

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL-JUNE 2017
THURSDAY, MAY 4, 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

- April 18, 2017 - Special Session
- April 20, 2017 - Regular Meeting

APPROVAL OF PURCHASE ORDERS

- May 4, 2017

APPROVAL OF ACCOUNTS PAYABLE

- April 20, 2017
- May 4, 2017

APPROVAL OF MANUAL CHECKS

- April 20, 2017
- May 4, 2017

APPROVAL OF PAYROLL

- April 20, 2017

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. **Debbie Viands, CEOS Council President**
 - Request Proclamation for CEOS Week, May 21, 2017 through May 27, 2017 - Discussion/Action
2. 10:00 a.m. **Janet Young Spry, U.S. Census Bureau**
 - Overview of the 2020 Census Local Update of Census Addresses Operation (LUCA) - Discussion/Action
3. 10:15 a.m. **Interviews and Appointments to the Jefferson County Public Service District - One unexpired term ending December 1, 2021 - Discussion/Action**
4. 10:30 a.m. **BREAK**
5. 10:45 a.m. **Michelle Gordon, Finance Director**
 - Review of FY2017 Budget Actual as of 03/31/2017
 - Review of Highmark Medical Insurance and Renewal Options and Selection of Plan for FY2018 - Discussion/Action
 - Review of Delta Dental Renewal for FY2018 - Discussion/Action
 - Review of Life Insurance Renewal for FY2018 - Discussion/Action
 - Review of Vision Plan for FY2018
6. 11:15 a.m. **Nathan Cochran, Assistant Prosecuting Attorney**
 - Discuss legal and procedural issues regarding notice of personnel claim - Possible Executive Session - Discussion/Action
 - Discussion of civil suit regarding Charles Town Women's Center - Possible Executive Session - Discussion/Action
7. 11:45 a.m. **Will Rohrbaugh, Attorney**
 - Discussion of issues related to PSD assets and dissolution - Selection of County Commission representative for working group regarding sewer consolidation - Possible Executive Session - Discussion/Action

NEW BUSINESS

8. **Legislative Issues**

9. Approval of the MOU between the Supreme Court of appeals and the Jefferson County Commission relating to the Family Court rent and Circuit Courtroom upgrades - Discussion/Action
10. Request for waiver of late fee - Ambulance Fee Bill - Robin Gallagher - Discussion/Action
11. Discuss and explain Levy Rate Process - Discussion/Action (PO)

COUNTY ADMINISTRATOR REPORTS

- Update on Special Election

COUNTY COMMISSION REPORTS

12. 12:30 p.m. **Recess**

----- EVENING SESSION -----

13. 7:00 p.m. **Public Hearing**
 - The Jefferson County Commission shall hold a hearing and take evidence on the proposed dissolution of the Jefferson County Public Service District.
 - The proposed dissolution is contingent upon a plan for the acquisition of the District's assets and customers being presented to the County Commission by the Charles Town City Council and/or its Utility Board, for ratification by the County Commission, and subject to the consent and approval of the Public Service Commission of West Virginia.

14. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Parks and Recreation Commission Director's Monthly Reports: January-March, 2017
- Jefferson County Homeland Security and Emergency Management Quarterly Report

CORRESPONDENCE/INFORMATION

Notice of Public Hearing on May 18, 2017 at 7:00 p.m. regarding amendments to the Emergency Ambulance Service Fee Ordinance.

Correspondence received from Fernbank at Cress Creek Unit Owners Association, Inc. Regarding dog incident.

Correspondence received from the Sheriff of Jefferson County and Jefferson County Animal Control regarding a followup regarding dog incident at Fernbank at Cress Creek.

E-mail from Steve Wilt, resident, regarding the dissolution of the JCPSD.

WV Lottery Weekly Settlement for Charles Town - week ending April 15, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending April 22, 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 TO LAY THE LEVY

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 Tuesday, April 18, 2017, beginning at 9:30 o'clock a.m.

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

In re: LEVY ORDER AND LEVY RATES APPROVED FOR FISCAL YEAR 2017 - 2018

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

Commissioner Tabb led the Pledge of Allegiance.

The purpose of the meeting was to Lay the Levy for FY2017 - FY2018.

Motion by Mr. Onoszko to approve the Levy rates for property taxation beginning July 1, 2017 as reflected in the Levy Order Rate Sheet and authorize the County Clerk to sign the Levy Order Rate Sheet as presented and forward the proper documents to the State Auditor's Office. Motion seconded and passes on a vote of 3-2 with Ms. Noland and Ms. Tabb opposing.

AUTHORIZED RATES

Fourteen and twenty five hundredths cents	(14.25) Class I Property
Twenty-eight and fifty hundredths cents	(28.50) Class II Property
Fifty-seven and no hundredths cents	(57.00) Class III and Class IV Property

There being no further business, motion by Ms. Noland to adjourn the Special Session to Lay the Levy. Motion seconded and unanimously approved.

Upon rising, the Commission adjourned until the regular meeting on Thursday, April 20, 2017 at 9:30 a.m.

PETER ONOSZKO, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

Minutes

Jefferson County Commission

Thursday, April 20, 2017

A meeting of the Jefferson County Commission was held on Thursday, April 20, 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, Peter Onoszko and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, April 20, 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 April 6, 2017 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the April 12, 2017 Special Session Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the payroll for April 6, 2017 in the amount of \$238,106.23. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078163	717	ADVANCE AUTO PARTS		\$ -	\$ 48.15	\$ 48.15
078163	717	ADVANCE AUTO PARTS		\$ -	\$ 10.44	\$ 10.44

078164	700	APTEAN SOFTWARE LLC		\$ -	\$ 1,102.45	\$ 1,102.45
078165	425	BOLAND SERVICES		\$ -	\$ 1,232.00	\$ 1,232.00
078166	700	DETECTING TRUTH,LLC		\$ -	\$ 500.00	\$ 500.00
078167	424	J.C.EHRLICH		\$ -	\$ 31.00	\$ 31.00
078167	425	J.C.EHRLICH		\$ -	\$ 616.00	\$ 616.00
078168	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 27,564.45	\$ 27,564.45
078169	700	GUY'S BUICK-GMC TRUCK IN	48573	\$ 40,302.00	\$ -	\$ 40,302.00
078170	700	ABBIE GRAORA		\$ -	\$ 8.61	\$ 8.61
078171	425	GREGORY POOLE LIFT SYSTE	52663	\$ 9,000.00	\$ -	\$ 9,000.00
078172	717	INTERSTATE ALL BATTERY		\$ -	\$ 139.95	\$ 139.95
078173	PAYROLL	VICTOR C LUPIS III		\$ -	\$ 2,762.28	\$ 2,762.28
078174	PAYROLL	GAIL MAGAHA		\$ -	\$ 114.63	\$ 114.63
078175	425	MILLER'S CHRYSLER JEEP		\$ -	\$ 480.00	\$ 480.00
078176	700	STANLEY T. MORTENSEN		\$ -	\$ 4.80	\$ 4.80
078177	700	MORGAN COUNTY SHERIFF		\$ -	\$ 500.00	\$ 500.00
078178	425	PRECISION POWER LLC		\$ -	\$ 2,935.80	\$ 2,935.80
078179	424	POTOMAC EDISON/OH		\$ -	\$ 2,004.75	\$ 2,004.75
078179	425	POTOMAC EDISON/OH		\$ -	\$ 4,005.40	\$ 4,005.40
078179	425	POTOMAC EDISON/OH		\$ -	\$ 308.30	\$ 308.30
078179	425	POTOMAC EDISON/OH		\$ -	\$ 19,536.31	\$ 19,536.31
078179	425	POTOMAC EDISON/OH		\$ -	\$ 1,307.66	\$ 1,307.66
078180	700	WILLIAM POTTER		\$ -	\$ 10.30	\$ 10.30
078181	700	DOUGLAS PITTINGER		\$ -	\$ 5.71	\$ 5.71
078182	402	POINT & PAY		\$ -	\$ 50.00	\$ 50.00
078183	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
078184	717	RICE TIRES CO		\$ -	\$ 408.08	\$ 408.08
078184	717	RICE TIRES CO		\$ -	\$ 413.12	\$ 413.12
078185	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 56.29	\$ 56.29
078186	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 94.55	\$ 94.55
078187	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
078187	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 791.00	\$ 791.00
078187	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
078187	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 133.00	\$ 133.00
078188	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 48.64	\$ 48.64
078188	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 49.00	\$ 49.00
078188	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 34.79	\$ 34.79
078189	704	WV REGIONAL JAIL &		\$ -	\$ 116,861.50	\$ 116,861.50
078190	413	SECRETARY OF STATE'S OFF		\$ -	\$ 420.00	\$ 420.00
078191	425	CAPITAL TRISTATE		\$ -	\$ 197.93	\$ 197.93
078191	425	CAPITAL TRISTATE		\$ -	\$ 6.93	\$ 6.93

078191	425	CAPITAL TRISTATE		\$ -	\$ 880.67	\$ 880.67
078191	425	CAPITAL TRISTATE		\$ -	\$ 129.80	\$ 129.80
078191	425	CAPITAL TRISTATE		\$ -	\$ 27.05	\$ 27.05
078191	425	CAPITAL TRISTATE		\$ -	\$ 137.86	\$ 137.86
078191	425	CAPITAL TRISTATE		\$ -	\$ 177.64	\$ 177.64
078191	425	CAPITAL TRISTATE		\$ -	\$ 607.02	\$ 607.02
078191	425	CAPITAL TRISTATE		\$ -	\$ 206.51	\$ 206.51
078191	425	CAPITAL TRISTATE		\$ -	\$ 94.22	\$ 94.22
078191	425	CAPITAL TRISTATE		\$ -	\$ 9.35	\$ 9.35
078191	425	CAPITAL TRISTATE		\$ -	\$ 40.58	\$ 40.58
078192	405	THOMSON REUTER - WEST		\$ -	\$ 1,884.70	\$ 1,884.70
078192	405	THOMSON REUTER - WEST		\$ -	\$ 287.04	\$ 287.04
078193	PAYROLL	WV BUREAU OF EMPLOYMENT		\$ -	\$ 1,705.08	\$ 1,705.08
078194	402	W.B. MASON CO. INC		\$ -	\$ 8.13	\$ 8.13
078194	402	W.B. MASON CO. INC		\$ -	\$ 26.00	\$ 26.00
078194	404	W.B. MASON CO. INC		\$ -	\$ 47.95	\$ 47.95
TOTAL						\$ 246,570.42
TOTAL				\$ 49,302.00	\$ 197,268.42	\$ 246,570.42

Motion by Ms. Noland to approve the Accounts Payable for April 13, 2017 in the amount of \$246,570.42. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078197	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,656.32	\$ 3,656.32
078198	717	AUTOZONE		\$ -	\$ 24.37	\$ 24.37
078199	428	ADVANTAGE TECHNOLOGY LLC		\$ -	\$ 4,200.00	\$ 4,200.00
078200	PAYROLL	BOOTH AND MCCARTHY		\$ -	\$ 231.00	\$ 231.00
078201	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
078202	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
078203	440	JENNIFER M. BROCKMAN		\$ -	\$ 76.50	\$ 76.50
078204	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
078205	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
078206	440	ANNA BINKLEY		\$ -	\$ 100.00	\$ 100.00
078207	404	CASTO & HARRIS INC		\$ -	\$ 493.73	\$ 493.73
078208	PAYROLL	COLONIAL LIFE		\$ -	\$ 205.10	\$ 205.10
078209	405	CUYAHOGA CO SHERIFF DEPT		\$ -	\$ 200.00	\$ 200.00
078210	PAYROLL	LEAH DAFFRON		\$ -	\$ 2,243.40	\$ 2,243.40

078211	ALLOC	FRIENDSHIP FIRE COMPANY		\$ -	\$ 75,000.00	\$ 75,000.00
078212	412	GREATAMERICA FINANCL SVC		\$ -	\$ 631.28	\$ 631.28
078213	717	INTERSTATE ALL BATTERY		\$ -	\$ 119.80	\$ 119.80
078214	406	THE SPIRIT OF JEFFERSON		\$ -	\$ 222.40	\$ 222.40
078215	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 2,308.40	\$ 2,308.40
078215	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 31,079.33	\$ 31,079.33
078216	715	JEFFERSON CO COMMISSION		\$ -	\$ 230.00	\$ 230.00
078217	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,620.00	\$ 5,620.00
078218	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
078218	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
078219	712	LANGUAGE LINE SERVICES		\$ -	\$ 401.39	\$ 401.39
078220	PAYROLL	MERRI MCINTYRE		\$ -	\$ 503.14	\$ 503.14
078221	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
078222	700	ROBIN MAHONY		\$ -	\$ 4.80	\$ 4.80
078223	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 2,369.85	\$ 2,369.85
078223	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 480.00	\$ 480.00
078224	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
078225	424	NEOPOST USA INC.		\$ -	\$ 331.30	\$ 331.30
078226	425	POTOMAC EDISON/OH		\$ -	\$ 196.74	\$ 196.74
078226	425	POTOMAC EDISON/OH		\$ -	\$ 94.89	\$ 94.89
078227	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 800.00	\$ 800.00
078228	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
078228	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
078228	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
078228	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
078228	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
078228	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
078228	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
078228	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
078228	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
078228	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
078229	717	RICE TIRES CO		\$ -	\$ 312.36	\$ 312.36
078229	717	RICE TIRES CO		\$ -	\$ 129.50	\$ 129.50
078230	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4.68	\$ 4.68
078230	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.10	\$ 1.10
078230	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,484.80	\$ 10,484.80
078230	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,832.02	\$ 44,832.02
078230	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.29	\$ 3.29
078230	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,192.88	\$ 43,192.88
078231	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.74	\$ 1.74

078231	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 935.90	\$ 935.90
078231	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 32,086.70	\$ 32,086.70
078232	403	WV ASSOC OF CIRCUIT CLER		\$ -	\$ 675.00	\$ 675.00
078233	425	SHERWIN-WILLIAMS		\$ -	\$ 29.97	\$ 29.97
078234	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,576.02	\$ 10,576.02
078234	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,930.87	\$ 14,930.87
078235	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,350.00	\$ 3,350.00
078236	425	TML A XEROX CO.		\$ -	\$ 474.24	\$ 474.24
078239	401	AMAZON		\$ -	\$ 60.69	\$ 60.69
078239	401	EMBASSY SUITES		\$ -	\$ 258.00	\$ 258.00
078239	401	EMBASSY SUITES		\$ -	\$ 282.00	\$ 282.00
078239	402	AMAZON		\$ -	\$ 204.34	\$ 204.34
078239	402	EMBASSY SUITES		\$ -	\$ 258.00	\$ 258.00
078239	403	ATHLETIC CLUB/EMBASSY ST		\$ -	\$ 23.01	\$ 23.01
078239	403	EMBASSY SUITES		\$ -	\$ 435.31	\$ 435.31
078239	403	SHOPLET		\$ -	\$ 101.63	\$ 101.63
078239	405	EMBASSY SUITES		\$ -	\$ 295.92	\$ 295.92
078239	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
078239	413	ELECTION SOURCE		\$ -	\$ 246.86	\$ 246.86
078239	413	THE HOME DEPOT		\$ -	\$ 447.86	\$ 447.86
078239	415	FRONTIER		\$ -	\$ 84.36	\$ 84.36
078239	424	CHARLES TOWN UTILITIES		\$ -	\$ 149.01	\$ 149.01
078239	424	FRONTIER		\$ -	\$ 18,740.01	\$ 18,740.01
078239	424	ROACH ENERGY		\$ -	\$ 936.50	\$ 936.50
078239	424	THE HOME DEPOT		\$ -	\$ 20.56	\$ 20.56
078239	425	AMAZON		\$ -	\$ 118.39	\$ 118.39
078239	425	AMAZON		\$ -	\$ 96.11	\$ 96.11
078239	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,213.71	\$ 1,213.71
078239	425	COMCAST		\$ -	\$ 1,084.26	\$ 1,084.26
078239	425	GRAINGER		\$ -	\$ 84.70	\$ 84.70
078239	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 204.71	\$ 204.71
078239	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
078239	425	ROACH ENERGY		\$ -	\$ 1,058.55	\$ 1,058.55
078239	425	S&S MOTORS - NAPA PARTS		\$ -	\$ 41.99	\$ 41.99
078239	425	SHENANDOAH SPRING WATER		\$ -	\$ 722.05	\$ 722.05
078239	425	THE HOME DEPOT		\$ -	\$ 139.50	\$ 139.50
078239	425	THE HOME DEPOT		\$ -	\$ 237.06	\$ 237.06
078239	425	THOMPSON GAS		\$ -	\$ 316.82	\$ 316.82
078239	425	WAL-MART		\$ -	\$ 52.20	\$ 52.20
078239	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 705.48	\$ 705.48

078239	425	WM WASTE MGNT		\$ -	\$ 648.31	\$ 648.31
078239	428	AMAZON		\$ -	\$ 62.70	\$ 62.70
078239	428	AMAZON		\$ -	\$ 102.04	\$ 102.04
078239	428	BATTERY MART		\$ -	\$ 78.85	\$ 78.85
078239	428	BATTERY UNIVERSE		\$ -	\$ 220.95	\$ 220.95
078239	428	CABLE WHOLESale		\$ -	\$ 3.16	\$ 3.16
078239	428	CABLE WHOLESale		\$ -	\$ 108.75	\$ 108.75
078239	428	STAPLES		\$ -	\$ 76.99	\$ 76.99
078239	428	STI SPECIALIZED TRANSPOR		\$ -	\$ 1,615.00	\$ 1,615.00
078239	428	STIMULUS SOFT		\$ -	\$ 1,039.97	\$ 1,039.97
078239	440	INTL CODE COUNCIL INC		\$ -	\$ 339.00	\$ 339.00
078239	440	STONEWALL RESORT		\$ -	\$ 202.00	\$ 202.00
078239	440	USPS US POSTAL SERVICE		\$ -	\$ 112.00	\$ 112.00
078239	700	AUTOZONE		\$ -	\$ 21.77	\$ 21.77
078239	700	CAROLINA BAR BQ		\$ -	\$ 23.23	\$ 23.23
078239	700	EMBASSY SUITES		\$ -	\$ 282.00	\$ 282.00
078239	700	GOWERS FEED INC		\$ -	\$ 86.38	\$ 86.38
078239	700	RIVER CITY FARM & PET SU		\$ -	\$ 101.25	\$ 101.25
078239	700	TRACTOR SUPPLY CO		\$ -	\$ 97.98	\$ 97.98
078239	701	MES LAWMEN SUPPLY CO.		\$ -	\$ 1,319.21	\$ 1,319.21
078239	711	CLARION INN		\$ -	\$ 59.00	\$ 59.00
078239	711	GLOBAL STAR USA		\$ -	\$ 129.99	\$ 129.99
078239	711	MARTINS		\$ -	\$ 88.19	\$ 88.19
078239	711	MICROTEL INN SUITES		\$ -	\$ 80.00	\$ 80.00
078239	711	SHEPHERD UNIVERSITY		\$ -	\$ 45.00	\$ 45.00
078239	712	BATTERY MART		\$ -	\$ 24.95	\$ 24.95
078239	712	BUSINESS TELECOM PRODUCT		\$ -	\$ 211.50	\$ 211.50
078239	712	DELTA AIR		\$ -	\$ 73.20	\$ 73.20
078239	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
078239	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 1,064.00	\$ 1,064.00
078239	712	SPIRIT OF JEFFERSON		\$ -	\$ 33.84	\$ 33.84
078239	712	STAPLES		\$ -	\$ 108.85	\$ 108.85
078239	712	THE HOME DEPOT		\$ -	\$ 7.97	\$ 7.97
078239	712	WAL-MART		\$ -	\$ 41.44	\$ 41.44
078239	716	AMAZON		\$ -	\$ 433.96	\$ 433.96
078239	716	BLUE RIDGE VETERINARY		\$ -	\$ 75.50	\$ 75.50
078239	716	GREENLAWN MEMORIAL PARK		\$ -	\$ 153.00	\$ 153.00
078239	716	HILLSIDE VETERINARY HOSPIT		\$ -	\$ 64.00	\$ 64.00
078239	716	NATIONAL ANIMAL CARE CO		\$ -	\$ 125.00	\$ 125.00
078239	716	PANHANDLE PRINTING AND D		\$ -	\$ 141.57	\$ 141.57

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>
Kenneth & Angela Piper	PP	Kabletown	310460	\$42.18

- **Motion by Ms. Tabb to approve the Exonerations as presented by the Assessor. Motion seconded and unanimously approved.**
2. Peter Dougherty, Sheriff
 - a. Grant Application Presentation
 - **Motion by Ms. Tabb to approve the Juvenile Justice and Delinquency Prevention Title II Grant application to place a Prevention Resource Officer in Jefferson High School and authorize the President of the Commission to sign the associated documents. Motion seconded and unanimously approved.**
 - b. Approval of New Hire – William Wilhelm
 - **Motion by Mr. Compton to approve the hire of William Wilhelm as a deputy within the Sheriff's Office. Motion seconded and unanimously approved.**
 - c. Employee Transfer
 - **Motion by Mr. Onoszko to approve the transfer of DiAnn Brown from the Sheriff's Office Law Enforcement to the Sheriff's Tax Office to fill a vacant position. Motion seconded and unanimously approved.**
 - d. Reclassification
 - **Motion by Ms. Noland to approve the reclassification of Deborah Lowe, Executive Assistant, from a Grade II to a Grade IV. Motion seconded and unanimously approved. Motion seconded and unanimously approved.**
 3. Earl Cogle, Chief, Blue Ridge Mountain Fire Department – requested the waiver of fees for a construction remodel project at the Blue Ridge Mountain Fire Department.

- **Motion by Ms. Tabb to waive all fees required by the Department of Engineering, Planning, and Zoning associated with the processing of the renovation and upgrades to existing structure for the purpose of installing a commercial kitchen and dining area. Motion seconded and unanimously approved.**
4. Interviews and Appointments to the Jefferson County Development Authority – five three-year terms ending April 5, 2017
- Annette Gavin
 - Michael Shepp
 - Howard Mills
 - Andrew Blake
 - Michelle Barnes Russell
 - Daniel Casto
 - Julia McDonald Yuhasz
- **Motion by Ms. Tabb to reappoint Annette Gavin, Michael Shepp, and Howard Mills and to appoint Daniel Casto and Julia McDonald Yuhasz each for one three-year term ending April 5, 2020. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Lynn Fields, Probate Office – requested the approval of the Quarterly Probate Review.
- **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve Estates opened since last quarterly review and approve accounts and waivers and to close estates that have met all requirements. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Peter Onoszko, Jefferson County Commissioners – requested the adoption of a Resolution encouraging Congress to create a reliable, predictable stream of resources to address deferred maintenance needs in the Harpers Ferry National Historical Park.
- **Motion by Mr. Onoszko to approve the Resolution to address the Harpers Ferry National Historical Park deferred maintenance needs. Motion seconded and unanimously approved.**

8. Roger Goodwin, Chief County Engineer – provided the Commission with an overview of Impact Fees Web Page Information.
9. Denise Pouget, Director, Jefferson County Emergency Services Agency – provided a staffing summary presentation.
10. Jeffrey Polczynski, Director, Jefferson County Emergency Communications – requested appointment of a full-time safety dispatcher.
 - **Motion by to approve the employment of Christopher Engle as a full-time Public Safety dispatcher. Motion seconded and unanimously approved.**
11. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Review/Update the Ambulance Service Fee Ordinance
 - **Motion by Ms. Noland to approve the changes as presented by Mr. Cochran and hold a public hearing on the changes to the Ambulance Fee Ordinance on Thursday, May 18, 2017 at 7:00 pm. Motion seconded and unanimously approved.**
 - b. Continuing discussion of PSD Dissolution and letter dated April 11, 2017, received from Counsel for PSD

NEW BUSINESS

12. Legislative Issues

- Senate Joint Resolution 6 – Ms. Grove informed the Commission the State would be holding a Special Election on Senate Joint Resolution 6, which relates to the bonding for the construction of roads. Ms. Grove stated the special election would take place at some point during the next fiscal year, and the County Commission would be financially responsible for the election.

FINANCE DIRECTOR REPORTS

- Approval of FY17 Budget Revisions
 - **Motion by Ms. Noland to approve Budget Revision #2 for the Coal Severance Fund as presented. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to approve State Budget revisions #6 and #7 as presented. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve Internal Budget Revisions #1 and #2 as presented. Motions seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Renewal of DHHR Lease –
 - **Motion by Ms. Tabb to approve the renewal of the lease for DHHR for space in the Bardane public services center at the current rate. Motion seconded and unanimously approved.**
13. There being no further business, motion by Ms. Noland to adjourn at 2:37 pm. Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

May 4, 2017

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
SHERIFF'S DEPT.	48574	\$ 7,089.00	Stephens Auto Center	2017 Ford Police Interceptor (x3)
GRAND TOTAL		\$ 7,089.00		



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. 48574

VENDOR:

DELIVER TO:

Stephens Auto Center
PO Box 278
Danville WV 25053

JCSO

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
1	2017 Ford Police Interceptor (63189)			27699 00
1	2017 Ford Police Interceptor (63188)			31389 00
1	2017 Ford Police Interceptor (63190)			27699 00
	Capital Outlay 700-04-459		Total	86787 00
	Home Confinement		-	79698 00
				<u>7089 00</u>

1. ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
2. PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
3. PROVIDE A DESCRIPTION OF ITEMS(S) BEING REQUESTED.
4. INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
5. SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

Peter H. Douglas
Signature

Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

Signature

Date

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 375,120.50	\$ 38.10	\$ 375,158.60
6.2% Tax Payable OASDI	22,416.01	\$ 2.34	\$ 22,418.35
1.45% Tax Payable HI	5,242.40	\$ 0.55	\$ 5,242.95
Fed Withholding	43,192.88	\$ 3.29	\$ 43,196.17
WV State Withholding	16,247.44	\$ 1.74	\$ 16,249.18
PERS Retirement Deduct 4.5%	11,423.62	\$ 1.71	\$ 11,425.33
PERS Retirement Deduct 6%	1,721.42		\$ 1,721.42
Hosp. Pre-Tax	11,089.50		\$ 11,089.50
Cancer/ICU Pre-Taxed	1,018.35		\$ 1,018.35
Cancer/ICU Not Pre-Taxed	809.81		\$ 809.81
Optional Life Not Pre-Taxed	2,072.84		\$ 2,072.84
Christmas Club	5,620.00		\$ 5,620.00
Wage Attach #1	1,276.93		\$ 1,276.93
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,063.81		\$ 5,063.81
457 - Nationwide	749.00		\$ 749.00
457I - Empower	3,035.00		\$ 3,035.00
457R - Roth	315.00		\$ 315.00
MD State Tax	467.95		\$ 467.95
D/VF	1,463.76		\$ 1,463.76
VA. State Tax	92.85		\$ 92.85
COLONIAL(PLUS)	102.55		\$ 102.55
Total Deductions	\$ 133,633.43	\$ 9.63	\$ 133,643.06
Net Wages Total	\$ 241,487.07	\$ 28.47	\$ 241,515.54
Payroll Date	20-Apr-2017		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Debbie Viands, CEOS Council President

Department or Organization: **West Virginia Community Education Outreach Service Clubs of Jefferson County**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **May 04, 2017**

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

Date Requested – 2nd Choice: May 18, 2017

Subject (*Wording to be placed on agenda*): **Jefferson County Clubs of Community Educational Outreach Service (CEOS) requests proclamation for CEOS Week, May 21, 2017 through May 27, 2017.**

Please provide the County Commission with a description of your request or presentation, including any background information: **A signed proclamation designating CEOS Week May 21 through 27, 2017 in Jefferson County. See attached Yearbook and previous proclamation.**

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

We, the West Virginia Community Education Outreach Service Clubs of Jefferson County, move, to request the commissioners to designate May 21, 2017 through May 27, 2017 as CEOS Week in Jefferson County.

