

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2017**  
**THURSDAY, SEPTEMBER 7, 2017**  
**9:30 A.M.**

County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- August 31, 2017

**APPROVAL OF ACCOUNTS PAYABLE**

- September 7, 2017

**APPROVAL OF MANUAL CHECKS**

- September 7, 2017

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Angie Banks, Assessor
  - Exonerations - Discussion/Action
  - Approval of the transfer of Denise Barnhart from General Fund to Assessor's Valuation - part-time to full-time - Discussion/Action
2. 10:00 a.m. Discussion regarding letter dated August 15, 2017 received from the Marshall-Holley-Mason American Legion Auxiliary Unit 102 - Courthouse plaque - Discussion/Action
3. 10:15 a.m. Peter Dougherty, Sheriff
  - Vehicle transfer - Discussion/Action
  - FY17 Sheriff's Report

4. 10:30 a.m. Marti Steiner, Recovery Coach Academy  
- Eastern Panhandle Recovery Coach Academy (EPRCA) - Informational Presentation
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Janet Young Spry, U.S. Census Bureau  
- Overview of the 2020 Census Local Update of Census Addresses Operation (LUCA) - Discussion/Action
7. 11:15 a.m. Roger Goodwin, County Engineer  
- Complete Construction Bond Release for CTSS, LLC, Charles Town Self Storage, (File S16-01) - Discussion/Action
8. 11:30 a.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues - Possible Executive Session - Discussion/Action  
- Discussion of notice of claim re: Oakhill MHC, LLC - Possible Executive Session - Discussion/Action

#### **COUNTY ADMINISTRATOR REPORTS**

#### **COUNTY COMMISSION REPORTS**

9. **ADJOURN**

#### **CORRESPONDENCE/INFORMATION**

16<sup>th</sup> Annual 9/11 Remembrance Ceremony on Monday, September 11, 2017 at 9:58 a.m. at the Independent Fire Company.

2017 State Auditor's Training Seminar for County and Municipal boards and Authorities.

WV Lottery Weekly Settlement for Charles Town - week ending August 19, 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.*

## **Minutes**

### **Jefferson County Commission**

**Thursday, August 31, 2017**

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A meeting of the Jefferson County Commission was held on Thursday, August 31, 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, August 31, 2017 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Tabb led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

**Motion by Ms. Noland to approve the August 17, 2017 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

#### **APPROVAL OF PURCHASE ORDERS**

**Motion by Ms. Tabb to approve the Purchase Orders for August 31, 2017 in the amount of \$25,067.55 to include Purchase Order Nos. 52666, 52691, and 52810. Motion seconded and unanimously approved.**

#### **APPROVAL OF PAYROLL**

**Motion Mr. Compton to approve the payroll for August 24, 2017 in the amount of \$258,319.15. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078861	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,334.60	\$ 4,334.60
078862	425	BLUE RIDGE GARAGE DOORS		\$ -	\$ 147.00	\$ 147.00
078863	PAYROLL	BOOTH AND MCCARTHY		\$ -	\$ 231.00	\$ 231.00
078864	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
078865	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
078866	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
078867	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
078868	PAYROLL	LYNN COSTELLO		\$ -	\$ 2,606.29	\$ 2,606.29
078869	PAYROLL	COLONIAL LIFE		\$ -	\$ 205.10	\$ 205.10
078870	424	COMFORT ZONE HEATING&CLN		\$ -	\$ 958.62	\$ 958.62
078871	401	FEDEX		\$ -	\$ 52.69	\$ 52.69
078872	717	FLEETPRIDE		\$ -	\$ 5.42	\$ 5.42
078873	717	GUTTMAN OIL CO		\$ -	\$ 3,154.37	\$ 3,154.37
078873	717	GUTTMAN OIL CO		\$ -	\$ 3,372.59	\$ 3,372.59
078873	717	GUTTMAN OIL CO		\$ -	\$ 2,797.54	\$ 2,797.54
078873	717	GUTTMAN OIL CO		\$ -	\$ 3,157.59	\$ 3,157.59
078874	PAYROLL	STACI HOVERMALE		\$ -	\$ 156.78	\$ 156.78
078875	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
078876	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,360.00	\$ 5,360.00
078877	712	LANGUAGE LINE SERVICES		\$ -	\$ 57.89	\$ 57.89
078878	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
078879	406	MILLER'S SUPPLIES AT WOR		\$ -	\$ 331.98	\$ 331.98
078880	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
078881	425	POTOMAC EDISON/OH		\$ -	\$ 931.30	\$ 931.30
078881	425	POTOMAC EDISON/OH		\$ -	\$ 34.99	\$ 34.99
078881	425	POTOMAC EDISON/OH		\$ -	\$ 105.46	\$ 105.46
078882	425	RCS SECURITY		\$ -	\$ 295.00	\$ 295.00
078883	717	RICE TIRES CO		\$ -	\$ 413.12	\$ 413.12
078883	717	RICE TIRES CO		\$ -	\$ 455.40	\$ 455.40
078884	704	WV REGIONAL JAIL &		\$ -	\$ 128,827.50	\$ 128,827.50
078885	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 71.79	\$ 71.79
078885	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 34,693.40	\$ 34,693.40
078885	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 925.28	\$ 925.28
078886	425	SHERWIN-WILLIAMS		\$ -	\$ 10.86	\$ 10.86
078887	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 11,449.71	\$ 11,449.71
078887	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,164.34	\$ 16,164.34
078888	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,090.00	\$ 3,090.00

