.35</u>
Surcharge @ 10%	472,380.84
State Share Excess @ 58% & 10% of 42%	293,820.88
Track Share of Capital Reinvestment @ 90% of 42%	<u>178,559.96</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	171,417.56
<i>Track Share of Capital Reinvestment @ 4%</i>	7,142.40
Adjusted Net Terminal Revenue	<u>4,251,427.51</u>
Racetrack @ 46.50% / 42%	1,785,599.55
Lottery Fund @ 30% / 0%	-
Excess Lottery Fund @ 0% / 41%	1,743,085.26
Excess Lottery Fund @ 12.85% / 9.55%	406,011.33
Race Track Purses @ 90% of 7% / 4%	153,051.39
Employee Pension Fund @ 1% / .5%	21,257.14
Greyhound Development @ 90% of .75%	28,697.14
Thoroughbred Development @ 90% of .75%	28,697.14
County/Municipality @ 2%	<u>85,028.56</u>
	<u>\$ 4,251,427.51</u>

WEST VIRGINIA LOTTERY

First Benchmark
Charles Town
County / City Split
Fiscal Year 2017

1999 Net Terminal Revenue \$ 45,603,174
Benchmark Goal @ 2% \$ 912,063.46

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
10/29/16	101,706.44	50,853.22	50,853.22	4,032.66	20,290.43	1,103.51	17,127.37	8,299.25
11/05/16	111,917.68	55,958.84	55,958.84	4,437.53	22,327.58	1,214.31	18,846.94	9,132.48
11/12/16	106,692.36	53,346.18	53,346.18	4,230.35	21,285.13	1,157.61	17,966.99	8,706.10
11/19/16	94,349.80	47,174.90	47,174.90	3,740.97	18,822.78	1,023.70	15,888.51	7,698.94
11/26/16	113,653.88	56,826.94	56,826.94	4,506.38	22,673.95	1,233.14	19,139.31	9,274.16
12/03/16	96,815.72	48,407.86	48,407.86	3,838.74	19,314.74	1,050.45	16,303.77	7,900.16
12/10/16	87,486.28	43,743.14	43,743.14	3,468.83	17,453.51	949.23	14,732.69	7,138.88
12/17/16	67,205.08	33,602.54	33,602.54	2,664.68	13,407.41	729.18	11,317.34	5,483.93
12/24/16	80,444.92	40,222.46	40,222.46	3,189.64	16,048.76	872.83	13,546.92	6,564.31
12/31/16	121,307.80	60,653.90	60,653.90	4,809.85	24,200.91	1,316.19	20,428.23	9,898.72
01/07/17	85,269.00	42,634.50	42,634.50	3,380.92	17,011.16	925.17	14,359.30	6,957.95
01/14/17	75,502.36	37,751.18	37,751.18	2,993.67	15,062.72	819.20	12,714.60	6,160.99
01/21/17	93,741.16	46,870.58	46,870.58	3,716.84	18,701.36	1,017.09	15,786.01	7,649.28
01/28/17	81,385.92	40,692.96	40,692.96	3,226.95	16,236.49	883.04	13,705.39	6,641.09
02/04/17	88,554.20	44,277.10	44,277.10	3,511.18	17,666.56	960.81	14,912.53	7,226.02
02/11/17	85,028.56	42,514.28	42,514.28	3,371.38	16,963.20	922.56	14,318.81	6,938.33
Subtotal	\$ 3,302,021.72	\$ 2,107,042.60	\$ 1,194,979.12	\$ 94,761.83	\$ 476,796.65	\$ 25,931.06	\$ 402,468.97	\$ 195,020.61

Benchmark Goal @ 2% \$ 912,063.46

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	10/29/2016	50,853.22
11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08	11/5/2016	55,958.84
11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86	11/12/2016	53,346.18
11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76	11/19/2016	47,174.90
12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98	11/26/2016	56,826.94
12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86	12/3/2016	48,407.86
12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56	12/10/2016	43,743.14
12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16	12/17/2016	33,602.54
12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48	12/24/2016	40,222.46
1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14	12/31/2016	60,653.90
1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24	1/7/2017	42,634.50
1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58	1/14/2017	37,751.18
1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40	1/21/2017	46,870.58
2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26	1/28/2017	40,692.96
2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74	2/4/2017	44,277.10
2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78	2/11/2017	42,514.28
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

2,107,042.60



*West Virginia State
Treasurer's Office*

John D. Perdue
State Treasurer

<u>Political Subdivision</u>	<u>Amount</u>
Huntington	1,025.66
Hurricane	1,025.66
Huttonsville	1,025.66
laeger	1,025.66
Jackson County	4,082.54
Jane Lew	1,025.66
Jefferson County	63,836.29
Jefferson County School Board	191,508.87
Junior	1,025.66
Kanawha County	26,066.99
Kenova	1,025.66
Kermit	1,025.66
Keyser	1,025.66
Keystone	1,025.66
Kimball	1,025.66
Kingwood	1,025.66
Leon	1,025.66
Lester	1,025.66
Lewis County	4,082.54

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	October, 2016	63,392.97
November, 2014	71,046.66	November, 2015	67,488.54	November, 2016	61,087.94
December, 2014	76,797.24	December, 2015	73,055.05	December, 2016	59,508.00
January, 2015	73,346.66	January, 2016	67,545.11	January, 2017	63,836.29
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	455,919.44

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	September, 2016	203,104.26
October, 2015	205,322.91	October, 2016	190,178.91
November, 2015	202,465.62	November, 2016	183,263.82
December, 2015	219,165.15	December, 2016	178,524.00
January, 2016	202,635.33	January, 2017	191,508.87
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	1,367,758.32