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

If not attached, explain:

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

Contact information: Debbie Viands or Susan McFadden

Email address: dcviands@aol.com or ssmcfad@gmail.com

Phone Number: 304-725-0180 or 269-719-6369

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

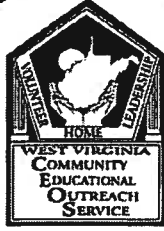
Agenda Request Form

We the Community Education Outreach Service Clubs of Jefferson County...

Move, to request the Jefferson County Commissions to designate MAY 21, 2017 through May 27, 2017 as: West Virginia Community Education Outreach Service Week. (CEOS)

We thank you for your consideration.

Enclosed is our 2016 Brochure with a history and description of our services to Jefferson County.



PROCLAMATION

WHEREAS,

The West Virginia Community Educational Outreach Service (CEOS) and

Jefferson County CEOS

are volunteers with a Mission to broaden SERVICE in our COMMUNITY, continue lifelong EDUCATION to strengthen individuals and families, and provide an OUTREACH for leadership.

WHEREAS,

In partnership with West Virginia University Extension Service, the CEOS pledges that its purpose of Education will assist us in meeting the needs of a changing and diverse society.

WHEREAS,

For their significant service and contribution to the well-being of family and community.

BE IT KNOWN, that Jefferson County Commissioners

hereby proclaims May 21-27 as

COMMUNITY EDUCATIONAL OUTREACH SERVICE WEEK

IN WITNESS WHEREOF, given under our hand and seal.

Mayor and /or Commissioner



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Janet Young Spry

Department or Organization: **U.S. Census Bureau**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **May 4, 2017**

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

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information: I'll provide an overview of the 2020 Census Local Update of Census Addresses Operation (LUCA). It's the only opportunity offered to tribal, state, and local governments to review and comment on the U.S. Census Bureau's residential address list for their jurisdiction prior to the 2020 Census. Meeting handouts are attached to the email request to be on the agenda.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request: NA

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

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: janet.y.spry@census.gov

Phone Number: 304.546.7391

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

2020 Census Local Update of Census Addresses Operation (LUCA) Information Guide

Issued December 2016
D-2101

What Is LUCA?

The Local Update of Census Addresses Operation (LUCA) is a voluntary decennial census operation. LUCA is the only opportunity prior to the 2020 Census for tribal, state, and local governments (including the District of Columbia and Puerto Rico) to review and update the U.S. Census Bureau's residential address list for their jurisdiction. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census. The Census Address List Improvement Act of 1994 (Public Law 103-430) authorizes LUCA.

Active, functioning, legal governments are eligible to participate in LUCA, including:

- Federally recognized tribes with a reservation and/or off reservation trust lands.
- States.
- Counties.
- Cities (incorporated places).
- Townships (minor civil divisions).

If your government lacks the resources to participate in LUCA, you can arrange for a higher level of government, such as a county; or an organization, such as a regional planning agency or council of governments, to conduct your address review.

Why Participate in LUCA?

The accuracy and completeness of the address list is critical to the accuracy and completeness of the decennial census. Participating in LUCA can help ensure an accurate census for your community.

Although the primary purpose of the decennial census is to apportion seats in the U.S. House of Representatives, census data are used to:

- Distribute federal funds for over 1,000 programs administered by 26 federal agencies to tribal, state, and local governments.
- Provide statistical support for grant applications that fund community and regional development, education, agriculture, energy, and environmental programs, as well as other needed community improvements and enhancements.
- Help your community plan for future needs.

What Is New for LUCA?

- Pre-LUCA activities, such as the on-going Geographic Support System (GSS) Partnership Program, provide more opportunities to submit address information and receive non-Title 13 feedback.
- New streamlined participation through the full address list review.
- Online viewing availability for the Census Bureau housing unit counts by census block for your jurisdiction starting in January 2017.
- Ease of use with standard data formats for viewing the Census Bureau's digital address list (Excel [.xlsx] and Comma Delimited Text [.csv]).
- Availability of the Census Bureau Geographic Update Partnership Software, a self-contained Geographic Information System (GIS) tool.
- Access to comprehensive data that include residential structure latitude/longitude coordinates and ungeocoded census residential addresses.
- Digital participants may submit residential structure coordinates as part of their address updates.

LUCA Schedule

2020 Census LUCA Operation Schedule	
Timeframe	Activity
January 2017	Advance notice mailed to Highest Elected Officials (HEOs), Tribal Chairs (TCs), Governors, and other LUCA contacts.
March 2017	LUCA promotional workshops begin.
July 2017	LUCA invitation and registration materials mailed to HEOs, TCs, and Governors.
October 2017	LUCA training workshops begin.
February–April 2018	Participants review and update the Census Bureau's address list.
February–September 2018	Census Bureau processes LUCA submissions.

LUCA Preparation Checklist

- ✓ Participate in the GSS.
- ✓ Review your boundaries and respond to the 2017 Boundary and Annexation Survey (BAS).
- ✓ Complete and return the *Contact Information Update Form*.
- ✓ Attend a LUCA promotional workshop or access information at the LUCA Web site.
- ✓ Access the Census Address Count List for your jurisdiction online.
- ✓ Determine and assemble local address sources.
- ✓ Update your address list with information needed for LUCA:
 - Unit designations for multiunit housing (e.g., Apt 1, Apt 2, Unit A, Unit B, etc.) (required).
 - Residential address status (required, the LUCA Operation only accepts residential addresses).
 - ZIP Codes for mailing addresses desired.
- ✓ Geocode your local address list using the online Census Geocoder (digital address list required).
- ✓ Determine your LUCA materials format.
- ✓ Develop your address review strategy.
- ✓ Highest Elected Official (HEO), Tribal Chair (TC), or Governor registers for LUCA.
- ✓ Attend a training workshop or Webinar.
- ✓ Review and update LUCA materials.
- ✓ Receive address feedback.

✔ Participate in the GSS.

Pre-LUCA activities provide more opportunities to submit address information and receive non-Title 13 feedback through the continuous GSS Partnership Program.

✔ Review your boundaries and respond to the 2017 BAS.

The 2017 BAS is the last opportunity to ensure that your boundaries are correct before LUCA begins. Because LUCA participants receive only addresses inside their jurisdictional boundaries for review and update, you may not be able to view your entire address list if your boundaries are incorrect. The 2017 BAS starts in December 2016. For more information, visit the BAS Web site at <www.census.gov/geo/partnerships/bas.html>.

✔ Complete and return the *Contact Information Update Form*.

In January 2017, the HEO, TC, Governor, and other contacts that the Census Bureau has associated with each government will receive a LUCA notification package. The package includes information about LUCA and a *Contact Information*

Update Form. Complete the form and return it using the postage-paid envelope. If you prefer, you may scan it and return it via e-mail to <GEO.2020.LUCA@census.gov>.

✔ Attend a LUCA promotional workshop or access information on the LUCA Web site.

Plan to attend a LUCA promotional workshop or Webinar to obtain additional information about participating in LUCA. You may also obtain additional information by accessing the LUCA Web site at <www.census.gov/geo/partnerships/luca.html>.

✔ Access the Census Address Count List for your jurisdiction online.

Your government's Address Count List, which contains the Census Bureau's count of residential addresses for each census block within your jurisdiction, is available on the LUCA Web site. Compare the census counts to your counts to help focus your participation efforts. Each census block record is at least 12 characters in length and contains seven fields of information <www.census.gov/geo/maps-data/data/geocoder.html>.

Digital Address Count List

Maximum character length	Field name	Description
12	Entity ID	Unique code assigned by the Census Bureau to each entity.
2	State code	2-digit current state code.
3	County code	3-digit current county code.
6	Census tract number	6-digit current census tract number, with an implied decimal point between the fourth and fifth digit.
4	Census block number	4-digit current census block number.
7	Count of housing unit addresses	Census Bureau's most recent count of housing unit addresses.
7	Count of group quarters addresses	Census Bureau's most recent count of group quarters addresses.

 **Determine and assemble local address sources.**

Potential local address sources for compiling your residential address list include:

- E-911 address files.
- New housing construction or building permits.
- Housing inspection records.
- Planning and zoning records.
- Local utility records.
- School enrollment records.
- Driver license files.
- Annexation records.
- Assessment or tax files (residential units).
- Voter registration files.

 **Update your Address List with information needed for LUCA.**

Unit Designation: LUCA **requires** that each record include unit identifiers (e.g., Apt 1, Apt 2, Unit A, Unit B). Basic street address and the individual unit designation should be provided for multiunit buildings.

Residential Status: LUCA accepts only **residential** address updates.

ZIP Code: A ZIP Code in a mailing address is useful to the Census Bureau.

 **Geocode your local address list using the online Census Geocoder (digital address list required).**

The Census Bureau defines geocoding as assigning a state, county, census tract, and census block number to an address. Used in conjunction with the Address Count List, the Census Geocoder allows you to compare your digital address list to the Census Bureau's count of addresses by census block. You can focus your address review on the census blocks with the greatest address count differences between your address list and the Census Bureau's. For more information, see <www.census.gov/geo/maps-data/data/geocoder.html>.

 **Determine your LUCA materials format.**

The LUCA address lists and maps are available in digital or paper formats. The digital format requires the use of spreadsheet or database software, such as Excel (.xlsx) or Comma Delimited Text (.csv). The paper format is available only to governments with 6,000 or fewer addresses.

Example: Available LUCA materials formats
 Copy provided for reference only; do NOT return this form.

PRODUCT PREFERENCE FORM 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)	Entity ID _____ Government Name _____		
<p>Please mark (X) to select a product preference format (Choose #1 OR #2 below)</p> <p>1. <input type="checkbox"/> GUPS – The Census Bureau’s Geographic Update Partnership Software (GUPS) is a self-contained Geographic Information System (GIS) tool. It includes the Census Bureau’s address list, address count list by census block, and partnership shapefiles. GUPS allows you to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes. GUPS functions on Windows XP, Vista, and Windows 7, 8, and 10, and Apple Mac OS X with additional bridge software.</p> <p style="text-align: center;">OR</p> <p>2. <input type="checkbox"/> Select one address list format in Section A and one map format in Section B.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>A. Address List – Select Digital or Paper</p> <p><input type="checkbox"/> Digital – Requires the use of a spreadsheet or database software. We will provide the files in Excel (.xlsx) and Comma Delimited Text (.csv) format.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> Paper – Available only to governments with 6,000 or fewer addresses. Each 8 1/2" X 14" page contains six (6) addresses (1,000 pages maximum). Choose one address sort preference below:</p> <p><input type="checkbox"/> Census Tract#/Block#/Street Name/House#/Unit#</p> <p><input type="checkbox"/> Street Name/House#/Unit#/Census Tract#/Census Block# (alphanumeric sort)</p> <p><i>Current number of residential housing units on file for your jurisdiction as of date X.</i></p> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>B. Maps – Select Digital or Paper</p> <p><input type="checkbox"/> Digital –Partnership shapefiles that require the use of GIS software. Address structure points are <i>not</i> included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> Paper – Large format paper map(s) (42" X 36") with one or more sheets. This includes a DVD of small format (8 1/2" X 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses.</p> <p>Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You will have to use the block PDF maps.</p> </td> </tr> </table>		<p>A. Address List – Select Digital or Paper</p> <p><input type="checkbox"/> Digital – Requires the use of a spreadsheet or database software. We will provide the files in Excel (.xlsx) and Comma Delimited Text (.csv) format.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> Paper – Available only to governments with 6,000 or fewer addresses. Each 8 1/2" X 14" page contains six (6) addresses (1,000 pages maximum). Choose one address sort preference below:</p> <p><input type="checkbox"/> Census Tract#/Block#/Street Name/House#/Unit#</p> <p><input type="checkbox"/> Street Name/House#/Unit#/Census Tract#/Census Block# (alphanumeric sort)</p> <p><i>Current number of residential housing units on file for your jurisdiction as of date X.</i></p>	<p>B. Maps – Select Digital or Paper</p> <p><input type="checkbox"/> Digital –Partnership shapefiles that require the use of GIS software. Address structure points are <i>not</i> included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> Paper – Large format paper map(s) (42" X 36") with one or more sheets. This includes a DVD of small format (8 1/2" X 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses.</p> <p>Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You will have to use the block PDF maps.</p>
<p>A. Address List – Select Digital or Paper</p> <p><input type="checkbox"/> Digital – Requires the use of a spreadsheet or database software. We will provide the files in Excel (.xlsx) and Comma Delimited Text (.csv) format.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> Paper – Available only to governments with 6,000 or fewer addresses. Each 8 1/2" X 14" page contains six (6) addresses (1,000 pages maximum). Choose one address sort preference below:</p> <p><input type="checkbox"/> Census Tract#/Block#/Street Name/House#/Unit#</p> <p><input type="checkbox"/> Street Name/House#/Unit#/Census Tract#/Census Block# (alphanumeric sort)</p> <p><i>Current number of residential housing units on file for your jurisdiction as of date X.</i></p>	<p>B. Maps – Select Digital or Paper</p> <p><input type="checkbox"/> Digital –Partnership shapefiles that require the use of GIS software. Address structure points are <i>not</i> included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> Paper – Large format paper map(s) (42" X 36") with one or more sheets. This includes a DVD of small format (8 1/2" X 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses.</p> <p>Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You will have to use the block PDF maps.</p>		

Develop your address review strategy.

To conduct your address review, consider your time, staff, and available local address information. If a complete review is not possible, focus your review on these areas:

- Group quarters (e.g., college dorms, nursing homes, correctional facilities, etc.).
- Areas of new construction.
- E-911 address conversion areas.
- Single-family homes converted to multifamily homes, and vice versa.
- Warehouses converted to residential units.
- New mobile homes.
- Apartment buildings with irregular or missing numbering schemes for the individual units.
- Annexed land.
- Areas along governmental boundaries.
- Blocks with the greatest count differences between the Census Bureau’s address block count and your address block count.

✔ Highest Elected Official (HEO), Tribal Chair (TC), or Governor registers for LUCA.

In July 2017, the Census Bureau will mail the invitation letter and registration form to your HEO, TC, or Governor. This invitation package will include information about LUCA and a registration form for the HEO, TC, Governor, and the LUCA liaison (designated by the HEO, TC, or Governor) to complete and return to the Census Bureau for participation in LUCA.

✔ Attend a LUCA training workshop or Webinar.

Training workshops will offer “hands-on” experience using the LUCA materials. Self-training aids and Webinars will be available online at the LUCA Web site. In addition, the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide* contains detailed instructions and examples for conducting your address and map review.

✔ Review and update LUCA materials.

You have 120 calendar days from the receipt of your materials to conduct your address review and return your updates to the Census Bureau. We estimate that it will take between 16 to 672 hours to complete your address review and submit your updates, depending on your jurisdiction’s size and number of changes.

✔ Receive address feedback.

After validating LUCA submissions, the Census Bureau will provide address feedback on your LUCA updates.

? Questions

For more information about LUCA, call 844-344-0169, e-mail us at <GEO.2020.LUCA@census.gov>, or visit our Web site at <www.census.gov/geo/partnerships/luca.html>.

Digital Address List Record Layout

The information contained on each census address record includes census state and county codes, census tract and block numbers, and group quarters flag. The character length for each record may vary.

Maximum character length	Field name	Description
7	Line number	Sequential number for each address record in the file.
9	MAFID	Unique control number assigned to each MAF address.
12	Entity ID code	Unique number assigned by the Census Bureau to each entity.
1	Action code	Entered by the participant to indicate an action to be taken on the address.
2	State code	2-digit Current State Code.
3	County code	3-digit Current County Code.
6	Census tract number	6-digit current census tract number, with an implied decimal point between the fourth and fifth digit (e.g., 123401 and 000300).
4	Census block number	4-digit Census Block Number.
15	Geo ID	15-digit combination of State Code, County Code, census tract, and census block numbers.
1	Group quarters flag	Displays a 'Y' if the address is a group quarters.
35	Complete address number	Housing unit or group quarter's assigned address number, alone or with an address number prefix and/or address number suffix, that identifies a location along a thoroughfare or within a community.
100	Complete street name	Full street or road name. The official name of a thoroughfare as assigned by a governing authority, or an alternate (alias) name that is used and recognized.
65	Apartment/unit number	Within structure descriptor or identifier, such as APT 5 or 1st FL FRN.
5	City-style mailing ZIP Code	5-digit ZIP Code for city-style mailing address.
100	Group quarters name	Name of group quarter (e.g., Dobbs Hall).
100	Facility name	Name of group quarter facility (e.g., University of Illinois).
100	Location description	Description of the location and physical characteristics of a living quarters (e.g., red ranch w/white shutters).
50	Noncity-style mail delivery address (RR#, HCR#, or PO Box #)	Rural Route and Box number, Highway Contract Route number, or Post Office Box number.
5	Noncity-style mailing ZIP Code	5-digit ZIP Code for noncity-style mailing address.
4	Map spot ID	Unique number assigned by the Census Bureau for each map spot within a block. Numbering starts over in each block.
1	Address use	A value entered by the participant indicating if the address is used for M) mailing purposes, L) location purposes, including emergency services, B) both mailing and location purposes.
11	Structure latitude	Address structure latitude, populated only if the Census Bureau has captured an address structure point for the address, otherwise blank. If blank, participants can populate this field.
12	Structure longitude	Address structure longitude, populated only if the Census Bureau has captured an address structure point for the address, otherwise blank. If blank, participants can populate this field.
1	City-style address flag	Displays "Y" if city-style address, an "N" if noncity-style address.

Paper Address List

The information contained in the paper address list includes state and county codes, census tract and block numbers, address information, and group quarters flag. The paper address list is available only to governments with 6,000 or fewer addresses. Each 8 1/2" x 14" page contains six addresses (1,000 pages maximum). You may choose one of two sort preferences: Census Tract#/Block#/Street Name/House#/Unit# or Street Name/House #/Unit#/Census Tract#/Census Block#.

Example sort: *Census Tract/Block*
 Example sort: *Street Name/House#/Unit#/Census Tract#/Census Block#*

U.S. DEPARTMENT OF COMMERCE ECONOMIC AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU														
ADDRESS LIST														
2020 LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)														
DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.														
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Noncity-Style Mail Delivery Address (RR Number, HCR Number, PO Box Number) (7a) Noncity-Style Mailing ZIP Code	8 Map Spot Number	9 City-Style Address Flag	10 Map Spot ID Coordinates (10a) Latitude (10b) Longitude
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Group Quarters Name	(6d) Facility Name or Physical Location Description				
102	999999993		88009	0054.00	2001	Y	5503	JEFFRAS DR	SUNSET ASSISTED LIVING COMMUNITY		99997	21	Y	40.361373 -73.543799
103	999999994		88009	0054.00	2001		5507	JEFFRAS DR		APT 1	99997	20	Y	40.361377 -73.543799
104	999999995		88009	0054.00	2001		5507	JEFFRAS DR		APT 2	99997	20	Y	40.361381 -73.543799
105	999999996		88009	0054.00	2001		5509	JEFFRAS DR			99997	19	Y	40.3613785 -73.543799
106	999999997		88009	0054.00	2001			REDWOOD RAMBLER W/LONG FRONT PORCH, ON LAKE			99997	18		40.3613791 -73.543799
107	X00000000X		88009	0054.00	2002		X0000000X		***NO KNOWN ADDRESS IN THIS BLOCK***		X0000	X000000X	X	X00000000X X00000000X

FICTITIOUS INFORMATION -FOR EXAMPLE ONLY

C - Correction to this address D - Delete this address J - Address is not in this Jurisdiction N - Address is Nonresidential

Action Codes

2020 LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

ADDRESS LIST

Sort: Street Name/House Number
Entity: Winter County CO88009

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GCL Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Noncity-Style Mail Delivery Address (RR Number, HCR Number, PO Box Number) (7a) Noncity-Style Mailing ZIP Code	8 Map Spot Number	9 City-Style Address Flag	10 Map Spot ID Coordinates (10a) Latitude Longitude
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Street Name	(6b) Group Quarters Name	(6c) Facility Name or Physical Location Description	(6d) City- Style ZIP Code				
25	999999993		88009	0045.00	1055		AMPHORA ST					3	Y	40.361373 -73.543799
26	999999994		88009	0045.00	1055		AMPHORA ST					4	Y	40.361377 -73.543799
27	999999995		88009	0045.00	1058		AMPHORA ST					1	Y	40.361381 -73.543799
28	999999996		88009	0045.00	1058		AMPHORA ST					2	Y	40.3613785 -73.543799
29	999999997		88009	0045.00	1065		W CAMERON AVE					11	Y	40.3613791 -73.543799
30	999999999		88009	0045.00	1065		W CAMERON AVE					12	Y	40.3613796 -73.543799

FICTITIOUS INFORMATION - FOR EXAMPLE ONLY

C - Correction to this address D - Delete this address J - Address is not in this jurisdiction N - Address is Nonresidential

Action Codes

Paper Address List Add Page

Participants selecting the paper address list can add residential city-style addresses that do not appear on the Census Bureau's address list using the Address List Add Page.

Example: Address List Add Page

Form D-2008 [XXXXX XXXXX] OMB Control No. XXXX-XXXX					U.S. DEPARTMENT OF COMMERCE ECONOMIC AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU					PAGE _____ OF _____ PAGES		
ADDRESS LIST ADD PAGE										Name of Preparer: _____ <i>(Print Name)</i>		
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)										Date Completed: _____ <i>(MM/DD/YYYY)</i>		
Add Page For: _____ <i>(Entity Name)</i>							Entity ID Code: _____ <i>(Copy from Address List Page)</i>					
1 Line #	2 Census Geographic Location of Address				3 Enter "Y" if this is a Group Quarters	4 Residential Address				5 Unique Map Spot #	6 Address Use, if known M=Mailing L=Location B=Both	
	(2a) State Code #	(2b) County Code #	(2c) Census Tract #	(2d) Census Block #		(4a) Complete Address Number	(4b) Complete Street Name	(4c) Group Quarters Name	(4d) Facility Name			(4e) Apt./Unit #

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

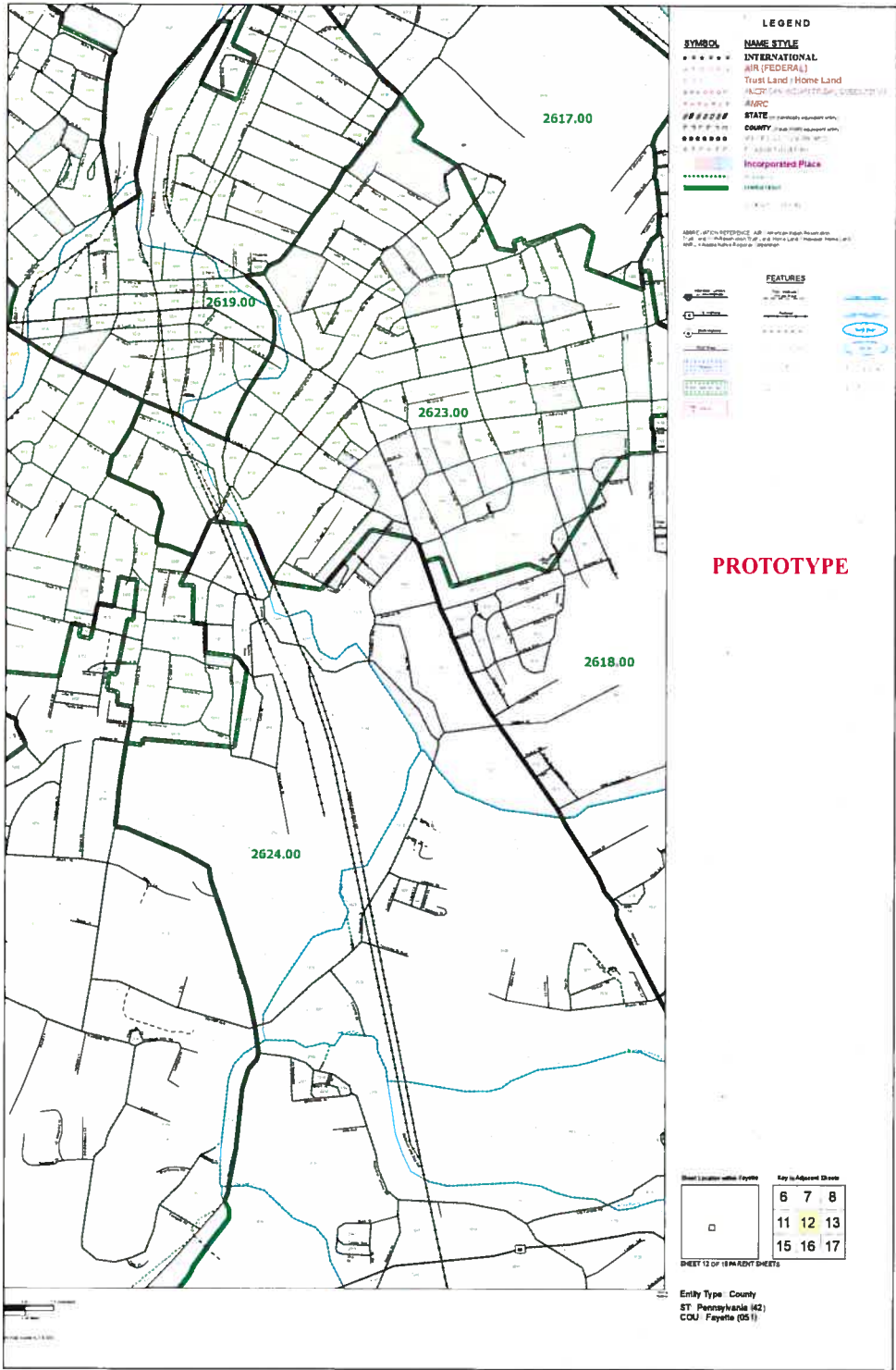
Paper Address Count List

The LUCA address count list contains the count of housing unit and group quarters addresses for each census block within your jurisdiction. The list contains 90 census blocks per page. This list is for reference only.