078888	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
078889	425	TRENARY SERVICE CO		\$ -	\$ 4,800.00	\$ 4,800.00
078889	425	TRENARY SERVICE CO		\$ -	\$ 465.00	\$ 465.00
078889	425	TRENARY SERVICE CO		\$ -	\$ 636.00	\$ 636.00
078889	425	TRENARY SERVICE CO		\$ -	\$ 255.00	\$ 255.00
078889	425	TRENARY SERVICE CO		\$ -	\$ 610.00	\$ 610.00
078890	712	WV ENHANCED 911 COUNCIL		\$ -	\$ 265.68	\$ 265.68
078891	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 9,381.09	\$ 9,381.09
078891	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 5,275.42	\$ 5,275.42
078891	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 57,747.69	\$ 57,747.69
078891	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 23,505.34	\$ 23,505.34
078891	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 61.75	\$ 61.75
078891	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 150.95	\$ 150.95
<b>TOTAL</b>					<b>\$ 331,102.63</b>	<b>\$ 331,102.63</b>

**Motion by Ms. Noland to approve the Accounts Payable for August 24, 2017 in the amount of \$331,102.63. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

<b>ASSESSOR VALUATION</b>			
<b>O56</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
08/25/17	639	MILLER'S SUPPLIES AT WORK	\$ 219.00
08/25/17	640	CARLSON SOFTWARE	\$ 175.00
08/25/17	641	GLOBAL SCIENCE & TECH	\$ 2,100.00
08/25/17	642	DLT	\$ 832.34
<b>TOTAL</b>			<b>\$ 3,326.34</b>

**Motion by Ms. Tabb to approve the Manual Checks for August 25, 2017 in the amount of \$3,326.34. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Danny Lutz, resident – spoke in favor of the fireworks ordinance and stated that “personal freedoms” shouldn’t override a person’s right to protect their livelihood.

Nancy Lutz, resident – also spoke in favor of the fireworks ordinance and provided some suggestions as to what she’d like to see in the ordinance.

Ronda Eddy, Director, Jefferson Day Report Center – notified the Commission of International Overdose Awareness Day.

David Tabb, resident – updated the Commission on his various cases against them.

**PRESENTATIONS**

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

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Paul Dailey, Jr.	PP	MD	311668	\$401.71

- **Motion by Ms. Noland to approve Exoneration No. 311668 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Henry & Lector Rideoutt	PP	MD	312776	\$117.46

- **Motion by Mr. Compton to approve Exoneration No. 312776 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Andrew D. Lowe	RE	Shepherdstown	28119	\$2,238.79

- **Motion by Ms. Noland to approve Exoneration No. 28119 as presented by the Assessor. Motion seconded and unanimously approved.**