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

Week Ending Date	FY17 February 18, 2017
To be Deposited on:	February 27, 2017
Amount Played	\$ 58,357,344.59
Amount Won	52,335,213.35
Amount Promo	456,529.00
MWAP Contribution	<u>-</u>
Adjusted Gross Terminal Revenue	<u>5,565,602.24</u>
Administrative Costs @ 4%	-
Excess Lottery Fund @ 4%	<u>222,624.09</u>
Net Terminal Revenue	<u>5,342,978.15</u>
Surcharge @ 10%	534,297.82
State Share Excess @ 58% & 10% of 42%	332,333.24
Track Share of Capital Reinvestment @ 90% of 42%	<u>201,964.58</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	193,886.00
<i>Track Share of Capital Reinvestment @ 4%</i>	8,078.58
Adjusted Net Terminal Revenue	<u>4,808,680.33</u>
Racetrack @ 46.50% / 42%	2,019,645.74
Lottery Fund @ 30% / 0%	-
Excess Lottery Fund @ 0% / 41%	1,971,558.96
Excess Lottery Fund @ 12.85% / 9.55%	459,228.96
Race Track Purses @ 90% of 7% / 4%	173,112.49
Employee Pension Fund @ 1% / .5%	24,043.40
Greyhound Development @ 90% of .75%	32,458.59
Thoroughbred Development @ 90% of .75%	32,458.59
County/Municipality @ 2%	<u>96,173.60</u>
	<u>\$ 4,808,680.33</u>

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

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
10/29/16	101,706.44	50,853.22	50,853.22	4,032.66	20,290.43	1,103.51	17,127.37	8,299.25
11/05/16	111,917.68	55,958.84	55,958.84	4,437.53	22,327.58	1,214.31	18,846.94	9,132.48
11/12/16	106,692.36	53,346.18	53,346.18	4,230.35	21,285.13	1,157.61	17,966.99	8,706.10
11/19/16	94,349.80	47,174.90	47,174.90	3,740.97	18,822.78	1,023.70	15,888.51	7,698.94
11/26/16	113,653.88	56,826.94	56,826.94	4,506.38	22,673.95	1,233.14	19,139.31	9,274.16
12/03/16	96,815.72	48,407.86	48,407.86	3,838.74	19,314.74	1,050.45	16,303.77	7,900.16
12/10/16	87,486.28	43,743.14	43,743.14	3,468.83	17,453.51	949.23	14,732.69	7,138.88
12/17/16	67,205.08	33,602.54	33,602.54	2,664.68	13,407.41	729.18	11,317.34	5,483.93
12/24/16	80,444.92	40,222.46	40,222.46	3,189.64	16,048.76	872.83	13,546.92	6,564.31
12/31/16	121,307.80	60,653.90	60,653.90	4,809.85	24,200.91	1,316.19	20,428.23	9,898.72
01/07/17	85,269.00	42,634.50	42,634.50	3,380.92	17,011.16	925.17	14,359.30	6,957.95
01/14/17	75,502.36	37,751.18	37,751.18	2,993.67	15,062.72	819.20	12,714.60	6,160.99
01/21/17	93,741.16	46,870.58	46,870.58	3,716.84	18,701.36	1,017.09	15,788.01	7,649.28
01/28/17	81,385.92	40,692.96	40,692.96	3,226.95	16,236.49	883.04	13,705.39	6,641.09
02/04/17	88,554.20	44,277.10	44,277.10	3,511.18	17,686.56	960.81	14,912.53	7,226.02
02/11/17	85,028.56	42,514.28	42,514.28	3,371.38	16,963.20	922.56	14,318.81	6,938.33
02/18/17	96,173.60	48,086.80	48,086.80	3,813.28	19,186.63	1,043.49	16,195.63	7,847.77
Subtotal	\$ 3,398,195.32	\$ 2,155,129.40	\$ 1,243,065.92	\$ 98,575.11	\$ 495,983.28	\$ 26,974.55	\$ 418,664.60	\$ 202,868.38

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	10/29/2016	50,853.22
11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08	11/5/2016	55,958.84
11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86	11/12/2016	53,346.18
11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76	11/19/2016	47,174.90
12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98	11/26/2016	56,826.94
12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86	12/3/2016	48,407.86
12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56	12/10/2016	43,743.14
12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16	12/17/2016	33,602.54
12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48	12/24/2016	40,222.46
1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14	12/31/2016	60,653.90
1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24	1/7/2017	42,634.50
1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58	1/14/2017	37,751.18
1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40	1/21/2017	46,870.58
2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26	1/28/2017	40,692.96
2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74	2/4/2017	44,277.10
2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78	2/11/2017	42,514.28
2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40	2/18/2017	48,086.80
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

2,155,129.40

Table Game Revenue

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

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
August, 2014	84,726.51	August, 2015	70,064.73	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	October, 2016	63,392.97
November, 2014	71,046.66	November, 2015	67,488.54	November, 2016	61,087.94
December, 2014	76,797.24	December, 2015	73,055.05	December, 2016	59,508.00
January, 2015	73,346.66	January, 2016	67,545.11	January, 2017	63,836.29
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	455,919.44

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	September, 2016	203,104.26
October, 2015	205,322.91	October, 2016	190,178.91
November, 2015	202,465.62	November, 2016	183,263.82
December, 2015	219,165.15	December, 2016	178,524.00
January, 2016	202,635.33	January, 2017	191,508.87
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	1,367,758.32