Example: Address Count List

Form D-2009 (XX-XX-XXXX) OMB Control No. XXXX-XXXX				ADDRESS COUNT LIST 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)				U.S. DEPARTMENT OF COMMERCE ECONOMIC AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU			
ST/CO: 52 / 003				Page: 1 of 1				Date: 12/02/2017			
Entity: ANY TOWN PL5212345											
Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses
9708.01	2345	9	1	9708.03	1100	9					
9708.01	2346	11		9708.03	1101	4					
9708.01	2347	3		9708.03	1102	4					
9708.01	2348	9		9708.03	1103	6					
9708.01	2349	12		9708.03	1104	6					
9708.01	2350	12		9708.03	1105	5					
9708.01	2351	14		TOTAL	36	217	2				
9708.01	2352	6									
9708.01	2353	15	1								
9708.01	2354	12									
9708.01	3301	6									
9708.01	3302	8									
9708.01	3303	5									
9708.01	3304	12									
9708.02	3305	13									
9708.02	3306	5									
9708.02	3307	7									
9708.02	3309	6									
9708.02	3310	6									

Example: Paper Map



Census Bureau Paper Maps and Digital Shapefiles

Paper—Large format paper map(s) (42" x 36") with one or more sheets. This includes a DVD of small format (8 1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. For a full-color paper map example, visit our Web site at <www.census.gov/geo/partnerships/luca.html>.

Digital—Topologically Integrated Geographic Encoding and Referencing (TIGER) Partnership shapefiles that require the use of GIS software. Address structure points are not included in the partnership shapefiles but can be created from the latitude/longitude coordinates included on the digital address list.

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Janet Spry
U.S. Census Bureau
Philadelphia Regional Office

United States
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What is the 2020 Census Local Update of Census Addresses Operation (LUCA)

- Voluntary geographic partnership operation
- Once a decade opportunity for tribal, state, and local governments to review and update the Census Bureau's Address List for residential addresses
- Authorized by the Census Address List Improvement Act of 1994 (Public Law 103-430)

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Who Can Participate in LUCA

- Federally recognized tribes with a reservation or off-reservation trust land
- States
- Counties
- Cities, towns, boroughs, or villages (incorporated places)
- Townships (minor civil divisions)

Why LUCA Participation is Important to the 2020 Census

- Improves the Census Bureau's Address List
- The accuracy and completeness of the address list is critical to the success of the Census

The 2020 Census Local Update of Census Addresses (LUCA) Operation

What is LUCA?

LUCA is the only opportunity offered to state, tribal, and local governments to review and comment on the U.S. Census Bureau's residential address list for their jurisdiction prior to the 2020 Census. The Census Bureau relies on a complete and accurate address list to reach every living structure and determine population for inclusion in the census.



Why participate in LUCA?

- To help ensure an accurate census count by your community
- To help your federal government's distribute more than \$400 billion in funds available for infrastructure, programs, and services
- To help your community plan for future needs

Who can participate in LUCA?

- Active, functioning, legal governments can participate in LUCA. These include:
- Federally recognized tribal governments with off-reservation trust lands
 - States
 - Counties
 - Cities (incorporated places)
 - Townships and civil divisions

If you are unable to participate in LUCA, you may designate an alternate reviewer for your government. Reach us by email, phone, or request a paper request form.

Timeline:

- January 2017: Address List Update (ALU) process begins
- May 2017: LUCA process begins
- August 2017: LUCA process ends
- October 2017: Census Bureau releases the 2017 Census of Population and Housing
- January 2018: Census Bureau releases the 2017 Census of Population and Housing
- April 2020: Census Day

What's New for LUCA

- **Offers** streamlined participation – Full Address List Review
- **Provides** the digital Address List in a standard software format
- **Includes** ungeocoded address records for state and county governments
- **Includes** residential structure coordinates, if available
- **Allows** participants to submit residential structure coordinates, if available
- **Requires** residential multiunit structure identifiers (Apt 1, Apt 2)

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How to Prepare for LUCA

- ✓ **Submit** Contact Information Update Form
- ✓ **Develop** a strategy for your address review
- ✓ **Review** the Census Bureau's count of residential addresses by census block for your government
- ✓ **Confirm** that your Address List contains individual multi-unit structure identifiers (Apt 1, Apt 2)
- ✓ **Identify** local residential address sources such as building permits, E-911 address files, local utility records, annexation records, and assessment or taxation files
- ✓ **Plan** to attend a LUCA Training Workshop

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Confidentiality and Security

- **The information provided to/from LUCA is covered under Title 13 of the United States Code which:**
 - Requires the Census Bureau to ensure confidential treatment of census-related information, including individual addresses and map structure points
 - Requires that all liaisons, reviewers, and anyone with access to Title 13 materials abide by Confidentiality and Security Guidelines
 - Requires the Census Bureau maintain the confidentiality of all information it collects

Confidentiality and Security

- **The information provided to/from LUCA is covered under Title 13 of the United States Code**
- **Confidentiality Agreement**
 - Appoint LUCA liaison to assume responsibility for Title 13 compliance
 - Reviewers must follow guidelines and sign the Confidentiality Agreement

LUCA Participation Methods



GUPS (Geographic Update Partnership Software)



Digital (Commercial GIS/Spreadsheet/Database software)



Paper Address List and Maps
(Paper Address Lists are available only to governments with
< 6,000 addresses)

Geographic Update Partnership Software (GUPS)

- Self-contained GIS update and processing package
- Includes Census Bureau's Address List, Census Bureau's count of residential addresses by census block, and TIGER partnership shapefiles
- Allows addition of external geospatial data

What's Next for LUCA

- **Advance Notice** mailed to Highest Elected Officials (HEO) and Tribal Chairs (TC) (cc other LUCA contacts) January 2017
 - Contact Update Form
- **Invitation and registration** mailed July 2017
 - LUCA Information Booklet
 - Confidentiality and Security Guidelines
 - Forms for Registration:
 1. Registration Form
 2. Confidentiality Agreement Form
 3. Product Preference Form
 4. Self-Assessment for the Confidentiality and Security Guidelines
- **Deadline for registration** – December 15, 2017

2020 Census LUCA Schedule

2020 Census LUCA Operation Schedule

Timeframe	Activity
January 2017	Advance Notice mailed to Highest Elected Officials (HEOs), Tribal Chairs (TCs), Governors, and other LUCA contacts.
March 2017	LUCA promotional workshops begin.
July 2017	LUCA invitation and registration materials mailed to HEOs, TCs, and Governors.
October 2017	LUCA training workshops begin.
February-April 2018	Participants review and update the Census Bureau's address list.
February-September 2018	Census Bureau processes LUCA submissions.
August-September 2019	Feedback provided to respondents

2020 Census LUCA Questions? Contact Information:

For Technical Questions:

Call: 1.844.344.0169

Email: GEO.2020.LUCA@census.gov

Website:

<https://www.census.gov/geo/partnerships/luca.html>

Janet Spry, Partnership Specialist, WV

janet.y.spry@census.gov

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Economic and Statistics Administration
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2017-4-11

11

How Local Governments can Collaborate with the US Census Bureau 9/1/2016

The 2020 Census of the nation is right around the corner. In previous censuses, local governments partnered with the Census Bureau to support the decennial effort in their area. Here are some activities that were helpful in the past and may be repeated for the 2020 Census.

TECHNICAL SUPPORT

- Participate in the Local Update of Census Address Program (address list sharing)
- Provide updated GIS and address files to the Census Bureau
- Work with your regional planners to review and update census tracts and block groups in your municipality
- Be sure your municipality responds to the annual Boundary and Annexation Survey (BAS)

OPERATIONAL SUPPORT

- Provide space that can be used for testing, on-boarding, training
- Provide lists of residential institutions
- Provide lists of shelters, service providers, and transient locations
- Promote temporary job opportunities

PROMOTIONAL SUPPORT

- Form a Complete Count Committee (elected officials, community groups, faith based, social service, health, business, etc.)
- Encourage census participation in newsletters, on websites, alerts systems, drop-in articles
- Utilize the Statistics in Schools program in your school district
- Put links to the American Community Survey (ACS) and decennial Census on local websites
- Encourage residents to participate in the "Other 9 Years" of on-going census surveys
- Invite Census participation at community events, festivals, neighborhood association meetings, etc.
- Include Census presentations , trainings, and exhibits at upcoming conferences
- Conduct Press Conferences. / news events
- Participate in the Census challenge with your neighbors
- Issue Proclamation of support for the decennial census

DATA USER SUPPORT

- Host data workshops and presentations on how to access census data (conducted by Census staff at no cost) for business, educators, elected officials, social service, grant writers, librarians, etc.

For more information, visit www.census.gov



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The 2020 Census Local Update of Census Addresses Operation (LUCA)

What is LUCA?

LUCA is the only opportunity offered to tribal, state, and local governments to review and comment on the U.S. Census Bureau's residential address list for their jurisdiction prior to the 2020 Census. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census.



Why participate in LUCA?

- To help ensure an accurate decennial census count in your community.
- To help the federal government distribute more than \$400 billion in funds annually for infrastructure, programs, and services.
- To help your community plan for future needs.

Who can participate in LUCA?

Active, functioning, legal governments can participate in LUCA. These include:

- Federally recognized tribes with a reservation and/or off-reservation trust lands.
- States.
- Counties.
- Cities (incorporated places).
- Townships (minor civil divisions).

If you are unable to participate in LUCA, you may designate an alternate reviewer for your government, such as your county, state data center, or regional planning agency.



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Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov



Schedule

- January 2017: Advance notification of LUCA mailed to the highest elected official (HEO) or Tribal Chairperson (TC) of all eligible governments and other LUCA contacts.
- March 2017: LUCA promotional workshops begin.
- July 2017: Invitation letter and registration forms mailed to the HEO or TC of all eligible governments.
- October 2017: Training workshops begin. Self-training aids and Webinars will be available online at the LUCA Web site.
- February 2018: Participation materials mailed to registered participants. Participants have 120 calendar days from the receipt of materials to complete their review.
- August 2019: Feedback materials offered to participants with the results of Address Canvassing.
- **April 1, 2020: Census Day.**

For more information about LUCA, call 1-844-344-0169, e-mail us at GEO.2020.LUCA@census.gov, or visit our Web site at www.census.gov/geo/partnerships/luca.html.

LUCA Materials

The Geographic Update Partnership Software (GUPS) is new for LUCA. The GUPS is a self-contained Geographic Information System (GIS) update and processing package. In addition to the software, you will receive the Census Bureau's address list, address count list by



census block, and Topologically Integrated Geographic Encoding and Referencing (TIGER) partnership shapefiles.

The Census Bureau offers its address list in digital or paper formats. The digital format requires the use of spreadsheet or database software. The paper format is available only to governments with 6,000 or fewer addresses.

Maps are offered in digital (TIGER partnership shapefiles that require GIS software) or paper (large format maps are 42 X 36 inches and include a DVD of small format [8.5 X 14 inches] block maps in Adobe PDF) formats.

The Census Bureau offers in-person training using LUCA materials. Self-training aids and Webinars are available online at the LUCA Web site.

The Census Bureau offers in-person training using LUCA materials. Self-training aids and Webinars are available online at the LUCA Web site.

What's new for LUCA?

- Pre-LUCA activities provide more opportunities to submit address information and receive feedback through the continuous Geographic Support System (GSS) Program.
- Streamlined participation through the Full Address List Review provides the opportunity to review and update the Census Bureau's address list.
- The Census Bureau's digital address list is available in new, convenient standard software formats.
- Comprehensive data that includes ungeocoded address and residential structure coordinates.



Preparing for LUCA

You will receive only the addresses within your jurisdiction's boundaries that are currently on file with the Census Bureau. By participating in the 2017 Boundary and Annexation Survey (BAS), you have the opportunity to verify or update your jurisdiction's boundaries. Doing this will ensure that you receive the complete list of addresses for your jurisdiction in LUCA.

To prepare your address list before you receive your LUCA materials:

- Ensure that your address list contains multiunit structure identifiers (such as apartment numbers for individual units) and that you can distinguish between residential addresses and nonresidential addresses.
- Identify local address sources, such as building permits, E-911 address files, local utility records, annexation records, and assessment or taxation files.
- Visit the LUCA Web site or plan to attend a LUCA promotional workshop to get more information about participating in the program.

Connect With Us



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **May 4, 2017**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Public Service District – one unexpired term ending December 1, 2021 – Discussion/Action**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, May 4, 2017, or as soon thereafter as the Commission may decide:

Jefferson County Public Service District - one unexpired term ending December 1, 2021.

“The powers of each public service district shall be vested in and exercised by a public service board consisting of not less than three members who shall be persons residing within the district, who possess certain educational, business or work experience which will be conducive to operating a public service district.” - W. Va. Code Ann. § 16-13A-3

Appointee must be willing to attend monthly meetings at the Public Service District offices and travel to Charleston or another area in the State normally a few hours from Jefferson County for a two day Board Member training class.

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

April 19 and April 26

THANKS - JEFFERSON COUNTY COMMISSION

ROGER C. FORSHEE JR.

179 Kimberwicke Drive North • Charles Town, WV 25414
Home 304 724-7857

Received

APR 26 2017

Objective

Jefferson County Commission

Fill a vacant position on the Jefferson County Public Service District Board (PSD), for one unexpired term ending December 1, 2021.

Personal Information

- Resident of Jefferson County West Virginia since 2002
- Federal Employee – 1987- Present
- US Air Force Veteran (Honorable Discharge)

Summary of Qualifications

- President, Vice President of Breckenridge Home Owners Association, 2004–2010. Breckenridge is a family friendly community of 282 homes located in Charles Town, West Virginia. My home is located within the PSD service area.
- Prince William County Virginia, Lake Jackson Sanitary District Advisory Committee Member, 1995-1999.
- I am an aviation safety professional with more than 30 years' experience in the aviation industry. My knowledge and experience includes aviation maintenance to advanced aviation safety analysis. I currently perform independent assessments and investigations concerning matters of national and international interest.

Education

- Community College of the Air Force: A.S. Aircraft Maintenance, 1996
- Community College of the Air Force: A.S. Flight Engineering, 1996
- Emery-Riddle Aeronautical University: Professional Aeronautics, (88 credits)
- Federal Aviation Administration Flight Engineer (Turbojet) Certificate
- Federal Aviation Administration Airframe and Power Plant Certificate

Work Experience

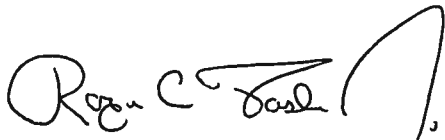
- 1996- Present: Federal Aviation Administration
Aviation Safety Inspector, FG-1825-K, AFS-1000
- 2013- 2014: Federal Aviation Administration, US Embassy Baghdad Iraq
Senior Aviation Advisor, FG-1825-K, AFS-900
- 1987-1996: U.S. Air Force / Reserve – Flight Engineer, TSGT.
- 1985-1996: U.S. Air Force – Aircraft Mechanic, WG-8852-8/10

Military Awards and Decorations

The following Decorations and Awards are listed in order of precedence in accordance with Air Force Regulation 35-10.

- United States Air Force Achievement Medal
- United States Air Force Outstanding Unit Award
- Combat Readiness Medal
- Air Reserve Forces Meritorious Service Medal
- National Defense Service Medal
- Armed Forces Expeditionary Medal
- Southwest Asia Service Medal
- Humanitarian Service Medal
- Air Force Longevity Service Award Ribbon
- Armed Forces Reserve Medal
- NCO Professional Military Education Graduation Ribbon
- Air Force Training Ribbon
- Kuwait Liberation Medal

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that any information I give may be investigated.



4/25/2017

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **May 4, 2017**

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

Date Requested – 2nd Choice:

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

- Review of FY2017 Budget to Actual as of 03/31/2017

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

Is this a funding request? Y/N **No**

If so, how much? \$ **NA**

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

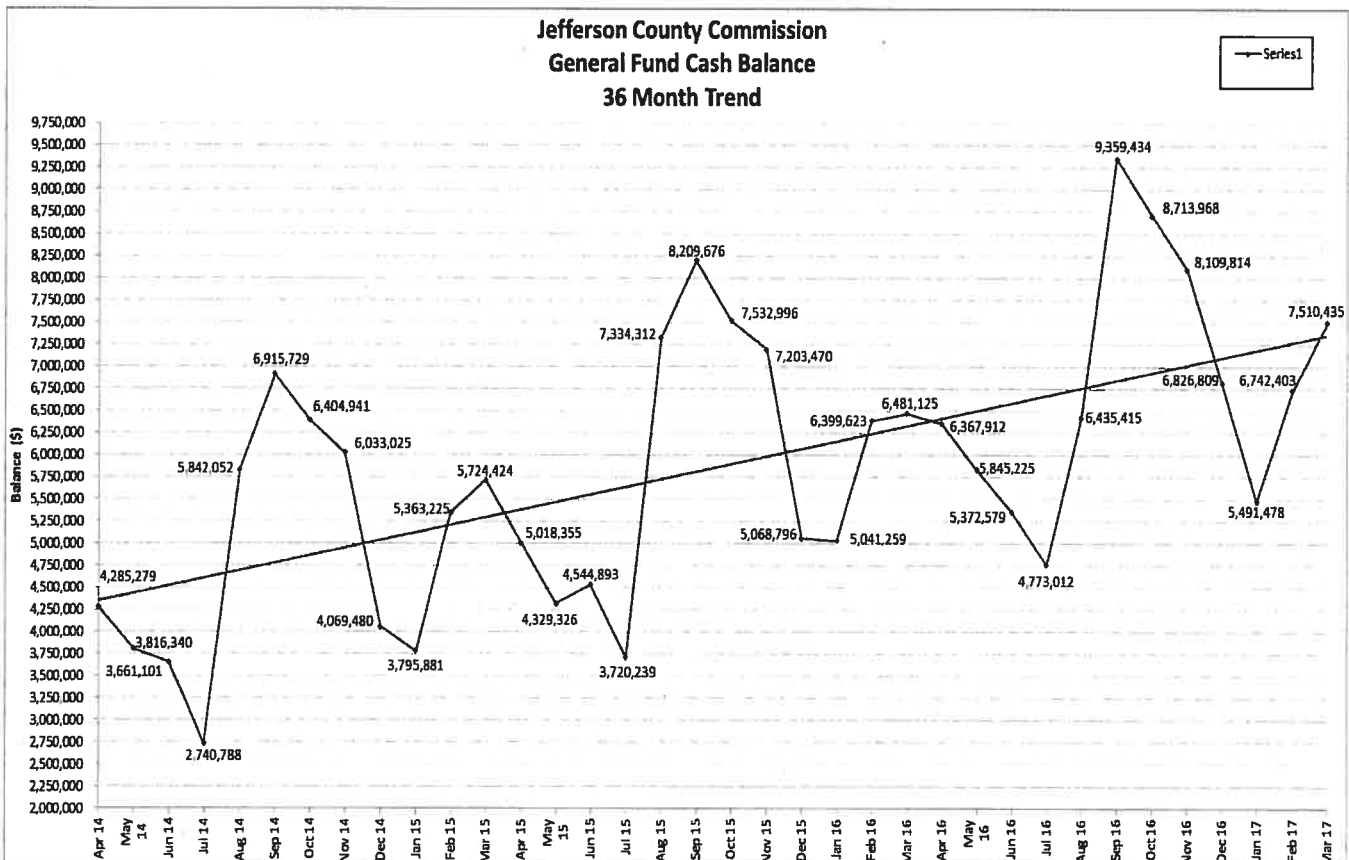
not applicable

Jefferson County Commission

Cash Balances by Fund

As of 03-31-2017

Fund	Discription	03/31/2017 Balance	06/30/2017 Projection	07/31/2017 Projection
001	General Operating	\$ 7,510,435	\$ 4,920,000	\$ 4,095,000
002	Coal Severance	162,686		
003	Dog & Kennel	38,722		
004	General School	-		
005	Magistrate Court	27,853		
006	Worthless Check	32,366		
008	Home Confinement	21,941		
009	Federal Grants	-		
010	State Grant	(810)		
023	Flood Mitigation	34,959		
039	Waste Coal	8,425		
056	Assessor Valuation	837,315		
057	Farmland Protection	1		
059	Concealed Weapons	83,901		
063	Voter Registration	870		
074	Drug Forfeiture	17,888		
075	Sub Division Bond Forfeiture	172		
077	Teen Court	-		
244	Bardane Public Health Center	13,915		
246	Capital Outlay	3,619,006		
247	Parks Land Fund	-		
249	Impact Fees	3,274,198		
315	State Police	60		
369	Deputy Sheriff Retire	1		
Total Cash all Funds		\$ 15,683,904		



Jefferson County Commission
 FY17 General Fund Revenues and Expenditures
 Compiled April 21, 2017
 Expenditures by Department

	FY17 YTD		Budget		FY16 YTD	YTD Actual	
	FY17 Budget	Actual as of 03/31/17	Variance Favorable / (Unfavorable)	% Rec'd /Exp'd		Actual as of 03/31/16	FY17-FY16 Var Favorable / (Unfavorable)
REVENUE							
AD VALOREM TAXES	13,025,919	11,918,304	(1,107,615)	91.50 %	11,418,924	499,380	4.37 %
TAX PENALTIES	295,000	228,499	(66,501)	77.46 %	230,995	(2,496)	(1.08) %
PROPERTY TRANSFER TAX	788,109	535,228	(252,881)	67.91 %	461,074	74,154	16.08 %
GAS & OIL SEVERANCE TAX	83,732	58,840	(24,892)	70.27 %	95,320	(36,480)	(38.27) %
HORSE & DOG RACING TAX	8,973	8,528	(445)	95.04 %	9,218	(690)	(7.49) %
WINE & LIQUOR TAX	32,000	34,248	2,248	107.02 %	28,007	6,241	22.28 %
HOTEL OCCUPANCY TAX	549,500	586,918	37,418	106.81 %	473,845	113,073	23.86 %
LICENSE/DECALS	61	38	(23)	62.30 %	48	(10)	(20.83) %
BUILDING PERMIT FEES	250,000	95,921	(154,079)	38.37 %	220,408	(124,487)	(56.48) %
MISC. RENTS	120	146	26	121.67 %	136	10	7.35 %
FEDERAL GOV GRANTS	240,000	9,706	(230,294)	4.04 %	155,560	(145,854)	(93.76) %
FED PYMNT IN LIEU OF TAXS	11,676	-	(11,676)	-	516	(516)	(100.00) %
SHERIFF'S SRVC OF PROCESS	19,512	14,575	(4,937)	74.70 %	15,269	(694)	(4.54) %
SHERIFF EARNINGS	103,727	138,268	34,541	133.30 %	15,088	123,180	816.40 %
COUNTY CLERK'S EARNING	180,375	144,713	(35,662)	80.23 %	151,535	(6,822)	(4.50) %
CIRCUIT CLERK'S EARNING	54,380	45,839	(8,541)	84.29 %	42,640	3,199	7.50 %
PROSECUTING ATTY EARNINGS	1,134	1,302	168	114.80 %	757	545	71.94 %
ACCIDENT REPORTS	3,500	3,680	180	105.14 %	3,000	680	22.67 %
MAP SALES	3,697	1,172	(2,526)	31.69 %	1,653	(482)	(29.13) %
RENT - CONCESSIONS	44,679	1,775	(42,904)	3.97 %	28,025	(26,250)	(93.67) %
AMBULANCE FEES	725,000	525,000	(200,000)	72.41 %	650,460	(125,460)	(19.29) %
EMG COMM - 911 FEE	1,900,000	1,346,322	(553,678)	70.86 %	1,401,185	(54,863)	(3.92) %
FRANCHISE FEES	491,000	252,542	(238,458)	51.43 %	340,381	(87,839)	(25.81) %
IRP FEES-INTNATL REG PGM	9,867	8,426	(1,441)	85.40 %	12,091	(3,665)	(30.31) %
JAIL FEES	98,000	69,244	(28,756)		97,813	(28,569)	(29.21) %
INTEREST EARNED	20,200	25,027	4,827	123.89 %	22,597	2,430	10.75 %
MISCELLANEOUS REVENUE	500	4,169	3,669	833.87 %	26	4,143	15,886.77 %
SHERIFF'S COMMISSION	11,498	11,536	38	100.33 %	11,563	(27)	(0.23) %
REIMBURSEMENTS	346,800	309,386	(37,414)	89.21 %	342,077	(32,691)	(9.56) %
GAIN/LOSS SALE-FIX ASSETS	-	-	-		10,950	(10,950)	(100.00) %
GEN SCHOOL FUND REIMB	264,000	132,965	(131,035)	50.37 %	154,859	(21,894)	(14.14) %
TRANS/ASSR VAL FUND	441,008	6,675	(434,333)	1.51 %	-	6,675	-
TOTAL REVENUES	20,003,967	16,518,993	(3,484,974)	82.58 %	16,396,021	122,972	0.75 %
EXPENDITURES							
COUNTY COMMISSION	1,765,011	1,340,564	424,447	75.95 %	1,417,283	76,720	5.41 %
COUNTY CLERK	739,881	494,845	245,036	66.88 %	532,322	37,477	7.04 %
CIRCUIT CLERK	596,187	410,790	185,397	68.90 %	437,620	26,830	6.13 %
SHERIFF AND TREASURER	576,969	393,152	183,817	68.14 %	406,851	13,698	3.37 %
PROSECUTING ATTORNEY	1,802,394	1,261,273	541,121	69.98 %	1,285,936	24,662	1.92 %
ASSESSOR	527,389	389,933	137,456	73.94 %	383,192	(6,742)	(1.76) %
ASSESSOR'S VALUATION FUND	441,008	319,759	121,249	72.51 %	314,872	(4,887)	(1.55) %
STATEWIDE COMPUTER NET	58,077	25,210	32,867	43.41 %	27,616	2,406	8.71 %
AGRICULTURAL AGENT	128,704	88,726	39,978	68.94 %	86,757	(1,969)	(2.27) %
ELECTIONS COUNTY CLERK	313,742	252,008	61,734	80.32 %	169,796	(82,212)	(48.42) %
MAGISTRATE COURT	1,700	1,438	262	84.56 %	1,375	(62)	(4.54) %
COURTHOUSE (MAINTENANCE)	1,223,081	826,180	396,901	67.55 %	846,846	20,666	2.44 %
OTHER BUILDINGS	523,000	352,624	170,376	67.42 %	380,724	28,100	7.38 %
IT DATA PROCESSING	412,980	286,900	126,080	69.47 %	163,824	(123,076)	(75.13) %
REGIONAL DEVELOPMENT AUTH	19,795	19,794	1	100.00 %	19,794	-	-
ECONOMIC DEVELOPMENT	423,249	305,953	117,296	72.29 %	334,042	28,089	8.41 %
ENGINEERING	1,346,369	1,003,041	343,328	74.50 %	1,051,259	48,218	4.59 %

Jefferson County Commission
 FY17 General Fund Revenues and Expenditures
 Compiled April 21, 2017
 Expenditures by Department