2. Peter Dougherty, Sheriff – requested the approval of employment of Kraig Chadler.

- **Motion by Mr. Compton to approve the hire of Kraig Chandler as a Sheriff's Deputy to fill an existing vacancy, effective September 18, 2017. Motion seconded and unanimously approved.**
- 3. Barbara J. Miller, Director, Jefferson County Homeland Security and Emergency Management
  - a. Requested the approval of the 2017 Emergency Operations Plan.
  - **Motion by Ms. Tabb to approve the 2017 Emergency Operations Plan and authorize the President of the Commission to sign the Resolution. Motion seconded and unanimously approved.**
  - b. Spoke to the Commission about an opportunity for all county residents to participate in the Jefferson County Homeland Security and Emergency Management's 2017 Preparedness Survey.
  - c. Presentation of Emergency Manager Certifications for Barbara Miller, Steve Allen, and Brandon Vallee.
- 4. Interviews and Appointments to the Jefferson County Board of Health – one three-year term ending June 30, 2020.
  - After realizing the sole applicant for the Board of Health vacancy did not meet the statutory requirements for appointment, it was the consensus of the Commission to postpone this item until other applicants had come forward.
- 5. Interviews and Appointments to the Jefferson County Community Criminal Justice Board – three three-year terms ending July 3, 2020.
  - The sole applicant for the vacant at-large position on the Jefferson County Community Criminal Justice Board did not receive a nomination to be appointed.
- 6. The Commission recessed for break at 8:00 pm.  
The Commission reconvened at 8:15 pm.
- 7. Interviews and Appointments to the Harpers Ferry-Bolivar Public Library Board – one unexpired term ending June 30, 2019.
  - Commissioner Compton offered his nomination for Jodi Welty Robinson. There being no other nominations, Ms. Welty Robinson was appointed to the Harpers Ferry-Bolivar Public Library Board for one unexpired term ending June 30, 2019.

8. Interviews and Appointments to the Local Infrastructure Planning Team for the WV Division of Highways Rt. 340 Improvements Project.
  - **Motion by Mr. Onoszko to appoint Mike Chapman to the Local Infrastructure Planning Team for the WV Division of Highways Rt. 340 Improvements Project and select Commissioner Noland as the County Commission designee to the Local Infrastructure Planning Team. Motion seconded and unanimously approved.**
9. Nathan Cochran, Assistant Prosecuting Attorney
  - Discussion of PSD Dissolution Appeal for the PSC decision, acquisition of PSD assets, and related issues – Mr. Cochran stated he did not have any updates regarding the PSD.
  - Discussion of proposed Fireworks Ordinance – Mr. Cochran presented a draft fireworks ordinance to the Commission for their review and edits. It was the consensus of the Commission to publish the draft on the County website for public input, and the draft would be discussed further during the September 21, 2017 regularly scheduled County Commission meeting.
10. Review and approval of window renovation project for the Courthouse and the Hunter House.
  - **Motion by Ms. Tabb to accept the bid from Minghini's General Contractors, Inc. and develop a formal contract to be approved by legal and the County Commission before work on the project commences. Motion seconded and passes on a vote of 4-1 with Commissioner Compton opposing.**
11. Ratification of the approval of the WV Community Corrections Grant
  - **Motion by Ms. Tabb to ratify the approval of the WV Community Corrections Grant Program Application and authorize the President of the County Commission to affix his signature to the appropriate documents.**
12. Re-appointment of Brandon Potts as a Full-Time Public Safety Dispatcher
  - **Motion by Mr. Compton to approve the appointment of Brandon Potts as a full-time Public Safety Dispatcher II at a Grade III, Step C. Motion seconded and unanimously approved.**

13. Approval of the State Audit Engagement Letter

- **Motion by Ms. Tabb to approve the State Audit Engagement Letter as presented. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Update on Ethics Training – Ms. Grove stated the State had again refused her request for in-person training on Ethics, Robert’s Rules, and the Open Meetings Act. She stated she was hoping to hire a private individual to conduct the training, though it would cost approximately \$1000-1500.
  - **Motion by Ms. Noland to approve the use of funds to hire John Sorrenti to conduct county-wide training on Ethics, Robert’s Rules, and the Open Meetings Act. Motion seconded and unanimously approved.**
  - Legislative Update – Regional Jails – Ms. Grove informed the Commission the legislature has discussed the possibility of eliminating the Regional Jail Authority which could possibly lead to a larger regional jail bill.
14. There being no further business, motion by Mr. Compton to adjourn at 9:18 pm. Motion was seconded and unanimously approved.