	FY17 YTD		Budget		FY16 YTD	YTD Actual	
	FY17 Budget	Actual as of 03/31/17	Variance Favorable / (Unfavorable)	% Rec'd /Exp'd		FY16 YTD Actual as of 03/31/16	FY17-FY16 Var Favorable / (Unfavorable)
CONTINGENCIES	130,000	-	130,000	-	-	-	-
SHERIFF LAW ENFORCEMENT	3,781,357	2,632,591	1,148,766	69.62 %	2,692,121	59,530	2.21 %
SHERIFF SVC OF PROCESS	19,512	5,913	13,599	30.30 %	17,564	11,652	66.34 %
REGIONAL JAIL	1,375,000	840,901	534,099	61.16 %	834,629	(6,273)	(0.75) %
HOMELAND SECURITY	273,360	163,362	109,998	59.76 %	165,334	1,972	1.19 %
COMMUNICATIONS CENTER	1,970,152	1,332,523	637,629	67.64 %	1,317,681	(14,842)	(1.13) %
FIRE DEPARTMENTS	595,000	370,000	225,000	62.18 %	370,000	-	-
AMBULANCE AUTHORITY	2,203,366	1,709,853	493,514	77.60 %	2,098,312	388,460	18.51 %
ANIMAL CONTROL	328,947	209,224	119,723	63.60 %	222,502	13,277	5.97 %
CENTRAL GARAGE	262,396	174,267	88,129	66.41 %	172,916	(1,350)	(0.78) %
SOLID WASTE AUTHORITY	15,600	-	15,600	-	-	-	-
PARKS AND RECREATION	498,280	434,338	63,942	87.17 %	434,685	347	0.08 %
ARTS AND HUMANITIES	10,440	11,057	(617)	105.91 %	8,634	(2,423)	(28.06) %
HISTORICAL COMMISSION	16,584	16,373	211	98.73 %	12,785	(3,588)	(28.06) %
VISITOR'S BUREAU	274,750	276,434	(1,684)	100.61 %	215,860	(60,573)	(28.06) %
LIBRARIES	330,000	247,500	82,500	75.00 %	250,000	2,500	1.00 %
PUBLIC TRANSPORTATION	20,000	15,000	5,000	75.00 %	10,275	(4,725)	(45.99) %
TOTAL EXPENDITURES	23,004,280	16,211,526	6,792,754	70.47 %	16,683,409	471,883	2.83 %
NET PRIOR TO GAMING REVENUE	(3,000,313)	307,467	(3,307,780)		(287,388)	594,855	-206.99 %
TABLE GAMES	740,000	570,747	(169,253)	77.13 %	635,187	(64,440)	(10.15) %
VIDEO LOTTERY	3,140,000	2,544,105	(595,895)	81.02 %	2,580,884	(36,779)	(1.43) %
NET REVENUE LESS EXPENDITURES	879,687	3,422,319	2,542,632		2,928,682	493,637	16.86 %
TRANSFERS TO OTHER FUNDS							
TRANSFER TO CAPITAL OUTLAY FUND	1,347,000	1,056,019	(290,981)	78.40 %	-	(1,056,019)	-
TOTAL TRANSFERS	1,347,000	1,056,019	(290,981)	78.40 %	-	(1,056,019)	-
NET USE OF FUNDS - SURPLUS/(DEFICIT)	(467,313)	2,366,300	2,833,613		2,928,682	562,382	
BEGINNING FUND BALANCE	5,453,076	5,453,076			3,951,985		
NET CHANGE INFUND BALANCE	(467,313)	2,366,300			2,928,682		
ENDING FUND BALANCE	4,985,763	7,819,376			6,880,667		
FUND BALANCE AS A % OF OPERATING EXP	21.67%	48.23%			41.24%		

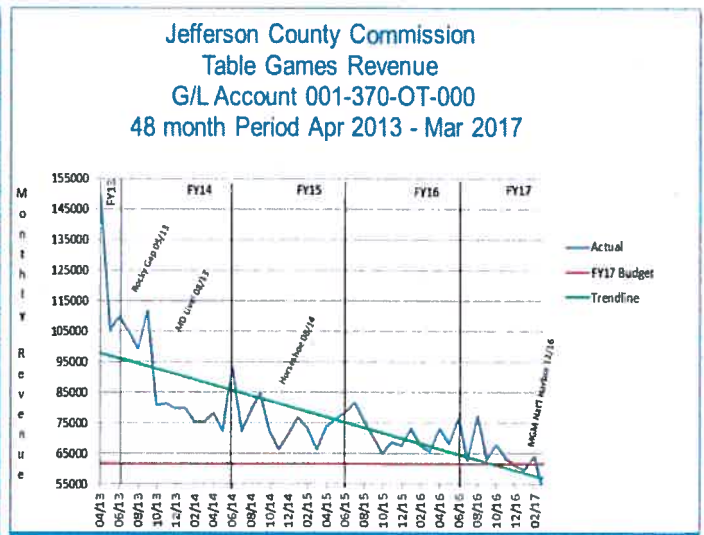
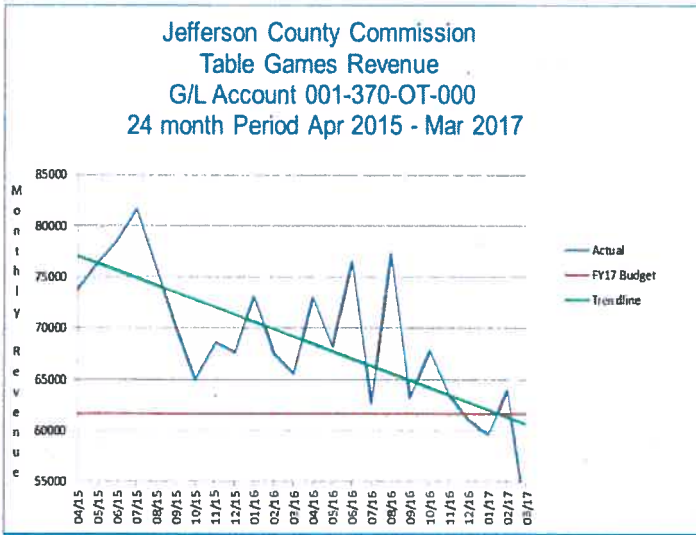
Jefferson County Commission
 FY17 General Fund Revenues and Expenditures
 Compiled April 21, 2017
 General Fund Expenditures by Object Code

	FY17 YTD		Budget	% Rec'd /Exp'd	FY16 YTD	YTD Actual	
	FY17 Budget	Actual as of 03/31/17	Variance Favorable / (Unfavorable)		Actual as of 03/31/16	FY17-FY16 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
REVENUES							
CHARGES FOR SERVICES	3,634,871	2,552,858	(1,082,013)	70.23 %	2,759,897	(207,039)	(7.50) %
INTERGOVERNMENTAL	251,676	9,706	(241,970)	3.86 %	156,076	(146,370)	(93.78) %
INTEREST EARNED	20,200	25,027	4,827	123.90 %	22,597	2,430	10.75 %
LICENSES & PERMITS	250,181	96,105	(154,076)	38.41 %	220,592	(124,487)	(56.43) %
MISCELLANEOUS REVENUE	358,798	325,091	(33,707)	90.61 %	364,616	(39,525)	(10.84) %
OTHER TAXES	5,342,314	4,338,614	(1,003,700)	81.21 %	4,283,534	55,080	1.29 %
TRANSFERS	705,008	139,640	(565,368)	19.81 %	154,859	(15,219)	(9.83) %
TAXES	13,320,919	12,146,804	(1,174,115)	91.19 %	11,649,920	496,884	4.27 %
TOTAL REVENUES	23,883,967	19,633,845	(4,250,122)	82.21 %	19,612,091	21,754	0.75 %
EXPENDITURES							
SALARIES	9,919,602	7,111,136	2,808,466	71.69 %	7,004,592	(106,544)	(1.52) %
FICA	764,238	520,894	243,344	68.16 %	545,143	24,249	4.45 %
HEALTH INSURANCE	2,003,964	1,399,894	604,070	69.86 %	1,389,919	(9,975)	(0.72) %
RETIREMENT	1,124,971	794,782	330,189	70.65 %	923,423	128,640	13.93 %
TELEPHONE	227,175	148,100	79,075	65.19 %	161,814	13,714	8.48 %
PRINTING	21,350	9,899	11,451	46.36 %	9,077	(822)	(9.05) %
UTILITIES	287,200	227,372	59,828	79.17 %	216,104	(11,269)	(5.21) %
TRAVEL	56,093	25,113	30,980	44.77 %	35,882	10,769	30.01 %
MAINT/REP BLDG & GRNDS	60,000	12,192	47,808	20.32 %	36,604	24,412	66.69 %
MAINT/REP EQUIPMENT	173,373	73,355	100,018	42.31 %	98,157	24,802	25.27 %
MAINT/REP AUTO	7,000	3,174	3,826	45.35 %	1,307	(1,867)	(142.85) %
POSTAGE	131,425	84,733	46,692	64.47 %	81,354	(3,379)	(4.15) %
BLDG/EQUIP RENTAL	143,067	56,512	86,555	39.50 %	113,519	57,007	50.22 %
ADVERTISING/LEGAL PUBS	39,470	18,561	20,909	47.02 %	19,572	1,012	5.17 %
TRAINING AND EDUCATION	45,885	21,042	24,843	45.86 %	17,287	(3,755)	(21.72) %
DUES AND SUBSCRIPTIONS	68,876	51,996	16,880	75.49 %	51,782	(213)	(0.41) %
PROFESSIONAL SERVICES	300,260	237,237	63,023	79.01 %	162,998	(74,239)	(45.55) %
AUDIT COSTS	35,000	-	35,000	-	34,600	34,600	100.00 %
INSURANCE AND BONDS	492,958	467,087	25,871	94.75 %	463,924	(3,163)	(0.68) %
COURT COSTS AND DAMAGES	1,500	15,000	(13,500)	1,000.00 %	200	(14,800)	(7,400.00) %
CONTRACTED SERVICES	222,665	145,969	76,696	65.56 %	179,036	33,067	18.47 %
BANK CHARGES	250	190	60	76.04 %	38	(152)	(398.14) %
REMITTANCE FEES COLLECTED	724,692	600,000	124,692	82.79 %	650,000	50,000	7.69 %
REFUNDING ERRONEOUS PMTS	-	600	(600)	-	79	(521)	(659.88) %
INSURANCE PREMIUM RETIREE	89,484	55,942	33,542	(100.00) %	64,289	8,347	12.98 %
MATERIALS AND SUPPLIES	362,527	254,651	107,876	70.24 %	193,275	(61,376)	(31.76) %
RECORD BOOKS	5,150	957	4,193	(100.00) %	1,876	919	48.99 %
AUTO SUPPLIES	146,000	97,081	48,919	66.49 %	96,282	(799)	(0.83) %
C/F PRISONRS REG JAIL FEE	1,375,000	840,901	534,099	61.16 %	834,629	(6,273)	(0.75) %
UNIFORMS	27,887	14,213	13,674	50.97 %	25,236	11,023	43.68 %
CHARGES BY OTHR GOV UNITS	58,077	25,209	32,868	43.41 %	27,616	2,407	8.72 %
COMPUTER SOFTWARE	45,075	3,961	41,114	8.79 %	3,165	(795)	(25.12) %
COMPUTER HARDWARE	69,671	77,805	(8,134)	111.68 %	14,820	(62,985)	(424.99) %
IT SUPPORT	100,790	42,065	58,726	41.73 %	60,403	18,338	30.36 %
LICENSE AND ANNUAL FEES	51,382	56,775	(5,393)	110.50 %	29,552	(27,224)	(92.12) %
CAPITAL OUTLAY-EQUIPMENT	190,000	63,225	126,775	33.28 %	130,450	67,225	51.53 %
CONTR/TRSFR OTHR GOV UNIT	3,278,723	2,515,402	763,321	76.72 %	2,800,976	285,574	10.20 %
CONTR/TRSFR OTHER	223,500	138,500	85,000	61.97 %	204,428	65,928	32.25 %
CONTINGENCY FOR EMERGENCIES	130,000	-	130,000	-	-	-	-
TOTAL EXPENDITURES	23,004,280	16,211,526	6,792,754	70.47 %	16,683,409	405,955	2.83 %
NET REVENUE LESS EXPENDITURES	879,687	3,422,319	2,542,632		2,928,682	493,637	16.86 %
TRANSFERS TO OTHER FUNDS							
TRANSFER TO CAPITAL OUTLAY FUND	1,347,000	1,056,019	290,981	78.40 %	-	(1,056,019)	-
TOTAL TRANSFERS	1,347,000	1,056,019	290,981	78.40 %	-	(1,056,019)	-
NET USE OF FUNDS - SURPLUS/(DEFICIT)	(467,313)	2,366,300	2,833,613		2,928,682	562,382	
BEGINNING FUND BALANCE	5,453,076	5,453,076			3,951,985		
NET CHANGE INFUND BALANCE	(467,313)	2,366,300			2,928,682		
ENDING FUND BALANCE	4,985,763	7,819,376			6,880,667		
FUND BALANCE AS A % OF OPERATING EXP	21.67%	48.23%			41.24%		

	Act Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Decrease from FY12	
						%	Cumulative
FY12	1,596,516	1,596,516	920,000	35.2%	133,043		
FY13	1,556,473	1,556,473	1,800,000	-2.5%	129,706		(40,043)
FY14	1,032,251	1,032,251	1,163,539	-33.7%	86,021		(564,265)
FY15	891,153	891,153	943,444	-13.7%	74,263	-44.2%	(705,363)
FY16	853,009	853,009	790,000	-4.3%	71,084	-46.6%	(743,507)
FY17	570,746	735,677	740,000	-13.2%	61,667	-52.7%	(1,025,770)
FY18			617,700	-16.5%			
			Avg Dec FY13-16	-13.5%			(3,078,948)
			Act Dec FY16-17	-13.8%			

Table Games Revenue
FY17 Projected Revenue

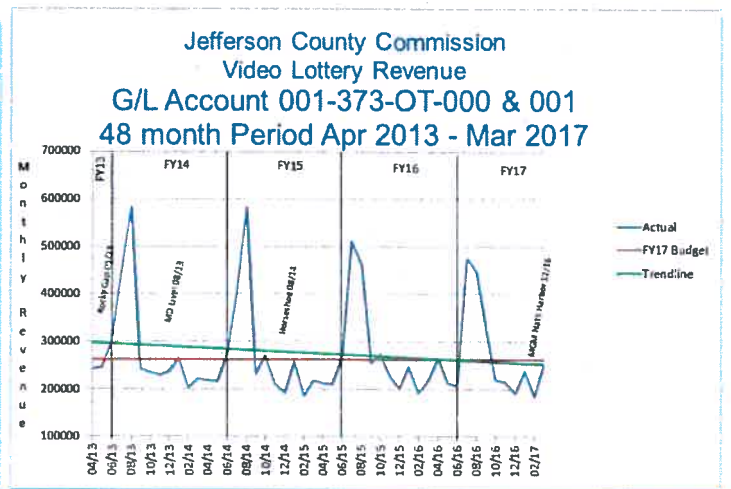
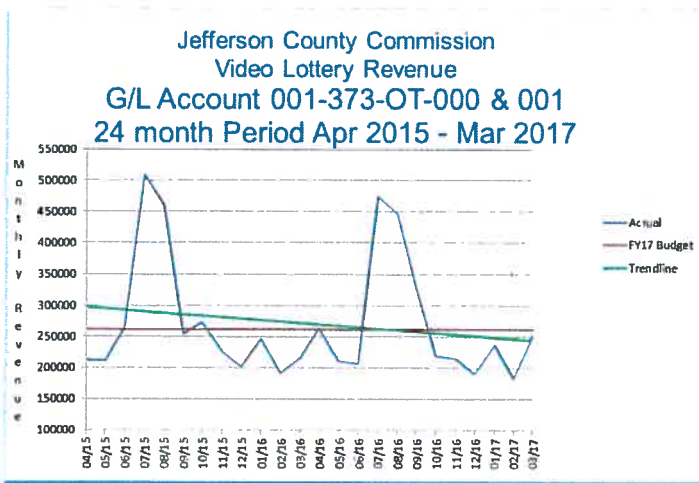
Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY17 Total Revenue	FY17 Budget	Projected Variance	Decrease Over PY
07/16	62,652						-23.3%
08/16	77,286						2.0%
09/16	63,258						-9.8%
10/16	67,809						4.3%
11/16	63,493						-7.5%
12/16	61,114						-9.7%
01/17	59,638						-18.4%
02/17	63,921						-5.5%
03/17	51,575						-21.4%
04/17	-	12.6%	58,078				
05/17	-	-14.4%	49,726				
06/17	-	14.9%	57,127				
Totals	570,746		164,931	735,677	740,000	(4,323)	



	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
						%	Cumulative
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		(637,395)
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		(904,343)
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	(1,032,581)
FY16	3,263,264	3,263,264	3,114,553	0.8%	271,939	-23.6%	(1,006,622)
FY17	2,543,805	3,306,243	3,140,000	1.3%	261,667	-26.5%	(963,643)
FY18			3,020,000	-8.7%			
		Avg Dec FY13-16		-6.3%	(0.038)		(4,544,584)

Video Lottery Revenue
FY17 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY17 Total Revenue	FY17 Budget	Projected Variance	Decrease Over PY
07/16	474,513						-7.0%
08/16	446,950						-3.0%
09/16	327,598						28.6%
10/16	219,196						-19.5%
11/16	214,983						-5.3%
12/16	190,029						-5.9%
01/17	236,486						-4.1%
02/17	183,451						-4.2%
03/17	250,599						16.0%
04/17	-	-0.8%	248,508				
05/17	-	-4.8%	236,693				
06/17	-	17.1%	277,237				
Totals	2,543,805		762,438	3,306,243	3,140,000	166,243	



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **May 4, 2017**

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

Date Requested – 2nd Choice:

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

- Review of Highmark Medical Insurance Renewal Options and Selection of Plan for FY2018
- Review of Delta Dental Renewal for FY2018
- Review of Life Insurance Renewal for FY2018
- Review of Vision Plan for FY2018 -

No motion for renewal of Vision plan is required. This plan is under a 4 year contract that expires 6/30/2019.

Please provide the County Commission with a description of your request or presentation, including any background information:
Review and approval of medical insurance plan renewal contracts for fiscal year 2017-2018.

Is this a funding request? Y/N **No**

If so, how much? \$ **NA**

Provide exact financial impact/request:

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

- Motion to accept Highmark of West Virginia health insurance renewal option number REN1
- Motion to accept dental plan renewal from Delta Dental
- Motion to accept The Hartford life insurance plan renewal

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Peter Onoszko

April 26, 2017

VICE PRESIDENT
Jane Tabb

Honorable Commissioners
Jefferson County, West Virginia

COMMISSIONER
Patricia A. Noland

Attached are the medical insurance renewal contracts for fiscal year 2017-2018 for Jefferson County employees. Additionally, premium history has been included.

COMMISSIONER
Josh Compton

FY2018 Summary

COMMISSIONER
Caleb Wayne Hudson

Highmark Medical/Rx includes several options for review. During the budget process, the County's insurance representative advised that the monthly premium for the current health insurance plan would increase by 3.97% for FY2018 for a total of \$110,000. Additionally, part of this increase is being absorbed by county employees (totaling \$14,500) through monthly premium increases as follows:

Health	FY16	FY17	FY18	Increase
EE-ee Portion	38.00	38.00	40.00	2.00
EE Plus 1-ee Portion	285.00	285.00	300.00	15.00
EE+FAM-ee Portion	425.00	425.00	447.00	22.00

Net funding of \$95,500 to cover this increase was included in the budget. The FY2018 budget includes a COLA (Cost of Living Adjustment) of 1.2% for employee pay. Because employees are not receiving annual step increases and the employee portion of insurance premiums have increased for FY2018, I recommend maintaining the current insurance plan benefits and approving option REN1.

Delta Dental - No increase is proposed to the current rate for the County's existing dental plans. The total annual employer expense for FY2018 is estimated to be \$46,800 and is included in the approved budget. I recommend renewing this contract.

Hartford Group Life & Voluntary Life - No increase is proposed to the current rates for the County's existing plans. Additionally, The Hartford is offering a 2 year rate guarantee through FY 2019 (expiring 6/30/2019). The total annual employer expense for FY2018 is estimated to be \$28,000 and is included in the approved budget. I recommend renewing this contract.

NVA Vision Plan- The County is currently under a contract signed 5/6/2015 with a 4 year rate guarantee through FY 2019 (expiring 6/30/2019). No increase is proposed to the current rate for the County's existing vision plans. The total annual employer expense for FY2018 is estimated to be \$14,200 and is included in the approved budget. No action is required for the vision plan.

Sincerely,

Michelle Gordon
Finance Director
mgordon@jeffersoncountywv.org

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

Jefferson County Commission

Medical Insurance Rates

(Monthly)

Deductible \$3/\$6k, Coins 100/80 limit \$1/\$2k, ER \$125/100%

Health	FY16	FY17	FY18	Increase
<i>Increase over PY</i>		0.00%	3.97%	
EE-er Portion	731.84	731.84	760.41	
EE-ee Portion	38.00	38.00	40.00	
Total EE	769.84	769.84	800.41	3.97%
EE Plus 1-er Portion	1,254.67	1,254.67	1,300.83	
EE Plus 1-ee Portion	285.00	285.00	300.00	
Total EE Plus 1	1,539.67	1,539.67	1,600.83	3.97%
EE+FAM-er Portion	1,499.60	1,499.60	1,554.03	
EE+FAM-ee Portion	425.00	425.00	447.00	
Total EE+Family	1,924.60	1,924.60	2,001.03	3.97%

Dental	FY16	FY17	FY18
<i>Increase over PY</i>		0.00%	0.00%
EE-er Portion	22.56	23.46	23.46
EE-ee Portion	-	-	-
Total EE	22.56	23.46	23.46
EE Plus 1-er Portion	22.56	23.46	23.46
EE Plus 1-ee Portion	22.35	23.25	23.25
Total EE Plus 1	44.91	46.71	46.71
EE+FAM-er Portion	22.56	23.46	23.46
EE+FAM-ee Portion	44.79	46.58	46.58
Total EE+Family	67.35	70.04	70.04

Vision	FY16	FY17	FY18
<i>Increase over PY</i>		0.00%	0.00%
EE-er Portion	6.94	6.94	6.94
EE-ee Portion	-	-	-
Total EE	6.94	6.94	6.94
EE Plus 1-er Portion	6.94	6.94	6.94
EE Plus 1-ee Portion	2.47	2.47	2.47
Total EE Plus 1	9.41	9.41	9.41
EE+FAM-er Portion	6.94	6.94	6.94
EE+FAM-ee Portion	6.02	6.02	6.02
Total EE+Family	12.96	12.96	12.96

Jefferson County Commission
 Highmark Medical Insurance
 FY18 Renewal Options

Plan	Ded	Conins	ConIns Lim	OV/SP/UR	ER	Drug	Count:						Total	Inc/(Dec)	ER Inc/(Dec)
								TMOOP	SIN	EC	ECDN	ES			
Current Plan	3000/6000	100/80	1000/2000	25/35/50	125	Ret-10/20/40 MO-25/50/90	103	769.84	\$1,539.67	\$1,924.60	\$1,539.67	\$1,924.60	\$170,519		
Employee Portion								\$38.00	\$285.00	\$425.00	\$285.00	\$425.00			
Curr Plan Renewal 1	3000/6000	100/80	1000/2000	25/35/50	125	Ret-10/20/40 MO-25/50/90	106	\$800.41	\$1,600.83	\$2,001.03	\$1,600.83	\$2,001.03	\$177,291	-3.97%	\$7,965
Employee Portion								\$40.00	\$300.00	\$447.00	\$300.00	\$447.00			
Employee Totals								\$4,240	\$600	\$894	\$4,800	\$13,857	\$24,391	\$1,208	
Employer Totals								\$80,603	\$2,602	\$3,108	\$20,813	\$48,175	\$155,301	\$7,965	\$7,965
Premium Totals								\$84,843	\$3,202	\$4,002	\$25,613	\$62,032	\$179,692	\$9,173	
OPTIONS															
Option 1	3000/6000	90/70	1000/2000	25/35/50	125	Ret-10/20/40 MO-25/50/90	103	777.34	\$1,554.69	\$1,943.36	\$1,554.69	\$1,943.36	\$172,181	0.97%	\$454
Option 2	3000/6000	90/70	1000/2000	25/50/75	125	Ret-10/30/60 MO-25/60/120	103	770.57	\$1,541.15	\$1,926.43	\$1,541.15	\$1,926.43	\$170,682	0.10%	\$(1,045)
Option 3	3000/6000	90/70	1000/2000	25/35/50	125	Ret-10/20/40 MO-25/50/90	103	773.95	\$1,547.91	\$1,934.89	\$1,547.91	\$1,934.89	\$171,431	0.53%	\$(296)
Option 4	3000/6000	100/80	1000/2000	25/35/50	125	Ret-15/30/55 MO-40/75/120	103	792.00	\$1,584.00	\$1,979.99	\$1,584.00	\$1,979.99	\$175,428	2.88%	\$3,701
Option 5	1500/3000 QHDHP	100/80	0/0	100%, STD	100%, STD	100%, STD	1500/3000 (emb)	823.80	\$1,647.61	\$2,059.51	\$1,647.61	\$2,059.51	\$182,472	7.01%	\$10,745
Option 6	2000/4000 QHDHP	100/80	0/0	100%, STD	100%, STD	100%, STD	2000/4000 (emb)	770.57	\$1,541.15	\$1,926.43	\$1,541.15	\$1,926.43	\$170,682	0.10%	\$(1,045)
Option 7	2000/4000 QHDHP	100/80	0/0	100%, STD	100%, STD	100%, STD	2000/4000 (emb)	753.96	\$1,507.92	\$1,884.90	\$1,507.92	\$1,884.90	\$167,002	-2.06%	\$(4,725)
Option 8	3000/6000 QHDHP	100/80	0/0	100%, STD	100%, STD	100%, STD	1500/3000 (emb)	702.35	\$1,404.70	\$1,755.88	\$1,404.70	\$1,755.88	\$155,571	-8.77%	\$(16,156)
Option 9	4000/8000	100/80	1000/2000	25/35/50	125	Ret-10/20/40 MO-25/50/90	103	766.08	\$1,532.17	\$1,915.21	\$1,532.17	\$1,915.21	\$169,687	-0.49%	\$(2,040)
Option 10	5000/10000	100/80	1000/2000	25/35/50	125	Ret-10/20/40 MO-25/50/90	103	744.11	\$1,488.23	\$1,860.28	\$1,488.23	\$1,860.28	\$164,821	-3.34%	\$(6,906)

Name: Jefferson County Commission
 Client: 123888 Eff Dt: 7/1/17 Rater: JCM
 Total Renewal Increase Given: 3.97%

Options List for Current Clients



	Ded	Coins	Coins Lim	OV/SP/UR	ER	Drug	TMOOP	SIN	EC	ECDN	ES	FAM	TOTAL	Ren Inc
CUR1	3000/6000	100/80	1000/2000	25/35/50	\$125	Ret - 10/20/40 MO - 25/50/90	7150/1430 0	\$769.84	\$1,539.67	\$1,924.60	\$1,539.67	\$1,924.60	\$170,519	
REN1								\$800.41	\$1,600.83	\$2,001.03	\$1,600.83	\$2,001.03	\$177,291	3.97%
								Contracts: 103	2	2	16	31	154	
CUR2													\$0	
REN2													\$0	0.00%
								Contracts: 0	0	0	0	0	0	
CUR3													\$0	
REN3													\$0	
								Contracts: 0	0	0	0	0	0	
													Total Current Premium: \$170,519	Increase
													Total Renewal Premium: \$177,291	3.97%

	Ded	Coins	Coins Lim	OV/SP/UR	ER	Drug	TMOOP	SIN	EC	ECDN	ES	FAM	Mo Prem	Inc from CUR
Opt 1	3000/6000	90/70	1000/2000	25/35/50	\$125	Ret - 10/20/40 MO - 25/50/90	7150/1430 0	\$777.34	\$1,554.69	\$1,943.36	\$1,554.69	\$1,943.36	\$172,181	0.97%
Opt 2	3000/6000	90/70	1000/2000	25/50/75	\$125	Ret - 10/30/60 MO - 25/60/120	7150/1430 0	\$770.57	\$1,541.15	\$1,926.43	\$1,541.15	\$1,926.43	\$170,682	0.10%
Opt 3	3000/6000	80/60	1000/2000	25/35/50	\$125	Ret - 10/20/40 MO - 25/50/90	7150/1430 0	\$773.95	\$1,547.91	\$1,934.89	\$1,547.91	\$1,934.89	\$171,431	0.53%
Opt 4	3000/6000	100/80	1000/2000	25/35/50	\$125	Ret - 15/30/55 MO - 40/75/120	7150/1430 0	\$792.00	\$1,584.00	\$1,979.99	\$1,584.00	\$1,979.99	\$175,428	2.88%
Opt 5	1500/3000 QHDHP	100/80	0/0	100% STD	100% STD	100% STD	1500/300 0 (emb)	\$823.80	\$1,647.61	\$2,059.51	\$1,647.61	\$2,059.51	\$182,472	7.01%
Opt 6	2000/4000 QHDHP	100/80	0/0	100% STD	100% STD	100% STD	2000/400 0 (emb)	\$770.57	\$1,541.15	\$1,926.43	\$1,541.15	\$1,926.43	\$170,682	0.10%
Opt 7	2000/4000 QHDHP	100/80	0/0	100% STD	100% STD	100% STD	2000/400 0 (non)	\$753.96	\$1,507.92	\$1,884.90	\$1,507.92	\$1,884.90	\$167,002	-2.06%
Opt 8	3000/6000 QHDHP	100/80	0/0	100% STD	100% STD	100% STD	3000/600 0 (non)	\$702.35	\$1,404.70	\$1,755.88	\$1,404.70	\$1,755.88	\$155,571	-8.77%
Opt 9	4000/8000	100/80	1000/2000	25/35/50	\$125	Ret - 10/20/40 MO - 25/50/90	7150/1430 0	\$766.08	\$1,532.17	\$1,915.21	\$1,532.17	\$1,915.21	\$169,687	-0.49%
Opt 10	5000/10000	100/80	1000/2000	25/35/50	\$125	Ret - 10/20/40 MO - 25/50/90	7150/1430 0	\$744.11	\$1,488.23	\$1,860.28	\$1,488.23	\$1,860.28	\$164,821	-3.34%

The above rates are based on the contract counts listed at the top of the sheet and assume TOTAL REPLACEMENT of the current plan(s) unless otherwise noted.
 Final rates will be determined upon final enrollment into the plan(s) and on the final participation calculation.



Published: March 8, 2016

HHS Finalizes Health Plan Out-of-Pocket Limits for 2017

Tom Bracelin | Millenium Insurance Group | (717) 354-4774 | tbracelin@millig.com

On March 1, 2016, the Department of Health and Human Services (HHS) released cost-sharing parameters setting the 2017 maximum annual out-of-pocket limits on non-grandfathered health plans at **\$7,150** for self-only coverage and **\$14,300** for coverage other than self-only. These limits take effect for the first plan year on or after January 1, 2017.

These limits generally apply with respect to any essential health benefits (EHBs) offered under the group health plan. The final regulations established that starting in the 2016 plan year, the self-only annual limitation on cost sharing applies to each individual, regardless of whether the individual is enrolled in other than self-only coverage, including family coverage.

As a reminder, the 2016 maximum annual out-of-pocket limits for all non-grandfathered plans are **\$6,850** for self-only coverage and **\$13,700** for coverage other than self-only.



An Independent Licensee of the Blue Cross and Blue Shield Association

Jefferson County Commission SuperBlue Plus 2010

SUMMARY OF BENEFITS¹

Effective Date	July 1, 2017	
Benefit Period (used for Deductible and Coinsurances limits; and certain benefit frequencies)	(Contract Year) ²	
Deductible (Network and Non-Network Deductibles do not cross apply)	NETWORK³	NON-NETWORK³
Individual	\$3,000	\$6,000
Family (may be met collectively)	\$6,000	\$12,000
Carry-Over Deductible Period	None	
Coinsurance Limit (Network and Non-Network Coinsurance dollars do not cross apply)	NETWORK³	NON-NETWORK³
Individual	\$1,000	\$3,000
Family (may be met collectively)	\$2,000	\$6,000
Total Maximum Out-of-Pocket⁸ (Includes Deductible, Copays, and Coinsurance per Benefit Period, Network only.):	NETWORK³	NON-NETWORK³
Individual	\$7,150	Not Applicable
Family (may be met collectively)	\$14,300	Not Applicable
Non-Network Liability	Unlimited	
Lifetime Maximum Benefit for all Covered Services	Unlimited	
BENEFIT HIGHLIGHTS		
	NETWORK³	NON-NETWORK³
Primary Care Medical Office Visit/Office Consultation - (Applies to Charges for Visit only. Does not apply to other services received during Visit.	\$25 per Office Visit, 100% thereafter, No Deductible	\$25 per Office Visit, 80% thereafter, No Deductible
Specialist Care Medical Office Visit / Office Consultation - Specialist - (Includes Specialist Virtual Visit). Applies to Charges for Visit only. Does not apply to other services received during Visit.	\$35 per Office Visit, 100% thereafter, No Deductible	\$35 per Office Visit, 80% thereafter, No Deductible
Urgent Care Center Visit Applies to Charges for Visit only. Does not apply to other services received during Visit.	\$50 per Office Visit, 100% thereafter, No Deductible	\$50 per Office Visit, 80% thereafter, No Deductible
Virtual Visit Originating Site	100%	80%
Telemedicine Service⁴	\$10 per Visit, 100% thereafter, No Deductible	Not Covered
PRESCRIPTION DRUGS ⁷		
Prescription Drug Deductible		
Individual	None	No Benefits
Family	None	No Benefits
Prescription Drugs are provided through a Retail Pharmacy Network If you choose Brand over Generic, you will pay the difference between the Brand and Generic Allowance, in addition to your Coinsurance, unless the physician writes "brand necessary" (DAW) on the prescription, or if no generic equivalent exists. Maximum 34 day supply. Note: Prescription Deductibles, Copayments and/or Coinsurance amounts apply toward the Total Maximum Out-of-Pocket	\$10 Generic / \$20 Formulary Brand / \$40 Non-Formulary Brand	NO BENEFITS
Mail Order Drugs - If you choose Brand over Generic, you will pay the difference between the Brand and Generic Allowance, in addition to your Coinsurance, unless the physician writes "brand necessary" (DAW) on the prescription, or if no generic equivalent exists. Maximum 90 day supply. Note: Prescription Deductibles, Copayments and/or Coinsurance amounts apply toward the Total Maximum Out-of-Pocket	\$25 Generic / \$50 Formulary Brand / \$90 Non-Formulary Brand	NO BENEFITS
Additional Preventive Prescription Benefits⁵ (Retail or Mail Order) - (Guidelines as determined by certain Governmental Agencies) – You may access this information at www.healthcare.gov . You may also contact Member Services.	100%, No Deductible	NO BENEFITS

PREVENTIVE CARE SERVICES⁵		
	NETWORK³	NON-NETWORK³
Routine Adult		
Physical exams	100%, No Deductible	80%
Adult immunizations	100%, No Deductible	80%
Colorectal cancer screening	100%, No Deductible	80%
Routine gynecological exams, including a Pap Test	100%, No Deductible	80%
Mammograms, annual routine and medically necessary	Routine: 100%, No Deductible Medically Necessary: 100% after deductible	80%
Diagnostic services and procedures	100%, No Deductible	80%
Routine Pediatric		
Physical exams	100%, No Deductible	80%
Pediatric immunizations	100%, No Deductible	80%
Diagnostic services and procedures	100%, No Deductible	80%
AUTISM SPECTRUM DISORDER		
Services for diagnosis and treatment of Autism Spectrum Disorder (See Section V for additional information). Note: Covered Services will be paid according to the benefit category (e.g. Speech Therapy, Office Visit, etc.)	100%	80%
PHYSICIAN SERVICES		
In-Hospital Medical Visit	100%	80%
Surgery, Assistant to Surgery, Anesthesia	100%	80%
Second Surgical Opinion, Consultations (Outpatient)	100%, No Deductible	100%, No Deductible
Maternity Care - Dependent daughters are covered.	100%	80%
Newborn Care including circumcision.	100%	80%
Occupational Therapy (Rehabilitative and Habilitative)- Maximum 30 visits per Benefit Period. Limitations are for Physician & Outpatient Facility, Network and Non-Network, Rehabilitative and Habilitative, combined.	80%	80%
Physical Therapy (Rehabilitative and Habilitative)- Maximum 30 visits per Benefit Period. Limitations are for Physician & Outpatient Facility, Network and Non-Network, Rehabilitative and Habilitative, combined.	80%	80%
Chiropractic Manipulations (Rehabilitative and Habilitative)- Maximum 30 visits per Benefit Period. Limitations are for Physician & Outpatient Facility, Network and Non-Network, Rehabilitative and Habilitative, combined.	80%	80%
Respiratory, Hyperbaric and Pulmonary Therapy	100%	80%

PHYSICIAN SERVICES (Continued)		
	NETWORK³	NON-NETWORK³
Cardiac Rehabilitation Therapy	100%	80%
Dialysis	100%	80%
Chemotherapy	100%	80%
Radiation Therapy	100%	80%
Infusion Therapy	100%	80%
Speech Therapy (Rehabilitative and Habilitative) when necessary due to a medical condition.	100%	80%
Temporomandibular Joint Dysfunction / Craniomandibular Disorders	100%	80%
Diagnostic, X-ray, Lab and Testing	100%	80%
Allergy Testing and Treatment	100%	80%
INPATIENT HOSPITAL / FACILITY SERVICES		
Unlimited Days Semi-Private Room and Board	\$100 per admission Co-Pay, 100% thereafter	\$100 per admission Co-Pay, 80% thereafter
Ancillaries, Drugs, Therapy Services, X-ray and Lab	100%	80%
General Nursing Care	100%	80%
Surgical Services	100%	80%
*Birthing Center Care/Maternity Services - Dependent daughters are covered.	\$100 per admission Co-Pay, 100% thereafter	\$100 per admission Co-Pay, 80% thereafter
OUTPATIENT HOSPITAL / FACILITY SERVICES		
Pre-Admission Testing	100%	80%
Diagnostic, X-ray, Lab and Testing	100%	80%
Surgery, Operating Room	100%	80%
Occupational Therapy (Rehabilitative and Habilitative) - Maximum 30 visits per Benefit Period. Limitations are for Physician & Outpatient Facility, Network and Non-Network, Rehabilitative and Habilitative, combined.	80%	80%
Physical Therapy (Rehabilitative and Habilitative) - Maximum 30 visits per Benefit Period. Limitations are for Physician & Outpatient Facility, Network and Non-Network, Rehabilitative and Habilitative, combined.	80%	80%
Respiratory, Hyperbaric and Pulmonary Therapy	100%	80%
Speech Therapy (Rehabilitative and Habilitative) when necessary due to a medical condition.	100%	80%
Cardiac Rehabilitation Therapy	100%	80%
Dialysis	100%	80%
Chemotherapy	100%	80%
Radiation Therapy	100%	80%
Infusion Therapy	100%	80%
BEHAVIORAL HEALTH SERVICES		
Outpatient Mental Health Services	100%	80%
Outpatient Substance Abuse Services	100%	80%
Inpatient Mental Health Care Services	\$100 per admission Co-Pay, 100% thereafter	\$100 per admission Co-Pay, 80% thereafter
Inpatient Substance Abuse Care Services	\$100 per admission Co-Pay, 100% thereafter	\$100 per admission Co-Pay, 80% thereafter
EMERGENCY CARE SERVICES		
Emergency Accident Care and / or Emergency Medical Care provided in the ER	\$125 ER Co-Pay, 100% thereafter (Co-pay waived if admitted)	\$125 ER Co-Pay, 100% thereafter (Co-pay waived if admitted)
Emergency Ambulance	100%, No Deductible	100%, No Deductible
NON-EMERGENCY CARE SERVICES		
Non-Emergency Medical Care provided in the ER	\$125 ER Co-Pay, 100% thereafter	\$125 ER Co-Pay, 80% thereafter
Non-Emergency Ambulance Services	100%	80%

OTHER COVERED SERVICES		
	NETWORK³	NON-NETWORK³
Private Duty Nursing - Maximum 35 visits per benefit period Note: Maximum is Network and Non-Network combined.	100%	80%
Skilled Nursing Facility	\$100 per admission Co-Pay, 100% thereafter	\$100 per admission Co-Pay, 80% thereafter
Durable Medical Equipment and Oxygen at home	100%	80%
Orthotic Devices and Prosthetic Appliances	100%	80%
Home Health Care - Maximum 100 visits per benefit period Note: Maximums are Network and Non-Network combined.	100%	80%
Hospice Care	\$100 per admission Co-Pay, 100% thereafter	Inpatient: \$100 per admission Co-Pay, 80% thereafter Outpatient: 80%
Diabetes Education & Control	100%	80%
HUMAN ORGAN TRANSPLANT / BONE MARROW PROCEDURES		
Human Organ Transplant • Includes transportation, meals and lodging	100%	Inpatient: \$100 per admission Co-Pay, 80% thereafter Outpatient: 80%
Bone Marrow Procedures • Includes transportation, meals and lodging	100%	Inpatient: \$100 per admission Co-Pay, 80% thereafter Outpatient: 80%

Eligible Dependent Age Limitation	Coverage stops at the end of the month of the 26 th birthday for an adult Dependent who qualifies as an Eligible Dependent.
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¹ALL SERVICES ARE SUBJECT TO A DETERMINATION OF MEDICAL NECESSITY BY HIGHMARK WV. MEDICAL MANAGEMENT & POLICY MUST BE CONTACTED PRIOR TO A PLANNED ADMISSION OR WITHIN 48 HOURS OF AN EMERGENCY OR MATERNITY-RELATED INPATIENT ADMISSION. BE SURE TO VERIFY THAT YOUR PROVIDER IS CONTACTING MM&P FOR PRECERTIFICATION. IF THIS DOES NOT OCCUR AND IT IS LATER DETERMINED THAT ALL OR PART OF THE INPATIENT STAY WAS NOT MEDICALLY NECESSARY OR APPROPRIATE, YOU MAY BE RESPONSIBLE FOR PAYMENT OF ANY COSTS NOT COVERED.

² YOUR GROUP'S BENEFIT PERIOD IS BASED ON A CONTRACT YEAR. THE CONTRACT YEAR IS A CONSECUTIVE 12-MONTH PERIOD BEGINNING ON THE FIRST DAY OF YOUR EMPLOYER'S CONTRACT EFFECTIVE DATE. CONTACT YOUR EMPLOYER TO DETERMINE THE CONTRACT EFFECTIVE DATE APPLICABLE TO YOUR PROGRAM.

³PAYMENT IS BASED ON THE PLAN ALLOWANCE. THE PLAN ALLOWANCE WILL GENERALLY BE LESS FOR SERVICES RECEIVED FROM A NON-NETWORK PROVIDER. IN ADDITION, YOU WILL BE RESPONSIBLE FOR THE NON-NETWORK LIABILITY.

⁴SERVICES ARE PROVIDED FOR ACUTE CARE FOR MINOR ILLNESSES. SERVICES MUST BE PERFORMED BY A HIGHMARK APPROVED TELEMEDICINE PROVIDER. VIRTUAL BEHAVIORAL HEALTH VISITS PROVIDED BY A HIGHMARK APPROVED TELEMEDICINE PROVIDER ARE ELIGIBLE UNDER THE OUTPATIENT MENTAL HEALTH/SUBSTANCE ABUSE BENEFIT.

⁵SERVICES ARE LIMITED TO THOSE LISTED ON THE HIGHMARK PREVENTIVE SCHEDULE (WOMEN'S HEALTH PREVENTIVE SCHEDULE MAY APPLY). GENDER, AGE AND FREQUENCY LIMITS MAY APPLY.

⁶EFFECTIVE WITH PLAN YEARS BEGINNING ON OR AFTER JANUARY 1, 2017, THE NETWORK TOTAL MAXIMUM OUT-OF-POCKET AS MANDATED BY THE FEDERAL GOVERNMENT MUST INCLUDE DEDUCTIBLE, COINSURANCE, COPAYS, PRESCRIPTION DRUG COST SHARE AND ANY QUALIFIED MEDICAL EXPENSES. THE TOTAL MAXIMUM OUT-OF-POCKET CANNOT BE MORE THAN \$7,150 FOR INDIVIDUAL AND \$14,300 FOR TWO OR MORE PERSONS.

⁷ ANTI-CANCER MEDICATIONS ORALLY ADMINISTERED OR SELF-INJECTED. DEDUCTIBLE, COPAYMENT AND COINSURANCE AMOUNTS FOR PATIENT ADMINISTERED ANTI-CANCER MEDICATIONS THAT ARE COVERED BENEFITS ARE APPLIED ON NO LESS FAVORABLE BASIS THAN FOR PROVIDER INJECTED OR INTRAVENOUSLY ADMINISTERED ANTI-CANCER MEDICATIONS.



July 2017 Renewal

Stephanie Grove
County Administration
Jefferson County Commission
124 E. Washington St.
Charles Town, WV 25414

Re: Client 123888

Dear Stephanie Grove:

Thank you for being a valued Highmark West Virginia customer. We appreciate the opportunity to provide the coverage you need, the value you want, and the service and support you expect.

As your health coverage with us approaches its renewal date, we remain committed to our relationship. Our goal is to make your health care experience smoother, simpler and more convenient each year. We know that taking the right actions now will help to keep your employees healthy and productive and manage your costs. As your health partner, we look forward to continue working together to maximize your group's success.

For more than 80 years, the Blues have been an integral part of health care delivery and financing in the United States. The Blues have more programs, more providers and more experience in local care delivery transformation than our national competitors. It's no wonder nearly one in three Americans carry a Blue ID card.

As a leading Blue Plan, Highmark West Virginia continues to bring innovative and visionary leadership to the most crucial problems and opportunities facing health care. Our evolving quality, value-based programs are improving care, reducing costs and, most importantly, saving lives.

The following features are already at work in your health plan. They encourage your employees to have better relationships with their primary care physicians and to take an active role in their health, thus contributing to a healthier, more productive workforce.

Patient-Centered Care – Highmark West Virginia's Pay-for-Value programs encourage providers to deliver high quality care in the most appropriate care setting, improve the member experience and avoid unnecessary costs.

Provider Discounts – Negotiated allowances with our network providers offer you and your employees substantial savings. And, it's easy to use our network providers because Highmark has the most extensive networks in West Virginia.

Prevention and Early Detection – Preventing or detecting problems before they become serious is important to managing health care costs. Highmark's award-winning Blues On Call program and myCare Navigator provide your employees with information and resources to make informed, appropriate care decisions. This can help to lower your group's health-related costs and increase productivity.

Highmark West Virginia works hard to provide the highest quality plan designs at the best value. We can help you find the health care coverage solution that is right for your organization. Choose from a variety of familiar deductible options or combine a deductible with coinsurance or copayments to manage your costs.

(Continued on back)

Thank you for the opportunity to serve you during the current benefit period. We look forward to continuing our relationship with you. If you have any questions, please contact your Highmark West Virginia Client Manager or your authorized Highmark Producer (broker).

Enclosed is your Renewal Acceptance Exhibit that outlines the details of your renewal package.

Sincerely,

A handwritten signature in black ink that reads "Scot Swartz". The signature is written in a cursive, flowing style.

Scot Swartz
Vice President, Sales

Enclosure

**Jefferson County Commission
Product Premium Summary**

Renewal Date: 07/01/2017

Product	Premium at Current Rates	Premium at Renewal Rates	Percent Change	Percent of Business Renewal Rates	Lead Group Number
Super Blue Plus 2010 \$3000	\$170,519	\$177,292	3.97%	100.00%	090985-87
Total Monthly Premium	\$170,519	\$177,292	3.97%	100.00%	

Total Annual Premium \$2,046,233 \$2,127,500

Total Difference in Annual Premium \$81,267

Note: The income numbers shown above are for illustrative purposes only and are used solely to estimate the overall renewal rate change. The average monthly income figures represent premium estimated using recent enrollment.

Jefferson County Commission
Product Renewal Detail
51+ Size Group
Renewal Period: 07/01/2017 to 06/30/2018
Experience Period: 10/01/2015 to 09/30/2016, Paid Through 10/31/2016

	TOTAL
Average Monthly Members	265
Average Monthly Contracts	156
Ending Members as of 10/31/2016	262
Ending Contracts as of 10/31/2016	154
Member Ratio	1.70
Known Allowed Charges	\$1,842,158
Adjustments to Claims:	
Adjustment for Completion	\$87,180
Shock Claims Excluded	(\$72,220)
Pooling Charge	\$175,049
Other Adjustments	\$0
Adjusted Allowed Charges	\$2,032,167
Credibility Percentage	44.91%
Credibility Adjustment	(\$345,437)
Risk Adjustment to Allowed Charges	\$219,611
Demographic Changes	\$49,565
Credibility & Risk Adjusted Allowed Charges	\$1,955,906
Ultimate Allowed Charges at Ending Enrollment	\$1,936,151
Projected Allowed Charges	\$2,275,890
Annual Trend Factor	9.68%
Impact of Member & Other Party Liability	(\$513,525)
Projected Incurred Claims	\$1,762,365
Retention	\$335,804
Preliminary Required Income	\$2,098,169
Final Renewal Income, Before PPACA Taxes	\$2,098,169
Percent Change, Before PPACA Taxes	2.54%
Taxes Associated with PPACA Legislation	\$29,331
Final Renewal Income	\$2,127,500
Income at Current Rates	\$2,046,233
Percent Change	3.97%

Notes:

- The income numbers shown above are for illustrative purposes only and are used solely to estimate the overall renewal rate change
- The Pooling Charge and Threshold detail is displayed on the Rate Summary Report

**Jefferson County Commission
Rate Summary Report**

Group Number(s): 090985-87, -88

Renewal Dates: July 01, 2017 Through June 30, 2018

Renewal Rates	Individual	Parent & Child	Parent & Children	Two Person	Family
Super Blue Plus 2010 \$3000	\$800.41	\$1,600.83	\$2,001.03	\$1,600.83	\$2,001.03
Total	\$800.41	\$1,600.83	\$2,001.03	\$1,600.83	\$2,001.03

Current Dates: July 01, 2016 Through June 30, 2017

Current Rates	Individual	Parent & Child	Parent & Children	Two Person	Family
Super Blue Plus 2010 \$3000	\$769.84	\$1,539.67	\$1,924.60	\$1,539.67	\$1,924.60
Total	\$769.84	\$1,539.67	\$1,924.60	\$1,539.67	\$1,924.60

Difference	\$30.57	\$61.16	\$76.43	\$61.16	\$76.43
Percent Change	3.97%	3.97%	3.97%	3.97%	3.97%

Ending Enrollment (154) as of 10/31/2016	103	2	2	16	31
---	-----	---	---	----	----

Pooling Threshold: Super Blue Plus 2010 \$3000: \$125,000
Pooling Charge: Super Blue Plus 2010 \$3000: 9.00%

Renewal Acceptance Exhibit

Client Name: Jefferson County Commission
Client Number: 123888

This exhibit represents written notice concerning the monthly premium rates that will apply to your renewed contract. Please place a check next to each of the offered rates you accept/decline. To renew, acknowledge your acceptance of the applicable terms and conditions by signing and returning this renewal form to your Highmark West Virginia Client Manager or your authorized Highmark West Virginia Producer (broker) no later than 45 days from the effective date of this renewal.

This exhibit will amend your existing contract for the period effective July 01, 2017 through June 30, 2018. The monthly premium rates necessary to provide coverage for the new benefit period are as follows:

Super Blue Plus 2010 \$3000	
Group(s): 090985-87; -88	
Contract Type	Total
Individual	\$800.41
Parent & Child	\$1,600.83
Parent & Children	\$2,001.03
Two Person	\$1,600.83
Family	\$2,001.03

ACCEPT

DECLINE

Comments:

By signing below, Group Representative acknowledges and agrees that:

- Group has had the opportunity to discuss applicable underwriting requirements with Highmark West Virginia; and agrees to follow such requirements. Among other things, these requirements address:
 - Minimum Stop-Loss Insurance Requirements (based on Group size);
 - Employer and Employee Contribution Requirements; and
 - Geographic and Location Offering requirements.
- Highmark West Virginia will pass the cost of taxes, fees and surcharges applicable to the Group and its plan(s).
- Highmark West Virginia reserves the right to modify rates at any time if there is a change in state, federal or other law (including agency interpretations of such laws).
- Your renewal is subject to the satisfaction of certain Highmark West Virginia underwriting requirements; specifically:

- Highmark West Virginia reserves the right to modify the monthly premium rates at any time during the contract period if the plan sponsor's enrollment increases or decreases by more than ten percent (10%) from the level of the base experience period when the premium rates were determined.

Accepted by: _____
(Signature of Authorized Group Representative)

Title: _____

Email Address: _____

Date: _____

January 27, 2017

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

RE: Contract Renewal for Jefferson County Commission
 Delta Dental PPOSM Group# 15919

We appreciate your business and thank you for choosing Delta Dental of West Virginia. Your employees are among the millions nationwide who trust their smiles to Delta Dental.

We are pleased to present you with your dental plan contract renewal information. We are committed to providing you with quality plan designs combined with excellent customer service.

When reviewing your dental plan, we considered cost factors related to your group's dental service utilization and claims experience. **Our analysis indicates that no change in your current rate is necessary.**

We have calculated your rates based on the employer/employee contribution levels in your contract remaining the same. If the contribution levels and/or enrollment guidelines have changed or will change, please notify us immediately, as such a change may affect your renewal rate.