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PETER ONOSZKO, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **September 7, 2017**

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

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

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

- ✚ Exonerations – Discussion/Action
- ✚ Approval of the transfer of Denise Barnhart from general fund to Assessor's Valuation – part-time to full-time – 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](http://www.jeffersoncountywv.org)



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 31, 2017**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Discussion regarding letter dated August 15, 2017 received from the Marshall-Holley-Mason American Legion Auxiliary Unit 102 - Courthouse plaque - 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.](#)



August 15, 2017

To: Peter Onoszko, President  
Jefferson County Commission

From: Marshall-Holley-Mason  
American Legion Auxiliary Unit 102  
Charles Town

Greetings Commissioner Onoszko,

On behalf of the men from Jefferson County who fought and died during the Civil War to preserve the Union, the Marshall-Holley-Mason American Legion Auxiliary Unit 102 is requesting the bronze plaque sanctifying the confederacy be removed from the Jefferson County Court House. Reference the attached photograph of the plaque.

The purpose of the Jefferson County Court House is to provide egalitarian services to all citizens in Jefferson County. The aforementioned plaque is placed adjacent to the front entrance door of the court house. It is impossible to enter the court house to conduct business or to even vote without being taunted by its presence. Secondly, at present, the court house is being advertised to visitors from various places as part of the John Brown tours. The plaque perpetuates division at all levels on a wider scale.

Interestingly and unfortunately, human beings were auctioned near the court house to promote the economic stability of Jefferson County; however, there is no plaque or visible identification at the court house to pay tribute to their tremendous sacrifice.

In closing, we urge the Jefferson County Commission to immediately take the steps necessary to remove the plaque from the Jefferson County Court House with no fanfare. We hope that you have the moral fortitude and courage to do what is just.

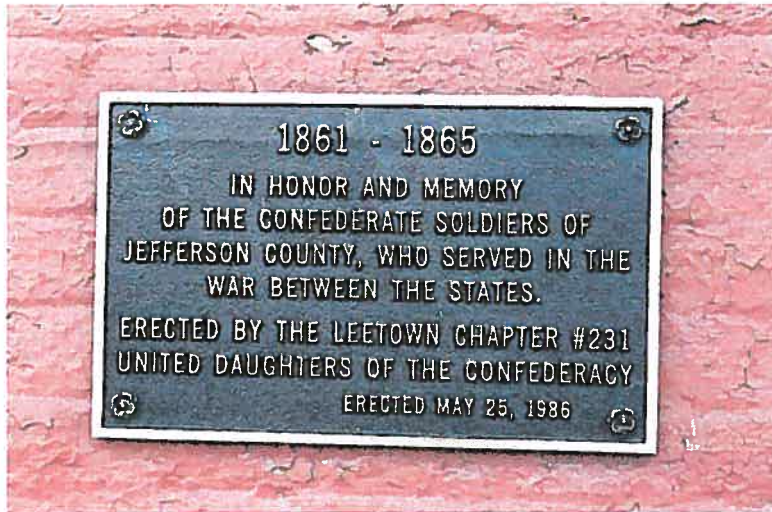
We anticipate your prompt response to the Marshall-Holley-Mason American Legion Auxiliary Unit 102, mailing address 406 Maddex Drive, Shepherdstown, WV 25443.

Sincerely,

*Abigail D. Ballou* *Stephanie M. Gregory*  
*Brenda M. Cray*  
*Jenna Andrews*  
*Janet Bayt* *Jenna Andrews*

Board Members, Marshall-Holley-Mason  
American Legion Auxiliary Unit 102

**Attachment**



**AGENDA REQUEST FORM**  
[www.jeffersoncountyv.wv.org](http://www.jeffersoncountyv.wv.org)



Name: Peter Dougherty.

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1<sup>st</sup> Choice: Next Meeting  
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Vehicle Transfer  
FY17 Sheriff's Report

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

I would like you to approve the transfer of a 2010 Ford Explorer (98177) to the JCESA.

Present the FY17 Sheriff's Report.

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*)

I move to approve the transfer of the 2010 Ford Explorer (98177) from the Sheriff's Office to the JCESA

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: pdougherty@jcsdww.com. Phone Number: 304-728-3205

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Click here to enter text.



**AGENDA REQUEST FORM**  
**www.jeffersoncountywv.org**



Name: Marti Steiner

Department or Organization: Recovery Coach Academy

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: 9/7/17  
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice: 9/21/17

Subject (*Wording to be placed on agenda*): Eastern Panhandle Recovery Coach Academy (EPRCA)

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

Recent graduates of the EPRCA would like to inform the commissioners about the benefits of recovery coaching as one tool for reducing the impact of addiction in our community.

Is this a funding request? Y/N NO 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*):

not applicable

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

If not attached, explain: This will be a brief informational presentation only.