The following is the renewal information for your Delta Dental PPOSM plan:

Effective Date	July 01, 2017	
Contract Term	July 01, 2017 - June 30, 2018	
% increase	0.00%	
	Current Rates	Renewal Rates
Enrollee Only	\$23.46	\$23.46
Enrollee + 1 Dependent	\$46.71	\$46.71
Family	\$70.04	\$70.04

Delta Dental Insurance Company
 Telephone: 800-521-2651

Delta Dental of California
 Telephone: 888-335-8227

Delta Dental Mid-Atlantic Region
 Delta Dental of Delaware, Inc.
 Delta Dental of the District of Columbia
 Delta Dental of New York, Inc.
 Delta Dental of Pennsylvania (Maryland)
 Delta Dental of West Virginia
 Telephone: 800-932-0783



To renew your contract, please notify your Account Manager Donna Snyder. We must receive confirmation that you wish to continue coverage so that administration of your dental plan is not interrupted.

If you have any questions about your renewal, your Account Manager will be happy to help. We appreciate your continued confidence in Delta Dental. We are proud of our association with you and look forward to a long and mutually successful relationship.

Sincerely,

Delta Dental of West Virginia

A handwritten signature in cursive script that reads "Robert P. Budd".

Robert P. Budd
Vice President, Sales

OHCA Notification

Please be informed that consistent with the group application and group contract terms, Delta Dental considers its relationship with fully insured group health plans as subject to HIPAA's "Organized Health Care Arrangement" (OHCA) privacy rules as defined in 45 Code of Federal Regulations (C.F.R.) §164.501. Functionally, the exchange of enrollment information between Delta Dental and your group remains the same.

While a Business Associate Agreement is not required between Delta Dental and your fully insured group health plan within an OHCA, any Protected Health Information (PHI) exchanged or shared between the entities remains subject to HIPAA's minimum necessary rule and other privacy rules in addition to any applicable state laws and regulations governing the disclosure of individually identifiable health information.

Additionally, confidentiality requirements remain applicable to the exchange of information within an OHCA.

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March 30, 2017

Laurie Bracelin
Millenium Insurance Group Inc
135 E Main Street
New Holland, PA 17557

Re: July 1, 2017 Group Benefits Renewal Information for Jefferson County Commission

Dear Laurie:

We appreciate the opportunity to be your partner in delivering group benefits from The Hartford¹ to Jefferson County Commission and their employees. We look forward to renewing their Life benefits at this time and continuing our partnership for many years to come.

The attached letter contains renewal information for you to share with your client. **It is very important that you deliver the attached information to Jefferson County Commission by May 2, 2017 in order to ensure that we can provide timely and accurate service to your client. Please note – this renewal information has not been sent to your client.**

I look forward to continuing this valuable partnership with you, and delivering on promises every day. I am happy to answer any questions you may have, so please contact me anytime.

Sincerely,

Andrew Reigle
Account Executive, Group Benefits
The Hartford
1000 Continental Drive, Suite 350
King of Prussia, PA 19406
Phone: 610-386-7894

The Hartford® is The Hartford Financial Services Group, Inc. and its subsidiaries including issuing companies Hartford Life Insurance Company, Hartford Life and Accident Insurance Company and Hartford Fire Insurance Company. Administrative services are provided by the Hartford-Comprehensive Employee Benefit Service Company. In MI, NH, NM, NC, and WY, administrative services are provided by Hartford Life and Accident Insurance Company. Home Office is Hartford, CT. Renewals 2015.

1



May 2, 2017

Sally Gran
 Jefferson County Commission
 P.O. Box 208
 Charles Town, WV 25414

Re: July 1, 2017 Renewal Information for Your Group Benefits with The Hartford¹

Dear Sally Gran:

Thank you for giving The Hartford the opportunity to provide benefits to the employees of Jefferson County Commission. The Hartford is committed to enhancing your employees' financial security and helping you provide attractive benefits. We look forward to renewing the Life benefits at this time and continuing our relationship for many years to come.

To determine the renewal rate, The Hartford analyzes a variety of factors to ensure that you receive excellent benefits and valuable service at a competitive and affordable price. A careful review is conducted of your demographic information, industry classifications, experience results, and overall benefit package.

We have completed a comprehensive review of your benefit plan in order to determine the appropriate funding level for the upcoming new policy period, beginning July 1, 2017. The chart below summarizes the detailed renewal rate information. These renewal rates require that all coverage lines are renewed as a package.

Coverage and Policy Number	Volume	Current Rate	* Current Monthly Premium	Renewal Rate as of 07/01/2017	* Renewal Monthly Premium	Monthly Premium Change	Rate Guaranteed Until
Basic Life - 876205G	8,800,000	\$ 0.226 per 1000	\$ 1,989	No Change	No Change	\$ 0	07/01/2019
Supp. Life - 876205G	9,790,000	Please see stepped rates	\$ 4,917	No Change	No Change	\$ 0	07/01/2019
Supp. Dep. Life - 876205G	3,030,000	Please see stepped rates	\$ 1,317	No Change	No Change	\$ 0	07/01/2019
Basic ADD - 876205G	8,800,000	\$ 0.028 per 1000	\$ 246	No Change	No Change	\$ 0	07/01/2019

* For policies that are list-billed by The Hartford, premium and volumes are based on the most recent list bill. For policies that are self-administered, premiums and volumes are based on the most recent census information that we have on file.

With this rate structure the employer may be electing to partially support employer paid coverages with the rate for the employee paid coverages. This means that premiums paid for one coverage may cover the cost of another coverage under the Plan. When we quote rates with such partial support between the employee paid and employer paid coverages we do so with the understanding that the employer and employee coverages are part of a single ERISA plan sponsored by the employer and that the employer has determined that the rate structure is consistent with information provided to employees and with its ERISA obligations. For those cases that are not governed by ERISA, we are quoting the rates with the understanding that the employer has

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Business Insurance
Employee Benefits
Auto
Home

determined the rate structure is consistent with the information provided to employees. If our understanding is not accurate, please contact us.

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THE HARTFORD

Business Insurance
Employee Benefits
Auto
Home

Coverage and Policy Number	Plan Name	Age Range	Current Rate	Renewal Rate as of 07/01/2017
Supp. Life - 876205G	Plan Design 1	UNDER 25	\$ 0.07 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	25 - 29	\$ 0.07 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	30 - 34	\$ 0.08 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	35 - 39	\$ 0.1 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	40 - 44	\$ 0.17 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	45 - 49	\$ 0.33 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	50 - 54	\$ 0.51 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	55 - 59	\$ 0.85 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	60 - 64	\$ 1.19 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	65 - 69	\$ 2.07 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	70 - 74	\$ 3.21 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	75+	\$ 5.87 per 1000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	CHILD	\$ 0.102 per 1000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	UNDER 25	\$ 0.07 per 1000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	25 - 29	\$ 0.07 per 1000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	30 - 34	\$ 0.08 per 1000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	35 - 39	\$ 0.1 per 1000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	40 - 44	\$ 0.17 per 1000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	45 - 49	\$ 0.33 per 1000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	50 - 54	\$ 0.51 per 1000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	55 - 59	\$ 0.85 per 1000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	60 - 64	\$ 1.19 per 1000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	65 - 69	\$ 2.07 per 1000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	70 - 74	\$ 3.21 per 1000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	75+	\$ 5.87 per 1000	No Change

Doing business with The Hartford is about much more than price. We deliver on our promises every day through product features and responsive service targeted to you and your employees' unique needs.

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Additional Services for Employees

There are some life conversations that no one wants to have - especially when it involves planning for financial matters, insurance needs, making end-of-life decisions or planning for the loss of a loved one. That's why many of The Hartford's group benefits products include various value-added services, designed to help employees with the challenges that come before and after a claim.

Services include:

- **EstateGuidance® Will Preparation Services.** ¹(Life) A service that helps employees protect their family's future by creating a customized and legally binding online will. Online support is also available from licensed attorneys, if needed.
- **Beneficiary Assist® Counseling Services.** ¹(Life and Accident) Compassionate expertise to help employees or their loved ones cope with emotional, financial and legal issues that arise after a loss. Includes unlimited phone contact with professionals, as well as five face-to-face sessions.
- **Travel Assistance & ID Theft Protection Services.** ²(Life, Accident & Long-term Disability) Services include pre-trip information that helps employees feel safe and secure while traveling. It also gives them access to medical professionals across the globe for medical assistance when traveling 100+ miles away from home for 90 days or less when unexpected detours arise. Another important service is ID theft protection, available 24/7 whether home or away. Protection assistance is provided two ways: Educational materials to help prevent identity theft and access to caseworkers who can help victims resolve problems that result from identity theft.
- **Employer View®** - The Hartford's online Employer solution provides important tools and resources available 24/7 for your convenience – at no additional cost.

For more information on these value-added services, visit us online at www.thehartford.com/employee-group-benefits.

The Hartford is dedicated to providing responsive customer service to you and your employees. We regularly conduct surveys with producers, employers, and claimants to monitor satisfaction with The Hartford's group life and disability plans. Results from these studies show how well we meet customers' needs and ensure that we continue to deliver the right products and services.

¹ EstateGuidance, Ability Assist® and Beneficiary Assist are offered through The Hartford by ComPsych®. ComPsych is not affiliated with The Hartford and is not a provider of insurance services. The Hartford is not responsible and assumes no liability for the services provided by ComPsych and reserves the right to discontinue these services at any time. EstateGuidance and ComPsych are registered trademarks of ComPsych Corporation.

² Travel Assistance and ID Theft Protection Services are provided by Europ Assistance USA. Europ Assistance USA is not affiliated with The Hartford and is not a provider of Insurance services. Europ Assistance USA may modify or terminate all or any part of this service at any time without notice. The Hartford is not responsible and assumes no liability for the services provided and reserves the right to discontinue these services at any time.

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Sincerely,

Andrew Reigle
Account Executive, Group Benefits
The Hartford
1000 Continental Drive, Suite 350
King of Prussia, PA 19406
Phone: 610-386-7894

cc: Millenium Insurance Group Inc

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JEFFERSON COUNTY COMMISSION / WEST VIRGINIA

FIXED RATE INSURED PLAN DESIGN - OPTION 2

BENEFIT	IN-NETWORK	OUT-OF-NETWORK
EXAMINATION Once Every 12 Months	Covered 100% After \$10 Copay	(Reimbursed Amounts) Up to \$35
LENSES Once Every 12 Months	Standard Glass or Plastic Covered 100%	Single Vision Up to \$25 Bi-focal Up to \$45 Tri-focal Up to \$75 Lenticular Up to \$75
FRAME Once Every 12 Months	Covered up to \$130 Retail Allowance (20% discount off remaining balance over \$130 allowance) ³	Up to \$45
CONTACT LENSES Once Every 12 Months	(In lieu of Lenses/Frame)	(In lieu of Lenses/Frame)
ELECTIVE	Covered up to \$130 Retail Allowance (15% discount (Conventional) or 10% discount (Disposable) off remaining balance over \$130) ⁴	Up to \$98
MEDICALLY NECESSARY¹	Covered 100%	\$200
EVALUATION & FITTING²	Covered 100%	Daily Wear: \$20 / Extended Wear: \$30

¹Prior Authorization required from NVA

²Only covered if member chooses Contact Lenses.

³Discount does not apply at Wal-mart/Sam's Club locations or for certain proprietary frame brands.

⁴Discount does not apply at Wal-mart/Sam's Club locations, Cole corporate locations (if applicable) or Contact Fill.

NOTE: If covered participants choose extra options, they are responsible for the additional cost of the options paid directly to the ECP

MONTHLY RATES

MIXED CONTRIBUTION (EMPLOYER CONTRIBUTES 100% FOR EMPLOYEE AND 0% FOR DEPENDENTS)			
FULL SERVICE - \$10 EXAM CO-PAYMENT	EMPLOYEE ONLY	EMPLOYEE + 1	FAMILY
BASE RATE	\$6.56	\$11.23	\$17.94
PPACA HEALTH INSURER FEE	\$0.38	\$0.65	\$1.04
PREMIUM	\$6.94	\$11.88	\$18.98

NOTE: All proposed rates are guaranteed for 48 months from effective date. This quote is based on 175 eligible enrollees. This proposal includes 10% commission. Rates include the federally mandated PPACA fee for the first year. Premium is subject to adjustment in the event of changes in benefits, contributions, or the number of eligible employees, or any future additional tax, fee or assessment imposed by the Federal or State governments with associated administrative costs and expenses.

PARTICIPATION REQUIREMENTS

The participation requirements for the proposed plan are a minimum of 10 enrollees.

Please sign and date below and return this schedule of benefits with your completed Vision Set Up Form to Jacqui Hamilton (jhamilton@nva.com; 973-574-2475 fax) upon plan selection as outlined above.

Stephanie Stone 5/6/15

Signature/Date

NVA Approval



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: **May 4, 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*):

- **Discuss legal and procedural issues regarding notice of personnel claim - Possible Executive Session - Discussion/Action**
- **Discussion of civil suit regarding Charles Town Women's Center - Possible Executive Session - 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.](#)

HAMSTEAD & ASSOCIATES, L.C.
BRAUN A. HAMSTEAD (WV) ATTORNEYS AT LAW ANDREW FAULKNER PAHL (WV)
507 S FAIRFAX BOULEVARD
CHARLES TOWN, WEST VIRGINIA 25414
PHONE: (304) 725-1468 FAX: (304) 725-1321
E-MAIL: apahl@hamsteadandassociates.com

FEBRUARY 3, 2017

Jefferson County Commission
Attn: President Peter Onoszko
124 E Washington St
PO Box 250
Charles Town WV 25414

VIA US MAIL

City of Ranson,
Attn: Mayor Keith D. Pierson
312 S Mildred St
Ranson WV 25438

Received

FEB 07 2017

RE: Charles Town Women's Center

Jefferson County Commission

Dear Jefferson County Commission and City of Ranson:

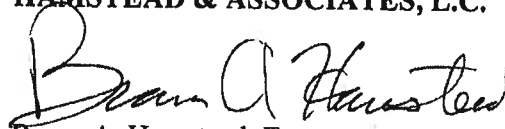
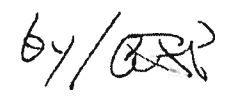
As you may know, for a number of years the City of Charles Town has struggled to resolve the status of the vacant structure on South George Street sometimes known as the "Women's Center." During this period of time, the City of Charles Town has undertaken exterior maintenance of the structure and the grounds. The real estate was vested in a trust by virtue of the Last Will and Testament of Mary Esta Burton Hilleary, which is recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Will Book H, at page 344. The beneficial holders of this real estate are the City of Charles Town, The Jefferson County Commission, and the City of Ranson. However, certain non-governmental entities were given possessory rights to the real estate. Of those possessory interests, the only known surviving entity is the Daughters of the American Revolution, Bee Line Chapter. An agreement has finally been reached with Bee Line whereby, with the participation of the Jefferson County Commission and the City of Ranson, the status of this structure can be resolved by dissolving the trust and liquidating its sole asset, consisting of the real estate.

The City has agreed to donate the sum of \$2,500 to Bee Line's scholarship fund in exchange for a release of Bee Line's interest. Bee Line has agreed to accept \$2,500 in exchange for a full release of its interest. This will enable us to file an action to dissolve the trust since the trust purposes can no longer be fulfilled.

As a first step in this process, the City of Charles Town hereby respectfully inquires as to whether or not the Jefferson County Commission and The City of Ranson will contribute to the payment of the \$2,500 in order to secure a release of Bee Line's interest.

Thank you for your consideration.

Very truly yours,
HAMSTEAD & ASSOCIATES, L.C.

 by 
Braun A. Hamstead, Esq.

BAH/jes

cc: Stephanie Grove, Administrator
Andrew Blake, City Manager
Honorable Peggy Smith, Mayor
David Mills, City Manager
Chris Bontoft, Assistant City Manager – Finance Director

- 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

*2/16/17
Minutes*

HAMSTEAD & ASSOCIATES, L.C.
ATTORNEYS AT LAW

BRAUN A. HAMSTEAD (WV)
ANDREW F. PAHL (WV)
507 S FAIRFAX BOULEVARD
CHARLES TOWN, WEST VIRGINIA 25414
PHONE: (304) 725-1468 FAX: (304) 725-1321
E-MAIL: bhamstead@hamsteadandassociates.com
E-MAIL: apahl@hamsteadandassociates.com

Received

APR 25 2017

Jefferson County Commission

April 21, 2017

City of Ranson,
Attn: Mayor Keith D. Pierson
312 S Mildred St
Ranson WV 25438

VIA US MAIL

Jefferson County Commission
Attn: President Jane Tabb
124 E Washington St
PO Box 250
Charles Town WV 25414

RE: Charles Town Women's Center

Dear Mayor Pierson and President Tabb:

This letter will follow up our letter to you dated February 3, 2017, to which we have not received a substantive response. Attached is a copy of that letter for reference. Attached also is a copy of the action which we intend to file with the Circuit Court of Jefferson County after five (5) business days from the date of this letter. We invite any comment that you might have in the interim period. We would also ask your cooperation in accepting service of process of the attached suit so as to avoid inconvenience to the Mayor Keith Pierson and President Jane Tabb.

We express our appreciation for any cooperation that you may find appropriate to afford to the City of Charles Town in regard to the subject longstanding endeavor.

Respectfully submitted,



Braun A. Hamstead
City Attorney for City of Charles Town, WV

BAH/jes

Encl: as stated

cc: Charles Howard, Esquire (w/encl)
Nathan Cochran, Esquire (w/encl)
Andrew Blake, City Manager (w/encl)
Honorable Peggy Smith, Mayor (w/encl)
David Mills, City Manager (w/encl)
Chris Bontoft, Assistant City Manager – Finance Director (w/encl)

HAMSTEAD & ASSOCIATES, L.C.
BRAUN A. HAMSTEAD (WV) ATTORNEYS AT LAW ANDREW FAULKNER PAHL (WV)
507 S FAIRFAX BOULEVARD
CHARLES TOWN, WEST VIRGINIA 25414
PHONE: (304) 725-1468 FAX: (304) 725-1321
E-MAIL: apahl@hamsteadandassociates.com

FEBRUARY 3, 2017

Jefferson County Commission
Attn: President Peter Onoszko
124 E Washington St
PO Box 250
Charles Town WV 25414

VIA US MAIL

City of Ranson,
Attn: Mayor Keith D. Pierson
312 S Mildred St
Ranson WV 25438

RE: Charles Town Women's Center

Dear Jefferson County Commission and City of Ranson:

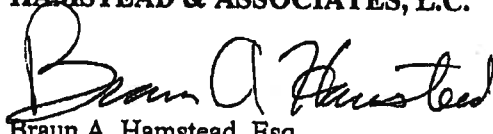
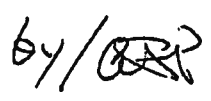
As you may know, for a number of years the City of Charles Town has struggled to resolve the status of the vacant structure on South George Street sometimes known as the "Women's Center." During this period of time, the City of Charles Town has undertaken exterior maintenance of the structure and the grounds. The real estate was vested in a trust by virtue of the Last Will and Testament of Mary Esta Burton Hilleary, which is recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Will Book H, at page 344. The beneficial holders of this real estate are the City of Charles Town, The Jefferson County Commission, and the City of Ranson. However, certain non-governmental entities were given possessory rights to the real estate. Of those possessory interests, the only known surviving entity is the Daughters of the American Revolution, Bee Line Chapter. An agreement has finally been reached with Bee Line whereby, with the participation of the Jefferson County Commission and the City of Ranson, the status of this structure can be resolved by dissolving the trust and liquidating its sole asset, consisting of the real estate.

The City has agreed to donate the sum of \$2,500 to Bee Line's scholarship fund in exchange for a release of Bee Line's interest. Bee Line has agreed to accept \$2,500 in exchange for a full release of its interest. This will enable us to file an action to dissolve the trust since the trust purposes can no longer be fulfilled.

As a first step in this process, the City of Charles Town hereby respectfully inquires as to whether or not the Jefferson County Commission and The City of Ranson will contribute to the payment of the \$2,500 in order to secure a release of Bee Line's interest.

Thank you for your consideration.

Very truly yours,
HAMSTEAD & ASSOCIATES, L.C.

 by 
Braun A. Hamstead, Esq.

BAH/jes

cc: Stephanie Grove, Administrator
Andrew Blake, City Manager
Honorable Peggy Smith, Mayor
David Mills, City Manager
Chris Bontoft, Assistant City Manager – Finance Director

IN THE CIRCUIT COURT OF JEFFERSON COUNTY, WEST VIRGINIA

**CITY OF CHARLES TOWN,
a West Virginia Municipal Corp.,
Creditor, Beneficiary,**

Petitioner,

v.

**MARY ESTA BURTON HILLEARY TRUST,
a West Virginia charitable trust,**

Respondent,

CIVIL ACTION NO. _____

**CITY OF RANSON,
a West Virginia Municipal Corp.
Beneficiary,**

Respondent,

**THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA,
Beneficiary,**

Respondent.

**PETITION TO TERMINATE THE MARY ESTA BURTON HILLEARY TRUST
AND TO SELL TRUST PROPERTY**

COMES NOW, your Petitioner, the City of Charles Town, West Virginia, by and through counsel, Braun A. Hamstead and Andrew F. Pahl, Esq., of Hamstead & Associates, LC, and tenders this petition seeking the termination of the Mary Esta Burton Hilleary Trust, and the sale of the real estate held by the said Trust, stating as follows:

Parties

1. Petitioner is the City of Charles Town, a West Virginia Municipal Corporation, a beneficiary under the Mary Esta Burton Hilleary Trust (hereinafter "the Trust" or "Trust"), and is also a creditor of the Trust.

2. Respondent Trust is a West Virginia charitable trust, which, upon information and belief, possesses only real estate situate in the City of Charles Town, Jefferson County, West Virginia. Upon information and belief, the Trust currently has no Trustee.

3. Respondent City of Ranson is a West Virginia Municipal Corporation, and a beneficiary of the Trust.

4. Respondent The County Commission of Jefferson County, West Virginia, is a public body corporate, and the governing body of Jefferson County, a beneficiary of the Trust.

Jurisdiction and Venue

5. Jurisdiction is proper because the Trust is a West Virginia trust, which holds real estate situate in West Virginia.

6. Venue is proper pursuant to the Uniform Trust Act, W. Va. Code § 44D-2-204, because the property held by the Trust is situate in Jefferson County, West Virginia, and the beneficiaries of the Trust are located in Jefferson County, West Virginia.

Facts

7. The Trust was created by virtue of the Last Will and Testament of Mary Esta Burton Hilleary, recorded in the Jefferson County Clerk's Office in Will Book H (47981), at page 344, admitted to probate on September 9, 1946.

8. Said Last Will and Testament bequeathed unto a "Board of Trustees[,] [] a museum for Charles Town, Ranson, and for Jefferson County," real estate described as follows:

Land consisting of about one half acre (1/2) (perhaps less ten feet on McCurdy and George Streets) together with the buildings thereon, consisting of one brick dwelling and several out houses, said land being situate on the north east corner of south George Street and McCurdy Street in Charles Town, Jefferson County, West Virginia

PETITION TO TERMINATE THE MARY ESTA BURTON HILLEARY TRUST AND TO SELL TRUST PROPERTY

Civil Action No. _____

9. The members of the said Board of Trustees are now deceased, and, upon information and belief, no trustee and no board presently exists for the Trust.

10. The intent of the Trust's Settlor, Mary Esta Burton Hilleary, was to use the real estate and improvements thereon to house a museum for the benefit of the City of Charles Town, the City of Ranson, and the County of Jefferson.

11. In addition to the housing of said museum, the Settlor also intended for the real estate and improvements thereon to be used as a permanent meeting place for the Jefferson County West Virginia Historical Society, the Women's Club of Charles Town, the Junior Women's Club, Bee Line Chapter Daughters of the American Revolution, Lawson Botts Chapter United Daughters of the Confederacy, Colonial Dames, Daughters of Eighteen Twelve.

12. All of the aforementioned groups that were permitted permanent meeting space at the said real estate are either no longer in existence or have relinquished any right to meet at the said real estate.

13. The structure situate upon the real estate, commonly known as "The Women's Center," is in disrepair, is dilapidated, is vacant, and is uninhabitable.

14. Until recently, the Bee Line Chapter of the Daughters of the American Revolution ("DAR") maintained its right to hold meetings at the Women's Center even though it did not, in fact, use the building for meetings due to the structure's disrepair and uninhabitability.

15. The Petitioner City of Charles Town recently came to an agreement with DAR in which DAR relinquished and released all rights under the Mary Esta Burton Hilleary Trust in exchange for a \$2,500.00 donation to its scholarship fund, which the City of Charles Town tendered. *See Exhibit A.*

16. Upon information and belief, the said structure has not been used as a museum for many years.

COUNT I

City of Charles Town's Creditor Claim

17. Petitioner herein incorporates paragraphs 1 through 16 as if more fully set forth.

18. The City of Charles Town has undertaken maintenance on the real estate, by mowing the lot and conducting other related maintenance upon the lot and by attempting to secure the dilapidated structure and has incurred expenses (and continues to incur expenses) of \$25,800.00 between the years 2011 through 2016. *See Exhibit B (invoice).*

19. The City of Charles Town has not been paid or reimbursed for the said necessary expenses of maintaining the Trust property, and is therefore entitled to payment for same.

20. Furthermore, the City of Charles Town has tendered the sum of \$2,500.00 to DAR, an expenditure that will ultimately benefit the property itself and the parties herein by resolving issues that would need be disposed of within the present suit.

COUNT II

Termination of the Trust

21. Petitioner herein incorporates paragraphs 1 through 20 as if more fully set forth.

22. Because the Trust's only asset is real estate, and because the structure situate upon said real estate is dilapidated and uninhabitable, the purpose of this charitable trust is impossible to achieve. Therefore, the Trust may and should be terminated as envisioned by W. Va. Code § 44D-4-410.

23. The Court possesses jurisdiction to modify or terminate the Trust pursuant to W. Va. Code § 44D-4-410.

**PETITION TO TERMINATE THE MARY ESTA BURTON HILLEARY TRUST
AND TO SELL TRUST PROPERTY**

Civil Action No. _____

COUNT III
Sale

24. Petitioner herein incorporates paragraphs 1 through 23 as if more fully set forth.

25. Because this charitable trust's objectives are now impossible to achieve, the Trust's property does not revert to the Grantor's successors. *See* W. Va. Code § 44D-4-413.

26. Because this charitable trust's objectives are impossible to achieve, the Court should apply the *cy pres* doctrine to fulfill, as best as possible, the Grantor's charitable intention. *See* W. Va. Code § 44D-4-413.

27. Because the Trust possesses no liquid assets that could be used to remediate the dilapidated structure, the real estate should be sold, and the proceeds distributed to the remaining Trust beneficiaries.

28. While the Grantor has long since passed, it is fair to reason that Grantor's charitable intent was to benefit the City of Charles Town, the City of Ranson, and the County of Jefferson.

29. Because the Grantor's charitable intent was to benefit the City of Charles Town, the City of Ranson, and the County of Jefferson, the proceeds of any such sale (less any creditor claims and costs related to such sale) should be divided equally amongst same.

30. Because the City of Charles Town brings this petition benefitting not only itself, but also the City of Ranson and the County of Jefferson, the City of Charles Town is entitled to have its attorney fees reimbursed from the proceeds of the sale prior to distribution to the beneficiary entities.

WHEREFORE, your Petitioner prays this Honorable Court:

- a) Ratify the City of Charles Town's creditor claim for the maintenance of the Trust property;
- b) Reimburse the City of Charles Town for the payment it made to DAR which benefit all parties herein and expedited the present petition;
- c) Enter an Order terminating the Trust;
- d) Permit the sale of the Trust Property;
- e) Authorize the distribution of the proceeds of sale, less creditor claims and fees (including attorney fees to the City of Charles Town), equally amongst the City of Charles Town, the City of Ranson, and the County of Jefferson; and
- f) For any other relief the Court deems meet or just.

City of Charles Town
By Counsel

Braun A. Hamstead, Esquire
West Virginia State Bar ID No. 1568
Andrew F. Pahl, Esquire
West Virginia State Bar ID No. 12330
HAMSTEAD & ASSOCIATES, L.C.
507 S. Fairfax Blvd.
Charles Town, WV 25414
Phone: 304-725-1468
Fax: 304-725-1321

**PETITION TO TERMINATE THE MARY ESTA BURTON HILLEARY TRUST
AND TO SELL TRUST PROPERTY**
Civil Action No. _____



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Will Rohrbaugh, Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **May 4, 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 PSD assets and dissolution - Selection of County Commission representative for working group regarding sewer consolidation - Possible Executive Session - 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.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **May 4, 2017**

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 the MOU between the Supreme Court of Appeals and the Jefferson County Commission relating to Family Court rent and Circuit Courtroom upgrades – Discussion/Action**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA**

GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtsww.gov

April 11, 2017

Received

APR 17 2017

Commissioner Patsy Noland
Jefferson County Commission
124 E. Washington Street
P.O. Box 250
Charles Town, WV 25414

Jefferson County Commission

Re: Circuit Courtroom and Family Court Rent

Dear Commissioner Noland,

I have worked with Chief Circuit Judge Christopher Wilkes and Court Administrator Gary Johnson to craft the enclosed Memorandum of Understanding to memorialize the agreement (brokered by Judge Wilkes) between the Supreme Court of Appeals and the Jefferson County Commission relating to Family Court rent and Circuit Courtroom upgrades. Judge Wilkes indicated that it would be proper for me to forward this MOU to you directly. If the enclosed agreement meets with your approval and that of the Commission, please ask your President to execute it and to return a copy to Judge Johnson's attention.

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Morris".

Christopher S. Morris
Administrative Counsel

CSM:dh
Enclosure

cc: Judge Christopher C. Wilkes (w/o enclosures)

MEMORANDUM OF UNDERSTANDING

It is hereby agreed by and between the Supreme Court of Appeals of West Virginia (“the Court”) and the Jefferson County Commission (“the Commission”) as follows:

1. The Commission acknowledges its duty pursuant to West Virginia Code § 51-2A-20 to provide adequate premises for the 24th Family Court Circuit, and the Court acknowledges its duty pursuant to that same statute to pay a reasonable amount as rent for the premises furnished.
2. The Commission is engaged in the preparation of the Third Floor Circuit Courtroom in its Judicial Center and requires an upgrade of the existing bench with ballistic material and the installation of an audio system.
3. The Court agrees to cause the upgrade of the existing bench and the installation of an audio system. After upgrade and installation, all further costs of maintenance or repair of the bench and the audio system shall be borne by the Commission.
4. In return, the Commission agrees to waive any and all claims for back rent for the premises provided for the 24th Family Court Circuit and further agrees to waive future rent for the premises provided for the 24th Family Court Circuit for a period of ten years from the date of execution of this Memorandum of Understanding.

So Agreed:

Supreme Court of Appeals

Jefferson County Commission

Signed: _____



Signed: _____

Printed: Gary L. Johnson

Printed: Peter Onoszko

Title: Administrator

Title: President

Date: _____

4/11/17

Date: _____



4/19/17

Name: Robin L. Gallagher

Department or Organization:

Estimation of amount of time needed for appointment: 5 minutes

Date Requested - 1st Choice: May 4th

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

Date Requested - 2nd Choice: May 18th

Subject (Wording to be placed on agenda):

Please provide the County Commission with a description of your request or presentation, including any background information:
Ambulance fee. Original Bill did not make it to my mail box and I'm being billed a \$30.00 late fee. History shows I always pay my bills in full and on time. My credit rating is outstanding. Please waive the 30.00 late fee as I am not responsible for the delivrence of mail.
Is this a funding request? Y/N
If so, how much? \$

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): Waives \$30.00 late fee
Attach supporting documents for request, or request may be denied.
If not attached, explain: Attached

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

Contact information: Robin L Gallagher
Email address: RLg167@comcast.net Phone Number: 301.395.9185

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/COMMENTS



Dear Mr. Gallagher,

Your original bill was mailed out July 18, 2016 to 4 Fuzzy Tail Dr. Ranson, WV 25438. Giving more than the usual 30 day notice of a due date. The PO did not return it to us and to be fair to all our property owners, our policy is that we cannot waive any late fees unless we have an addressing error. The only ones that have the authority to waive your late fees is by a vote of the County Commissioners. You would need to fill out an Agenda request form available on our website and come before the Commission requesting they waive your late fees. I am sorry but I do not have the authority to waive your late fees.

I am returning your check for \$40 to the address we have on file. We cannot accept a partial payment. The amount due is \$70 (\$40 + \$30 late fees).

This is a yearly fee due by September 30th. Bills are mailed out the last week of July each year. You have paid your \$40 fee for Bill Year 2014 and 2015 on time.

Fiscal Year 2017-2018 bills will be mailed out the last week of July 2017, and due by September 30, 2017. Please mark your calendar to pay before the due date to avoid late fees.

For more information you can visit our website www.jeffersoncountywv.org Please feel free to contact our office if you have any other questions.

*or email -
Cathy
County Comm
Forms
jessicacarr@jefferson
jscarroll@jefferson
county
wv
.org.*

Sincerely,

Carol Swiger

Fee Collector/Admin. Assistant

RETURN THIS PORTION WITH YOUR PAYMENT

MAIL PAYMENTS TO:

JEFFERSON COUNTY COMMISSION
PO BOX 250
CHARLES TOWN, WV 25414

Customer #: 5797

Bill Year: 2016

**MAKE CHECKS PAYABLE TO
JEFFERSON COUNTY COMMISSION**

GALLAGHER RONALD L &
ROBIN L

4 FUZZY TAIL DR
RANSON, WV 25438

PAYMENT AMOUNT ENCLOSED \$ 40.00

CHECK # 2115

Amount due \$70

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Peter Onoszko, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **May 4, 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*): **Discuss and explain the Levy Rate process - 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.](#)

**COUNTY COMMISSION OF JEFFERSON COUNTY
NOTICE OF PUBLIC HEARING**

Please take notice that the Jefferson County Commission shall hold a hearing and take evidence on the proposed dissolution of the Jefferson County Public Service District on Thursday, May 4, 2017, beginning at 7:00p.m. in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, West Virginia, 25414.

The proposed dissolution is contingent upon a plan for the acquisition of the District's assets and customers being presented to the County Commission by the Charles Town City Council and/or its Utility Board, for ratification by the County Commission, and subject to the consent and approval of the Public Service Commission of West Virginia.

All persons residing in or owning or having any interest in property in the territory of the Jefferson County Public Service District or the City of Charles Town may be heard for or against the proposed dissolution. A copy of the Order proposing dissolution of the Jefferson County Public Service District is available from the Office of the Clerk of the County Commission of Jefferson County, West Virginia, located at 100 E. Washington Street, Charles Town, West Virginia 25414.

Anyone wishing to provide oral or written comment may do so at this meeting or you may send your comments to info@jeffersoncountywv.org

By Order of The County
Commission of Jefferson County
Peter Onoszko, President

JEFFERSON COUNTY COMMISSION

Charles Town, West Virginia

IN RE: DISSOLUTION OF THE JEFFERSON COUNTY PUBLIC
SERVICE DISTRICTORDER

IT IS HEREBY ORDERED that the Jefferson County Commission ("Commission"), by its own motion pursuant to W.Va. Code §16-13A-2, proposes the dissolution of the Jefferson County Public Service District ("District"), contingent upon a plan for the acquisition of the District's assets and customers being presented to the County Commission by the Charles Town City Council and/or its Utility Board, to be ratified by the County Commission, and subject to the consent and approval of the Public Service Commission of West Virginia.

IT IS FURTHER ORDERED that the Jefferson County Commission shall hold a hearing and take evidence on the proposed dissolution of the Jefferson County Public Service District on Thursday, May 4, 2017, beginning at 7:00 p.m. in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, West Virginia 25414. All persons residing in or owning or having any interest in property in the territory of the Jefferson County Public Service District or the City of Charles Town may be heard for or against the proposed dissolution.

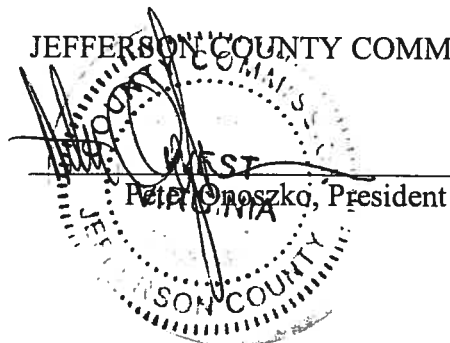
At the hearing, the Jefferson County Commission shall consider and determine the feasibility of the dissolution of the Jefferson County Public Service District. The Commission shall also make a determination as to whether the dissolution of the District and the acquisition of its assets and customers by the City of Charles Town will be conducive to the preservation of public health, comfort and convenience in the District's service territory.

The Commission directs its staff to publish notice of said hearing as a CLAS I Legal Advertisement on or before April 24, 2017. A copy of said legal advertisement is attached to this Order.

The Jefferson County Commission notes that this Order was approved by a 3-2 vote of its Commissioners, with President Onoszko and Commissioners Compton and Hudson voting in the affirmative and Commissioners Noland and Tabb voting in the negative.

Dated and Entered this 6th day of April 2017 by the undersigned on behalf of the Jefferson County Commission.

JEFFERSON COUNTY COMMISSION



Peter Onoszko, President

JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WEST VIRGINIA

Below is a snapshot of activities, parks, and projects currently underway in the parks. As of November 1st, parks have been winterized and are closed to vehicular traffic.

1. Parks/Facilities Report:

A. Bolivar Nature Park

a. Spring projects:

- i. Repair and paint gazebo
- ii. Replace picnic tables

B. James Hite Park

- a. Playing fields are closed. Fields will be fertilized in February and will open April 1st.
- b. 14 Red Maple trees were planted in December for Phase I of the Chesapeake Bay Grant. The remaining trees will be planted by volunteers this spring.
- c. Closed to vehicular traffic
- d. Spring projects:
 - i. Finish the curbing and add approximately an additional 100 parking blocks (\$2200)



- C. Jefferson County Community Center
 - a. Winter programming is currently underway.
 - b. Jefferson County Community Center follows Jefferson County Schools policy for snow and ice. If school is closed, programs are cancelled during the week. The park manager and director make the call on the weekend.

- D. Leetown Park
 - a. Approximately 30 trees were taken down due to the Ash Bore Beetle. Brush cleanup will continue throughout the winter and into spring.
 - b. Closed to vehicular traffic.
 - c. Spring projects:
 - i. re-paint dugouts/out buildings (\$2500)
 - ii. excavation/retaining wall behind the slow-pitch field (gathering estimates)

- E. Morgan's Grove Park
 - a. Bottom parking lot remains open for walkers.
 - b. Spring projects:
 - i. Replace walking bridge on lower trail. (\$2500)

- F. Mount Mission Park
 - a. CLOSED to vehicular traffic

- G. Moulton Park
 - a. Closed to camping and vehicular traffic
 - b. Spring projects:
 - i. Rebuilding camping pads

- H. Sam Michael's Park
 - a. ADA accessible sidewalks will be installed this winter at the Mason Pavilion by Job Corps. Pavilion will remain closed to the public until work is complete.
 - b. There are approximately 8 large dead trees and several smaller trees surrounding the mason pavilion and adjacent areas. Trees are being removed this winter.
 - c. Expansion to accommodate a larger tent at the Columns is underway. Several dead trees are being removed to open the area to allow for a larger tent and we hope to add some gravel parking for handicap accessibility.
 - d. Spring projects:
 - i. Install parking blocks in the gravel lot (gathering estimates)





I. South Jefferson Park

a. Spring projects:

- i. Gravel parking lot (\$1000)-Gravel was donated by Aggregate Industries, currently looking for someone to haul the stone.

2. **Damage Report:**

- A. Morgan's Grove Park: A tree fell on the small play system for children ages 3-5. Tree has been removed, however, the system is currently closed until equipment can be fixed or removed.



3. **Equipment Report:** None

4. **Personnel Update/New Hires:** Teri Burhans

5. **Leave Request:** None

6. **Report on Grant Projects:**

A. Awarded

- a. Eastern Area Health and Education Grant-James Hite Park trail. \$40,000. We have been reimbursed \$30,000. The remainder of the grant will be paid out after the October 6th race. Still awaiting reimbursement, a reminder has been sent.
- b. LWCF in the amount of \$99,000 was awarded for soccer fields at James Hite Park. Requested an extension until December 2016 that was approved by the National Park Service. The \$10,000 balance left on the grant will be held until I file for completion. Final requisition has been completed and we are awaiting the check.
- c. Jefferson County Youth Board-\$1000 for program supplies. \$500 for youth scholarships.
- d. Chesapeake Bay-\$10,000 for James Hite Park
- e. Update: Elks Run Watershed Rain Garden Rebate Program- JCCC/Sam Michael's Park-project has been bid and will be completed in October. The Eastern Panhandle conservation agency did not receive any bids so the project is on hold again.

- f. Application for LWCF in the amount of \$62092 was submitted December 1, 2015. Grant was awarded.

B. Pending

- a. WV Division of Culture and History-Letter of intent is due in March. Awaiting phasing from architects and will move forward with the application.

7. Program Updates:

A. Past events:

- o Santa's Polar Party (December 5, 2016)

B. Upcoming events:

- o Daddy/Daughter Dance (February 24, 2017)



8. Donations: None

9. Other:

- A. Charles Washington Little League has dissolved and the league has merged with Summit Point Babe Ruth Baseball. Summit Point has requested use of the fields as Sam Michael's Park for games and practices. New contract is being established.
- B. Currently accepting requests from all leagues for their preferred use for soccer and baseball/softball fields. Once received, staff will try to accommodate requests as much as possible.

- C. Currently re-negotiating contracts for leagues and groups using the parks. All users are seeing a price increase of 10-15%.
- D. Staff is moving forward with opening on-line registration for facility use. Hope to have it up and running by March and fully accessible for pavilion and gym rentals by July 1.
- E. Confirmed with WVCORP that any program that is not fully run; including registration, staff, planning, etc. cannot be covered under our insurance plan. A special policy would need to be established or the program would be dropped. Irish Road Bowling is currently a program that is offered but not run by the department.
- F. Earth Day Event at Morgan's Grove Park is requesting permission to have a beer tent at their event April 22nd. They are also requesting a reduced fee.

10. Communications

- A. State of WV, Auditor's Office: Notice of Approved Contract for FY 15-16 Audit
- B. Jefferson County Commission: Budget Hearing slated for Monday, February 13 at 2:30 p.m.
- C. SGA: Master Plan Final Copy
- D. Park Tour: April 29, 2017-Meet at 9:00 a.m.-Sam Michael's Park

11. Trainings/Meetings

- A. OSHA certified trainers from WVCORP will be offering training to our maintenance/office staff the week of February 20th. Playground inspections will also be conducted that week.

12. Future Needs from Board

- A. Policy Development continues



Jefferson County Parks & Recreation Commission
Monthly Director's Report
February 15, 2017
Jennifer Myers, Director

Below is a snapshot of activities, parks, and projects currently underway in the parks. As of November 1st, parks have been winterized and are closed to vehicular traffic.

1. **Parks/Facilities Report:**

A. Bolivar Nature Park

- a. Spring projects:
 - i. Repair and paint gazebo

B. James Hite Park

- a. Playing fields are closed. Fields will be fertilized in February and will open April 1st.
- b. Closed to vehicular traffic
- c. Spring projects:
 - i. Finish the curbing and add approximately an additional 100 parking blocks (\$2200)
- d. Approached to build a Disc Golf Course. This amenity is not currently being met in Jefferson County. Approximate cost would be \$8500 and could possibly fit into the current plan by utilizing some passive areas. Several local golfers are looking into possible donors and funding sources and designing a course to bring back to the board.
- e. Discussion to construct a dog park. Information attached.

C. Jefferson County Community Center

- a. Winter programming is currently underway.

D. Leetown Park

- a. Tree removal is complete.
- b. Closed to vehicular traffic.
- c. Spring projects:
 - i. re-paint dugouts/out buildings (\$2500)
 - ii. excavation/retaining wall behind the slow-pitch field (gathering estimates)

- E. Morgan's Grove Park
 - a. Bottom parking lot remains open for walkers.
 - b. Spring projects:
 - i. Replace walking bridge on lower trail. (\$2500)

- F. Mount Mission Park
 - a. CLOSED to vehicular traffic

- G. Moulton Park
 - a. Closed to camping and vehicular traffic
 - b. Spring projects:
 - i. Rebuilding camping pads

- H. Sam Michael's Park
 - a. ADA accessible sidewalks will be installed this winter at the Mason Pavilion by Job Corps. Pavilion will remain closed to the public until work is complete.
 - b. There are approximately 8 large dead trees and several smaller trees surrounding the mason pavilion and adjacent areas. Trees are being removed this winter.
 - c. Expansion to accommodate a larger tent at the Columns is underway. Several dead trees are being removed to open the area to allow for a larger tent and we hope to add some gravel parking for handicap accessibility.
 - d. Spring projects:
 - i. Install parking blocks in the gravel lot (gathering estimates)
 - ii. Suggestion to construct an official dog park. Information attached.

- I. South Jefferson Park
 - a. Spring projects:
 - i. Gravel parking lot (\$1000)-Gravel was donated by Aggregate Industries, currently looking for someone to haul the stone.

2. **Damage Report:** None

3. **Equipment Report:**

- A. Gym curtain has a tear-has been patched, but will need to eventually be replaced.
- B. HVAC-continued problems with heat in the JCCC. Unit has blown 3 fuses over the past two weeks. County Maintenance is aware of the problems and is suggestions new units be installed.
- C. Climber and Lilly pads need to be fixed. Parts have been ordered and playground at Sam Michael's Park will be closed while repairs happen next month.

4. **Personnel Update/New Hires:** None

5. **Leave Request:** None

6. **Report on Grant Projects:**

- A. Awarded
 - a. See Attached List

- B. Pending
 - a. WV Division of Culture and History-Submitted letter of intent. Draft application is due March 1st with the final due April 1st. Anticipating Phase I costing \$75,000-\$100,000. Currently reading through requirements.

7. Program Updates:

- A. See attached monthly report and comparison.
- B. Upcoming events:
 - o Daddy/Daughter Dance (February 24, 2017)

8. Donations: Currently requesting fireworks and movie donations.

9. Other:

- A. Currently re-negotiating contracts for leagues and groups using the parks. All users are seeing a price increase of 10-15%.
- B. Online facility rental is available for Sam Michael's Park pavilions.

10. Communications

- A. Park Tour: April 29, 2017-Meet at 9:00 a.m.-Sam Michael's Park
- B. Bids: Currently working on bids for soft drinks, T-shirts, and pavilion construction at James Hite Park.

11. Trainings/Meetings

- A. Active Threat Training was conducted on February 8th by the Jefferson County Sheriff's Department.
- B. Maintenance Training is scheduled for February 24th (Possibly will be rescheduled until March)
- C. Playground Inspections scheduled for February 24th.

12. Future Needs from Board: None

Below is a snapshot of activities, parks, and projects currently underway in the parks. Parks are OPEN!! As of April 1, 2017 all parks are open to vehicular traffic. General maintenance is currently being conducted in all parks which includes mowing, ballfield prep, and mulching.

1. **Parks/Facilities Report:**

A. Bolivar Nature Park

a. Spring projects:

- i. Repair and paint gazebo

B. James Hite Park

a. AYSO season started March 18th with field day.

- i. Fields were fertilized in February and areas of turf that are not being played on have been seeded.

b. Spring projects:

- i. Parking blocks have been installed.
- ii. Tree planting scheduled for April 29th at 9:00 a.m. Approximately 200 trees will be planted.



- c. Approached to build a Disc Golf Course. This amenity is not currently being met in Jefferson County. Approximate cost would be \$8500 and could possibly fit into the current plan by utilizing some passive areas. Several local golfers are considering

possible donors and funding sources and designing a course to bring back to the board.

- d. Discussion to construct a dog park.
- e. Pavilion construction planned for late spring/early summer. RFP is being put out for bids.

C. Jefferson County Community Center

- a. Spring Break Camp being held April 17-21.
- b. Session II of Winter/Spring programs are underway.
- c. The JCCC is closed evenings and weekends when programs/rentals are not running.

D. Leetown Park

- a. Tree removal is complete.
- b. Spring projects:
 - i. Re-paint dugouts/out buildings
 - ii. Excavation/retaining wall behind the slow-pitch field has been repaired.

E. Morgan's Grove Park

- a. Spring projects:
 - i. Replace walking bridge on lower trail.
 - ii. Approximately 45 yards of mulch has been put into the playground this spring.

F. Mount Mission Park

- a. General maintenance and repairs.

G. Moulton Park

- a. Closed to camping until May 1, 2017.
- b. Spring projects:
 - i. Rebuilding camping pads is currently underway.

H. Sam Michael's Park

- a. ADA accessible sidewalks are currently being installed. Pavilion will remain closed to the public until work is complete.
- b. 8 dead trees have been removed from around the pavilion.
- c. Expansion to accommodate a larger tent at the Columns is underway. Several dead trees are being



removed to open the area to allow for a larger tent and we hope to add some gravel parking for handicap accessibility.

d. Spring projects:

- i. Install parking blocks in the gravel lot.
- ii. Suggestion to construct an official dog park.

I. South Jefferson Park

a. Spring projects:

- i. Re-gravel parking lot is complete.
- ii. Replace wooden park benches and picnic tables.



2. **Damage Report:** None

3. **Equipment Report:**

- A. Climber and Lilly pads need to be repaired. Playground is safe- parts have been ordered and playground at Sam Michael's Park will be closed while repairs happen next month. Parts are scheduled to ship this week.
- B. Tractor maintenance and repairs are underway. Several scags with high hours that have needed repairs.
- C. HVAC units have been repaired, however, upgrading the system will need to be done in the future.
- D. Water heater at the JCCC is leaking.
- E. Chlorinators at South Jefferson, Leetown, and Morgan's Grove had to be replaced.

4. **Report on Grant Projects:**

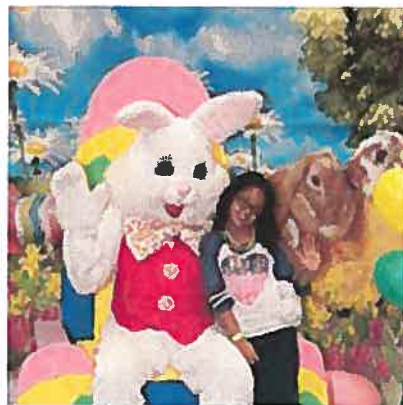
- A. See attached list.

5. **Program Updates:**

A. See attached reports.

B. Past events:

- Daddy/Daughter Dance (February 24, 2017)
- Breakfast with Peter Cottontail (April 8, 2017)



6. **Donations:**

A. Dale Manuel donated \$500 to go toward construction of dog park at James Hite Park.

B. Donations for fireworks are coming in.

C. Movie Night Sponsors

- The summer movie series sponsors are coming forward. The kick off movie will be Finding Dory and is sponsored by BCT. This is the third year that BCT has sponsored the kick-off movie.
- Various non-profit organizations have expressed interest in sponsorship this year, so they can use it as a platform to get their message to the public. For instance, a local watershed group is sponsoring Moana, which will be shown at Blue Ridge Elementary. They will be showing a family friendly, informational video about the importance of watersheds. They have interested in more sponsorship opportunities as well.
- Matt Harvey has sponsored Sing for July 1st. He will be sharing a message about being drug-free in connection with a local SADD/MADD group.

- Several movies including Lego Batman, Secret Life of Pets, and Hook still need confirmed sponsors.

7. Other:

- A. Online facility rental is available for Sam Michael's Park pavilions. We plan to offer online reservations for all pavilions as of July 1st.
- B. Playground Inspection were conducted in March 2017.
- C. Draft audit report has been received.

8. Communications

- A. Park Tour: April 29, 2017-Meet at 9:00 a.m.-Sam Michael's Park-CANCELLED
- B. Bids: Currently working on bids for soft drinks, T-shirts, and pavilion construction at James Hite Park.
- C. Continuing to research and submit grant applications.
- D. Met with JCYFL in March-they are requesting use of the football field at James Hite Park beginning in July and are asking for space for their cheerleaders to practice near the pavilions.
- E. Entered JCPRC to win a \$20,000 grant through the NRPA. MeetMeAtThePark.org to vote! Contest runs through April 30th.
- F. Met with Martin Burke and will be working with Historic Landmarks to develop a partnership over the next year. JCPRC will begin offering some programs and will assist with maintenance by mowing at Peter Burr Farm.

9. Trainings/Meetings

- A. Active Threat Training was conducted on February 8th by the Jefferson County Sheriff's Department.
- B. Maintenance trainings were offered in March 2017.
- C. Office safety training scheduled for April 25, 2017.
- D. Myers will be attending Breaking Barriers with Great Leadership on May 19th. The program is offered through Blue Ridge Community College.

10. Future Needs from Board:

- A. Special Events Policy



**Jefferson County Homeland Security and Emergency Management
Quarterly Report to the Jefferson County Commission
Third Quarter of FY-2017 – January-March, 2017**

Projects Completed:

Jefferson County completed its 5-year review for the Community Rating System of the National Flood Insurance Program. The County moved up 2 levels to a Class 6 ISO Rating for Flooding. This means a 20% discount for all flood insurance policies outside of the municipalities in Jefferson County's jurisdictional flood areas.

The Public Information Officer held Media Day at the EOC event for members of the press and other public information officers on January 4.

The EOC was activated with Command Staff only for the Presidential Inauguration on January 20.

HAM Radio testing night was held at Jefferson EOC in January, February, and March

Held meetings of JCHSEM's Public Awareness Committee, Counter Terrorism Committee and Steering Committee. Also held Local Emergency Planning Committee (LEPC) meetings.

JCHSEM held the Quarterly Partnership Luncheon at Charles Town Races and Slots in January. The speakers were for HIDTA (High Intensity Drug Taskforce Agency)

Staff conducted quarterly equipment testing to ensure operational reliability.

JCHSEM staff and Jefferson County agencies participated in the Shaky Ground Tabletop Exercise for WV Homeland Security Region 3 in Moorefield with other participants from Jefferson County and from throughout the region.

Developed the annual Work Plan for our Department, as well as our departmental budget for FY-2018.

Our Department participated in the WV Severe Weather and Flood Awareness Week in March. This included several severe weather posts on social media, as well as, a tornado drill at Jefferson Academy with students and staff.