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

Contact information: Marti Steiner

Email address: WVMartiSteiner@gmail.com

Phone Number: 304-433-6867

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://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 – 1<sup>st</sup> Choice: **September 7, 2017**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Overview of the 2020 Census Local Update of Census Addresses Operation (LUCA)**

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](mailto: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](http://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](mailto: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](http://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](http://www.census.gov/geo/maps-data/data/geocoder.html)>.

**Digital Address Count List**

<b>Maximum character length</b>	<b>Field name</b>	<b>Description</b>
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.

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 **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](http://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.

<p><b>PRODUCT PREFERENCE FORM</b></p> <p><b>2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b></p>	<p>Entity ID _____</p> <p>Government Name _____</p>
<p><b>Please mark (X) to select a product preference format (Choose #1 OR #2 below)</b></p>	
<p>1. <input type="checkbox"/> <b>GUPS</b> – 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>OR</p>	
<p>2. <input type="checkbox"/> Select one address list format in Section A and one map format in Section B.</p>	
<p><b>A. Address List – Select Digital or Paper</b></p> <p><input type="checkbox"/> <b>Digital</b> – 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"/> <b>Paper</b> – 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>B. Maps – Select Digital or Paper</b></p> <p><input type="checkbox"/> <b>Digital</b> –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"/> <b>Paper</b> – 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><b>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.</b></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.

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**✔ 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](http://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#

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)	8 Map Spot Number	9 City-Style Address Flag	10 Map Spot ID Coordinates			
			(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	(6e) Apt/Unit Number	(6f) City-Style ZIP Code	(7a) Noncity-Style Mailing ZIP Code			(10a) Latitude	(10b) Longitude
102	99999993		88009	0054.00	2001	Y	5503	JEFFRAS DR				99997		21	Y	40.361373	-73.543799
								SUNSET ASSISTED LIVING COMMUNITY									
103	99999994		88009	0054.00	2001		5507	JEFFRAS DR			APT 1	99997		20	Y	40.361377	-73.543799
104	99999995		88009	0054.00	2001		5507	JEFFRAS DR			APT 2	99997		20	Y	40.361381	-73.543799
105	99999996		88009	0054.00	2001		5509	JEFFRAS DR				99997		19	Y	40.3613785	-73.543799
106	99999997		88009	0054.00	2001							99997	RTE 2, BOX 175	18		40.3613791	-73.543799
								REDWOOD RAMBLER W/LONG FRNT PORCH, ON LAKE									
107	XXXXXXXXXX		88009	0054.00	2002		XXXXXXXXXX	***NO KNOWN ADDRESS IN THIS BLOCK***			XXXXXXXXXX	XXXXXX	XXXXXXXXXX	XXXXXX	X	XXXXXXXXXX	XXXXXXXXXX

**Action Codes**

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

FICTITIOUS INFORMATION -FOR EXAMPLE ONLY

Form D-2007 (XX XX XXXX) OMB Control No. XXXX-XXXX		<b>ADDRESS LIST</b> <b>2020 LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b>										U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU								
Sort: Street Name/House Number												Page: 5 of 20								
Entity: Winter County CO88009												Date: 01/04/2018								
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)	8 Map Spot Number	9 City-Style Address Flag	10 Map Spot ID Coordinates						
			(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				(6e) Apt/ Unit Number	(6f) City- Style ZIP Code	(7a) Noncity-Style Mailing ZIP Code	(10a) Latitude	(10b) Longitude		
25	999999993		88009	0045.00	1055	4007	AMPHORA ST			99997		3	Y	40.361373						
26	999999994		88009	0045.00	1055	4009	AMPHORA ST			99997		4	Y	40.361377						
27	999999995		88009	0045.00	1058	5001	AMPHORA ST			99997		1	Y	40.361381						
28	999999996		88009	0045.00	1058	5003	AMPHORA ST			99997		2	Y	40.3613785						
29	999999997		88009	0045.00	1065	402	W CAMERON AVE			99997		11	Y	40.3613791						
30	999999999		88009	0045.00	1065	404	W CAMERON AVE			99997		12	Y	40.3613796						

**Action Codes**

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

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

## 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 (10K-301-1000) OMB Control No. 3000-XXXX	<b>ADDRESS LIST ADD PAGE</b> <b>2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b>	U.S. DEPARTMENT OF COMMERCE ECONOMIC AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU										
		PAGE _____ OF _____ PAGES Name of Preparer: _____ (Print Name) Date Completed: _____ (MM/DD/YYYY)										
Add Page For: _____ (Entity Name)		Entity ID Code: _____ (Copy from Address List Page)										
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.