Projects Working on Now:

Working with local stakeholders and our contractor on updating specific Jefferson County EOP annexes.

Worked with the LEPC, their contractor to begin work on the LEPC's two planning projects. One is an advanced commodity flow study for propane being transported by trains through Jefferson County. The other is an advanced commodity flow study on hazardous waste that is either generated in, or transported through the County.

Working with the WV Division of Homeland Security and Emergency Management on bringing the G-402 Incident Command for Executives and Local Officials on April 5 at Independent Fire Department

Continuing to add to our annual Training and Exercise Calendar.

Continuing to work to issue PIV-I Cards. (Personal Identity Verification- Interoperable)

Things the County Commission Should be Aware of:

The next Quarterly Partnership Meeting will be held on April 28 at Noon at the U.S. Fish and Wildlife Service's National Conservation Training Center near Shepherdstown.

Due to the efforts of JCHSEM and several of the Faith-Based Organizations in Jefferson County, a new COAD (Community Organization Active in Disaster) has been formed. These organizations will be able to assist in future disasters. Michele Goldman is the leader of the group, which now falls under the local organization, G.R.A.C.E., a 501-c-3 organization that was established in December, 2016. The next meeting of the COAD will be on April 19 at 3 p.m. at Community Ministries.

Staff is working with FEMA and the National Conservation Training Center to hold a Virtual Table Top Exercise on May 23 at the U.S. Fish and Wildlife Service's National Conservation Training Center from Noon – 4:00 p.m.

Jefferson County Homeland Security and Emergency Management 28 Industrial Blvd., Suite 101,
Kearneysville, WV 25430 304-728-3290 bmiller@jeffersoncountywv.org
[http://www.jeffersoncountywv.org/county-
government/departments/homeland-security-and-emergency-management](http://www.jeffersoncountywv.org/county-government/departments/homeland-security-and-emergency-management)

Staff is working with WV Homeland Security and Emergency Management, Region 3 on a Functional Exercise to be held on June 22 in Augusta, WV with an Earthquake scenario.

The Director has been invited to give a presentation at the Pennsylvania Department of Homeland Security and Emergency Management in Harrisburg, PA on April 17/18 on Disaster Risk Reduction. The Natural Hazards Mitigation Association will be paying all expenses for this travel.

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
AMENDMENTS TO THE EMERGENCY AMBULANCE SERVICE FEE ORDINANCE**

The County Commission of Jefferson County will hold a public hearing concerning Amendments to the Emergency Ambulance Service Fee Ordinance on Thursday, May 18, 2017 at 7:00 p.m. in the County Commission meeting room located at the Old Charles Town Library meeting room 200 East Washington Street, Charles Town, West Virginia.

At this hearing, the Commission will receive public comment concerning the amendments to the Emergency Ambulance Service Fee Ordinance.

Anyone wishing to provide written or oral comment may do so at this meeting or you may send comments to info@jeffersoncountywv.org.

A copy of the proposed ordinance may be obtained at the offices of the County Commission of Jefferson County, 124 E. Washington Street, Charles Town, WV, or on the County website at: www.jeffersoncountywv.org

The public is invited to attend.

A decision will be made after the public hearing.

**By Order of The County
Commission of Jefferson County
Peter Onoszko, President**

**FERNBANK AT CRESS CREEK UNIT OWNERS ASSOCIATION, INC.
P. O. Box 1642
Shepherdstown, West Virginia 25443**

Received

APR 17 2017

Via Certified Mail

William L. Hinkley
Board President

Jefferson County Commission

Date *APRIL 13, 2017*

Ms. Denise Lambiotte
Supervisor, Jefferson County Animal Control
161 Poorhouse Road
Kearneysville, WV 25430

Re: March 31, 2017 Dog Incident at Fernbank Subdivision at Cress Creek

Dear Ms. Lambiotte:

This letter is written at the direction of the Board of Directors ("Board") of the Fernbank at Cress Creek Unit Owners Association, Inc. ("FUOA") of which I am President.

The Board has received a report of an incident involving three large dogs roaming loose and unattended within the Fernbank Subdivision. This incident occurred on March 29, 2017. Upon information and belief, the three dogs involved are Mastiffs and are owned by either Matilda Bay Farm, 586 Howard Farm Road, Shepherdstown, West Virginia or the proprietors thereof. Matilda Bay Farm abuts but is not a part of the Fernbank Subdivision.

Attached are three communications to me as FUOA Board President from Fernbank residents, John J. Kuska, Jr., Linda L. Leekley, and John Streeter dated March 31, and April 1, 2017 respectively, describing the incident. In addition, the April 1st 2017 communication from Ms. Leekley describes two prior incidents involving the same dogs.

It is the FUOA Board's understanding that Individual residents of the Fernbank Subdivision have contacted the Jefferson County Animal Control Department regarding previous incidents involving these very large fearsome dogs from Matilda Bay Farm roaming unattended in the Fernbank Subdivision. However, it does not appear that the action taken by Jefferson County Animal Control, if any, has been effective in correcting the problem.

The Board believes this to be a serious matter and one that is impacting the safety of residents and their enjoyment of their properties and the Subdivision. This is of particular concern for the Board as there are a number of young families living in the development and it is common for

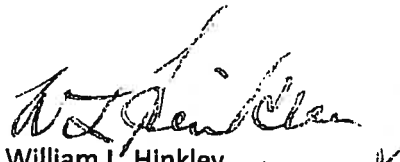
children to play outdoors. When these dogs enter the Fernbank Subdivision they are running loose and are not in control of the owner or supervisor of the dogs.

Please review this matter and conduct whatever investigation you consider appropriate. The Board would appreciate being advised of what action is being taken by Jefferson County Animal Control to address this very serious matter. This will enable the Board to advise Fernbank residents accordingly.

My address and contact information is as follows: 420 Fernbank Drive, Shepherdstown, West Virginia 25443, 304-876-3496, mobile 304-283-2118, and e-mail wbhinkley@mac.com.

Thank you for your prompt attention to this very serious matter.

Yours truly,



William L. Hinkley
FUOA Board President

Enclosures:

- 1) Letter dated March 31, 2017 from John J. Kuska, Jr.
- 2) E-mail dated April 1, 2017 from John Streeter
- 3) E-mail dated April 1, 2017 from Linda J. Leekley

Copy to:

Jefferson County, WV County Commission Office
JeffersonCounty, WV Sheriff's Office

JOHN J. KUSKA, JR.

**CERTIFIED PUBLIC ACCOUNTANT
AND CONSULTANT**

**56 HACKBERRY CIRCLE
SHEPHERDSTOWN, WEST VIRGINIA 25443**

**TELEPHONE
304-876-1819**

**EMAIL
JOHN@KUSKACPA.COM**

March 31, 2017

Bill Hinkley, President
FUOA
420 Fernbank Drive
Shepherdstown, West Virginia 25443

Re: Dog Incident of March 29, 2017

On the afternoon of March 29, 2017 three very large dogs, approximating 150 pounds each, were observed in the cul-de-sac of Hackberry Circle and the yards of Streeter and Leekley. The dogs were very intimidating and threatening. As a very experienced cyclist I had pepper spray on my person. The dogs were "loose" and under NO control continuing to bark and mill about in the area for some 15-20 minutes.

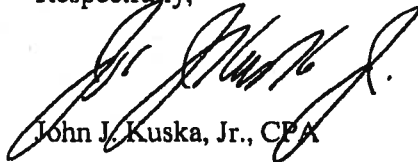
It is also my observation that these are the same dogs from the Schramm Farm that bark ALL hours of the day and night. I repeat ALL. I find the irresponsibility of the Schramms in these regards reprehensible.

I remain available to testify or sign any affidavit to give further weight to the above statements. I understand that Animal Control has taken no ownership of numerous reports filed, another incident of irresponsibility. I suggest this complaint be filed with the Jefferson County Commission and a copy to the Martinsburg Journal.

I also go on record in stating that if these dogs enter my property threatening my person or guests, there will be serious consequences.

By copy of this letter to the Jefferson County Commission, I am specifically requesting their response as to the appalling behavior and irresponsibility of Animal Control.

Respectfully,



John J. Kuska, Jr., CPA

Cc: Jefferson County Commission

**MEMBER
AMERICAN INSTITUTE AND MARYLAND ASSOCIATION OF
CERTIFIED PUBLIC ACCOUNTANTS**

From: **John Streeter** oldshamen@comcast.net
Subject: **Statement re Wednesday 29 March 2017**
Date: **April 1, 2017 at 12:44 PM**
To: **William L. Hinkley** wbhinkley@mac.com

Hi Bill: Hope all is well. Attached, please find the statement that you requested and two pictures that I took with my cellphone.

John



FUOA-
Statem...17.docx

My name is John Streeter and I am writing this in response to a request by William Hinckley, president of the Fernbank Unit Owners Association. Mr. Hinckley requested that I recount my observations on the afternoon of Wednesday, 29 March 2017.

At approximately 5:30 PM while returning to my residence on Hackberry Circle, which runs in a general north to south direction, as I approached the terminus of Hackberry Circle I observed a neighbor, Mr. John Kuska, in apparent distress. Mr. Kuska was astride his bicycle, wearing a helmet and bicycle racing attire, facing South toward me at the southern tip of the landscaped circular area within the traffic circle. About 20 feet to his East there was a large dog who was barking and seemed agitated. Mr. Kuska appeared shaken, fearful, and impeded in his ability to move or ride his bike. There were two other dogs also in the traffic circle to the north of the first dog. I did not recognize the breed of the dog but it was golden in color, was much larger than my 90 pound German Shepherd and had a wide dark collar on. I am not an expert at estimating the weights of dogs, but I believe the dog was easily at least 150 pounds and had a heavy build. I maneuvered my vehicle to create a barrier in between Mr. Kuska and the first large dog. Upon my doing so the dog furthest away in the traffic circle turned around and retreated into the undergrowth area of the undeveloped lot. The second dog did the same but at a slower pace and experienced some difficulty entering the area. The second dog, who had left the area, was similar in appearance to the first dog (see picture). As I was busy attempting to safely place my vehicle between Mr. Kuska without injuring him or a dog, and due to the third dog's immediate departure I am unable to give an accurate description of the third dog.

The first dog continued to bark but did not advance. I remained in my vehicle and spoke from the open driver's window to Mr. Kuska, at first I was concerned that he might have been experiencing a medical emergency as he appeared somewhat ashen. As I am a former EMT I conducted a cursory visual assessment and verbally communicated with him. I asked him several times if he was okay and he stated, somewhat breathlessly, that he had to throw some rocks at the dogs "to keep them away." He leaned over the handlebars and took several deep breaths and I was informed that he was recovering from some type of flu. I periodically glanced at the large dog which eventually turned eastward and slowly walked off the traffic circle into the driveway of Miss Linda Leekley. Simultaneously Ms. Leekley, was shouting from a window in her home "Call animal control!" And she repeated this several times. Meanwhile, this dog stopped several times turned back in our direction and barked and then would turn back to continue on an easterly path. As I did not maintain constant eye contact with the dog he was eventually out of my sight last seen by me on the lawn at the end of Ms. Leekley's driveway (see picture). I had never seen any of these dogs before and Mr. Kuska identified them to me as coming from the Mandalay Bay farm, as did Ms. Leekley in a later phone conversation. Additionally, she had told me several times that because of these dogs she was afraid to leave her home.

With no one in immediate danger I then drove to my residence and parked in my driveway. Mr. Kuska was able to leave unassisted on his bike. I entered my home looked up the telephone number listed for the Schramm unit owner and left a voicemail advising that the dogs from the farm were loose and had an encounter with my neighbor. About 10 minutes later I received a phone call from someone that sounded like an adult male and identified himself as a son of the Schramm's. I expressed my concern because although I had no direct knowledge of what was happening on the opposite side of the street I had seen Jefferson County Animal Control parked at the Leekley residence numerous times and had been advised by Ms. Leekley that the dogs entering upon her property was an ongoing issue. She had informed me earlier in the week that this recently happened two days in a row. I also expressed my concern to the caller that if this was going to be a continued occurrence that it posed a risk to the

community because with the warmer weather more people would be out walking, including people with their companion animals, and children. I also expressed my belief as a dog owner that this practice unnecessarily put the farm dogs at risk if someone felt it necessary to lawfully protect themselves. The caller gave me his parents cell phone numbers but as he said that he advised him of the situation I did not call them. I called Ms. Leekley and advised her that I was not calling Animal Control as I was leaving for a social appointment, I was personally never in danger, and that she and Mr. Kuska had the option of making a report to Animal Control and listing me as a witness as my identity was known to them.

Approximately 10 minutes later a dark suburban bearing a West Virginia "farm use" registration plate parked in the traffic circle. The driver entered the undeveloped wooded area north and east of the circular terminus and seemed to be looking for the dogs. He eventually returned to the vehicle and opened the door on the opposite side of the vehicle and I was unable to see what was going on. At this time, I had to leave my residence for the social engagement but stopped my car and approached the subject. We had a brief conversation regarding the incident, where I again expressed my concerns that were previously mentioned and both of us left Hackberry Circle at the same time.

I have attached two pictures that I took with my phone and cited in the narrative.

END OF STATEMENT

John W. Streeter

04/01/17

From: **Linda J Leekley** leekleylj@msn.com
Subject: **Re: Hackberry dog incident on 3/29/17**
Date: **April 1, 2017 at 6:43 PM**
To: **William Hinkley** wbhinkley@mac.com, **Phil Agulla** philagulla@gmail.com, **John & Nancy Streeter** oldshaman@frontiernet.net
Cc: **Bob Morrow** morrowrhm@frontier.com, **Phyllis LeTart** pletart@icloud.com, **Bruce & Carol Lapham** brucelapham@yahoo.com, **Charles Watson** chwv@comcast.net, **Peter & Susan Fischer** psfischer@frontiernet.net, **Eleanor Graff** email@eleanorgraff.com, **Catherine E. Irwin** calh.irwin@comcast.net

Dear Mr. Hinkley:

Re: Dogs Running at Large
Spanish Mastiffs, (3), Livestock Guardian Dogs, owned by Matilda Bay Farms

(Spanish Mastiff size:

The Spanish Mastiff is a very large and powerful dog, similar in appearance to the other Mastiff breeds. They have a large powerful head and serious and vigilant expression. Males in this breed are **70 to 85 centimetres (28 to 33 in)** tall at the withers, and range **from 50 to 70 kilograms (110 to 150 lb)** although some can weigh over **200 pounds**.) It is a very intelligent and independent dog with strong defense instincts and an innate urge to protect its master and family.)

1. February 1, 2017: One yellow mastiff was on my property. Animal Control was contacted and Officer came out to investigate and report. Nancy Streeter was witness and volunteered as such. My videos documented the incident and were viewed by the Officer. Complaint was filed. Owner of Matilda Bay Farms was issued a formal Warning by Animal Control.
2. March 26, 2017: One yellow mastiff was on my property twice. Animal Control was contacted and Officer came out to investigate and report. My videos documented the incidents and were viewed by the Officer. Owner of Matilda Bay Farms was warned again by Animal Control and advised of citation consequences.
3. March 29, 2017:
 - A. All three Mastiffs were on my property 3 times. Animal Control was contacted. Officer called to take statement. My videos documented the incident. Owner of Matilda Bay Farms was called and warned again by Animal Control with an ultimatum. Owner of Matilda Bay Farms has verbally agreed to implement the suggested measures to contain the dogs. Animal Control Officer has requested copies of my videos of each of the multiple incidents on all 3 dates.
 - B. During above incidents on that date, the three mastiffs went onto Hackberry Circle's cul-de-sac. They barked at and approached Mr. Kuska while riding his bike. Mr. Kuska shouted out to scare them and threw rocks at them. The mastiffs retreated. Mr. Streeter came down Hackberry in his car toward his home. He stopped and talked to Mr. Kuska.

NOTE: Animal Control does not need a second witness to file a complaint for running at large, but it helps. Photos or videos of the running at large serve as uncontested proof. When a dog is only barking (not running at large) and it disturbs the peace, or threatens a resident, two complainants about the same dog are required for Animal Control to act.

Sincerely,
Linda Leekley



Office of Sheriff and Treasurer of Jefferson County

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

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

April 25, 2017

Fernbank at Cress Creek
Unit Owners Association
c/o William Hinkley, President
420 Fernbank Dr
Shepherdstown WV 25443

Re: March 31, 2017 Dog Incident

Dear Mr. Hinkley:

We are in receipt of your correspondence to Ms. Lambiotte with Animal Control. Upon its receipt, Ms. Lambiotte investigated the calls regarding loose dogs in that area and their outcomes. Her findings are attached.

As you will see, the reports were all investigated and actions were taken. I hope that this will bring some peace of mind to your residents.

If you have any questions, feel free to contact me at the law enforcement office numbers listed above.

Sincerely,

Peter H. Dougherty
Sheriff and Treasurer
Jefferson County

cc: Jefferson County Commission
Mr. John Kuska
file

Findings
were hand
delivered to
Stephanie.
Just FYI
that they've been
sent to everyone else



Jefferson County Animal Control
161 Poor Farm Rd Kearneysville, WV 25430
Phone: (304) 728-3289 Fax: (304) 728-4889



To: Pete Dougherty, Sheriff

From: Denise Lambiotte, Animal Control Supervisor

Date: 4/20/2017

Subject: Dog Incidents at or near Fernbank Subdivision

Sheriff,

Jefferson County Animal Control [JCAC] has responded to 4 calls from Ms. Linda Leekley who lives in the area regarding complaints about Spanish Mastiffs belonging to Mrs. Susan Schramm being loose and off of the owner's property. Our records indicate the only complaints received from this area about these dogs were from Ms. Leekley who owns property located across from property owned by Mrs. Schramm.

On 1/24/17 Animal Control Officer [ACO] Boyle responded along with Sheriff's Department Detective Demory to a complaint from Ms. Leekley that 1 of the Spanish Mastiffs had climbed the fence and had come onto her property. Neither ACO Boyle nor Deputy Demory could find evidence to substantiate the allegation. Nonetheless the owner of the dog was contacted to inform them of the complaint.

On 2/1/2017 ACO Turley responded to a complaint from Ms. Leekley that one of the Spanish Mastiffs had come onto her property. There was video evidence supplied and substantiated the complaint. After reviewing the evidence a meeting with an Assistant Prosecuting Attorney was held and a written warning was issued to Mrs. Susan Schramm on 2/14/2017.

On 3/27/2017 ACO Turley received a complaint from Ms. Leekley advising Animal Control that Spanish Mastiffs were off their property on 3/27/17 and 3/26/17. Video footage was presented that substantiated the complaint. Upon our review and investigation it was determined that due to recent rain the fence had been leaning and the dogs had been able to exit the property due to the fence not being in proper working order. Mrs. Susan Schramm was notified of the incident and the fencing was repaired within 24 hours.

On 3/29/15 ACO Turley received a phone call from Linda Leekley that all 3 Spanish Mastiffs were loose and in her yard and in the cul de sac of Hackberry Cr. Ms. Leekley did mention to ACO Turley that Mr. Streeter and Mr. Kuska had been outside and witnessed the event. JCAC did not receive a complaint from either Mr. Streeter or Mr. Kuska regarding this incident. Based on our review of the information provided it appears the dogs got off the Schramm property at a different location as they had done previously. Our review found that the farm manager had placed all 3 dogs in an unsecured area in the barn which allowed them to exit through the front horse pastures. Mrs. Susan Schramm was contacted about the incident after the dogs had been returned to the property and were contained by the farm manager.

Since the last incident on 3/29/2017 the fencing has been secured and an electric fence was professionally installed on 4/11/2107. Animal Control has notified the dog owner that any future verified incidents with these dogs being loose and off of the owner's property will result in the issuance of the appropriate actions to include citation[s] under West Virginia Code and County Ordinances.

Jessica Carroll

From: Steve Wilt <fchief1@gmail.com>
Sent: Thursday, April 27, 2017 8:26 PM
To: JCCInfo
Subject: AGAINST DISSOLUTION OF JCPSD

It is important for Jefferson County to have its own water and sewer utility and if not, leaving Charles Town to control all the growth in the County would not be in the best interest of the entire County including Charles Town and PSD rate payers. If Charles Town is left in charge of "County" utilities, who will be left to represent the residents in the County and their infrastructure needs? Will Charles Town provide service to those in need not in their urban growth boundary like Middleway or areas of Kearneysville? Making rash decisions with no investigation of various plans or alternatives is not in the best interest for this County.

Jefferson County Resident,

Steve Wilt

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

Week Ending Date	FY17 April 15, 2017
To be Deposited on:	April 21, 2017
Amount Played	\$ 56,208,208.65
Amount Won	50,277,658.69
Amount Promo	517,474.00
MWAP Contribution	-
Adjusted Gross Terminal Revenue	<u>5,413,075.96</u>
Administrative Costs @ 4%	-
Excess Lottery Fund @ 4%	<u>216,523.05</u>
Net Terminal Revenue	<u>5,196,552.91</u>
Surcharge @ 10%	519,655.30
State Share Excess @ 58% & 10% of 42%	323,225.60
Track Share of Capital Reinvestment @ 90% of 42%	<u>196,429.70</u>
<i>Track Share of Capital Reinvestment @ 98%</i>	<i>188,572.51</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>7,857.19</i>
Adjusted Net Terminal Revenue	<u>4,676,897.61</u>
Racetrack @ 46.50% / 42%	1,964,297.00
Lottery Fund @ 30% / 0%	-
Excess Lottery Fund @ 0% / 41%	1,917,528.01
Excess Lottery Fund @ 12.85% / 9.55%	446,643.72
Race Track Purses @ 90% of 7% / 4%	168,368.31
Employee Pension Fund @ 1% / .5%	23,384.49
Greyhound Development @ 90% of .75%	31,569.06
Thoroughbred Development @ 90% of .75%	31,569.06
County/Municipality @ 2%	<u>93,537.96</u>
	<u>\$ 4,676,897.61</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	50,809.64	50,809.64	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
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
02/25/17	110,730.04	55,365.02	55,365.02	4,390.45	22,090.64	1,201.42	18,646.94	9,035.57
03/04/17	95,762.48	47,881.24	47,881.24	3,796.98	19,104.62	1,039.02	16,126.40	7,814.22
03/11/17	92,549.16	46,274.58	46,274.58	3,669.57	18,463.56	1,004.16	15,585.28	7,552.01
03/18/17	87,919.56	43,959.78	43,959.78	3,486.01	17,539.95	953.93	14,805.65	7,174.24
03/25/17	98,261.24	49,130.62	49,130.62	3,896.06	19,603.12	1,066.13	16,547.19	8,018.12
04/01/17	96,249.44	48,124.72	48,124.72	3,816.29	19,201.76	1,044.31	16,208.41	7,853.95
04/08/17	92,525.20	46,262.60	46,262.60	3,668.62	18,458.78	1,003.90	15,581.24	7,550.06
04/15/17	93,537.96	46,768.98	46,768.98	3,708.78	18,660.82	1,014.89	15,751.79	7,632.70
Subtotal	\$ 4,165,730.40	\$ 2,538,896.94	\$ 1,626,833.46	\$ 129,007.87	\$ 649,106.53	\$ 35,302.31	\$ 547,917.50	\$ 265,499.25

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	2/25/2017	55,365.02
3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66	3/4/2017	47,881.24
3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02	3/11/2017	46,274.58
3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80	3/18/2017	43,959.78
3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46	3/25/2017	49,130.62
4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88	4/1/2017	48,124.72
4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04	4/8/2017	46,262.60
4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82	4/15/2017	46,768.98
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

2,538,896.94

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	February, 2017	51,478.72
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	507,398.16

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	February, 2017	154,436.16
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	1,522,194.48

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

Week Ending Date

FY17

April 22, 2017

To be Deposited on:

April 28, 2017

Amount Played	\$ 55,538,842.30
Amount Won	49,823,970.00
Amount Promo	435,475.00
MWAP Contribution	_____ -
Adjusted Gross Terminal Revenue	<u>5,279,397.30</u>
Administrative Costs @ 4%	-
Excess Lottery Fund @ 4%	<u>211,175.89</u>
Net Terminal Revenue	<u>5,068,221.41</u>
Surcharge @ 10%	506,822.13
State Share Excess @ 58% & 10% of 42%	315,243.36
Track Share of Capital Reinvestment @ 90% of 42%	<u>191,578.77</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>183,915.62</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>7,663.15</i>
Adjusted Net Terminal Revenue	<u>4,561,399.28</u>
Racetrack @ 46.50% / 42%	1,915,787.70
Lottery Fund @ 30% / 0%	-
Excess Lottery Fund @ 0% / 41%	1,870,173.68
Excess Lottery Fund @ 12.85% / 9.55%	435,613.63
Race Track Purses @ 90% of 7% / 4%	164,210.37
Employee Pension Fund @ 1% / .5%	22,807.00
Greyhound Development @ 90% of .75%	30,789.45
Thoroughbred Development @ 90% of .75%	30,789.45
County/Municipality @ 2%	<u>91,228.00</u>
	<u>\$ 4,561,399.28</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	4,038.07	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
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
02/25/17	110,730.04	55,365.02	55,365.02	4,390.45	22,090.64	1,201.42	18,646.94	9,035.57
03/04/17	95,762.48	47,881.24	47,881.24	3,796.98	19,104.62	1,039.02	16,126.40	7,814.22
03/11/17	92,549.16	46,274.58	46,274.58	3,669.57	18,463.56	1,004.16	15,585.28	7,552.01
03/18/17	87,919.56	43,959.78	43,959.78	3,486.01	17,539.95	953.93	14,805.65	7,174.24
03/25/17	98,261.24	49,130.62	49,130.62	3,896.06	19,603.12	1,066.13	16,547.19	8,018.12
04/01/17	96,249.44	48,124.72	48,124.72	3,816.29	19,201.76	1,044.31	16,208.41	7,853.95
04/08/17	92,525.20	46,262.60	46,262.60	3,668.62	18,458.78	1,003.90	15,581.24	7,550.06
04/15/17	93,537.96	46,768.98	46,768.98	3,708.78	18,660.82	1,014.89	15,751.79	7,632.70
04/22/17	91,228.00	45,614.00	45,614.00	3,617.19	18,199.99	989.82	15,362.80	7,444.20
Subtotal	\$ 4,256,958.40	\$ 2,584,510.94	\$ 1,672,447.46	\$ 132,625.06	\$ 667,306.52	\$ 36,292.13	\$ 563,280.30	\$ 272,943.45

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	2/25/2017	55,365.02
3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66	3/4/2017	47,881.24
3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02	3/11/2017	46,274.58
3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80	3/18/2017	43,959.78
3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46	3/25/2017	49,130.62
4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88	4/1/2017	48,124.72
4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04	4/8/2017	46,262.60
4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82	4/15/2017	46,768.98
4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78	4/22/2017	45,614.00

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

2,584,510.94

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	February, 2017	51,478.72
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	507,398.16

Table Game Revenue Distribution - Jefferson County School Board

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

Date	Amount	Date	Amount
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	February, 2017	154,436.16
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	1,522,194.48