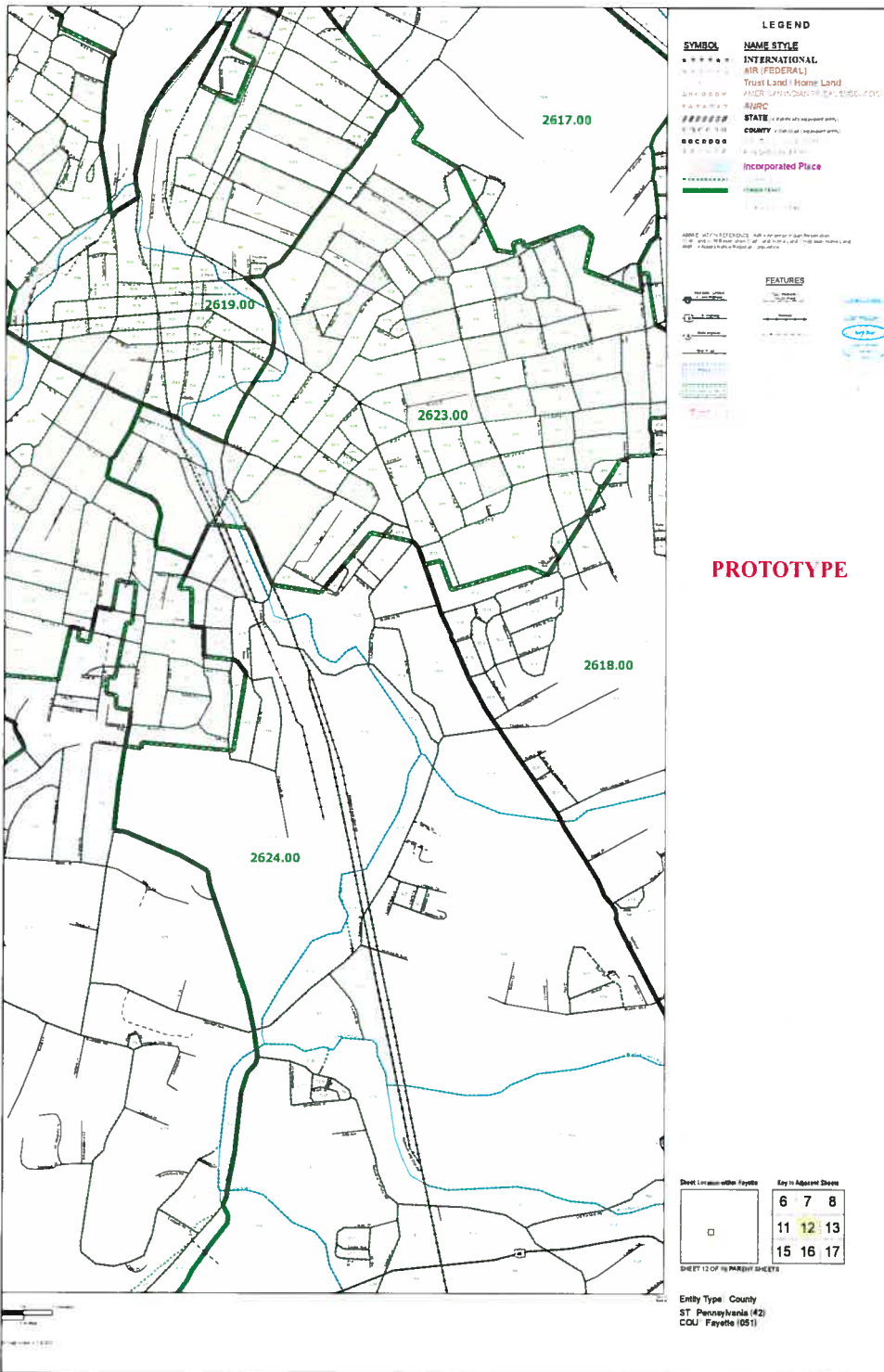
## Paper Address Count List

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				<b>ADDRESS COUNT LIST</b>				U.S. DEPARTMENT OF COMMERCE ECONOMIC AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU			
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)								Page: 1 of 1			
ST/CO: 52 / 003								Date: 12/02/2017			
Entity: ANY TOWN PLS212345											
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](http://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.

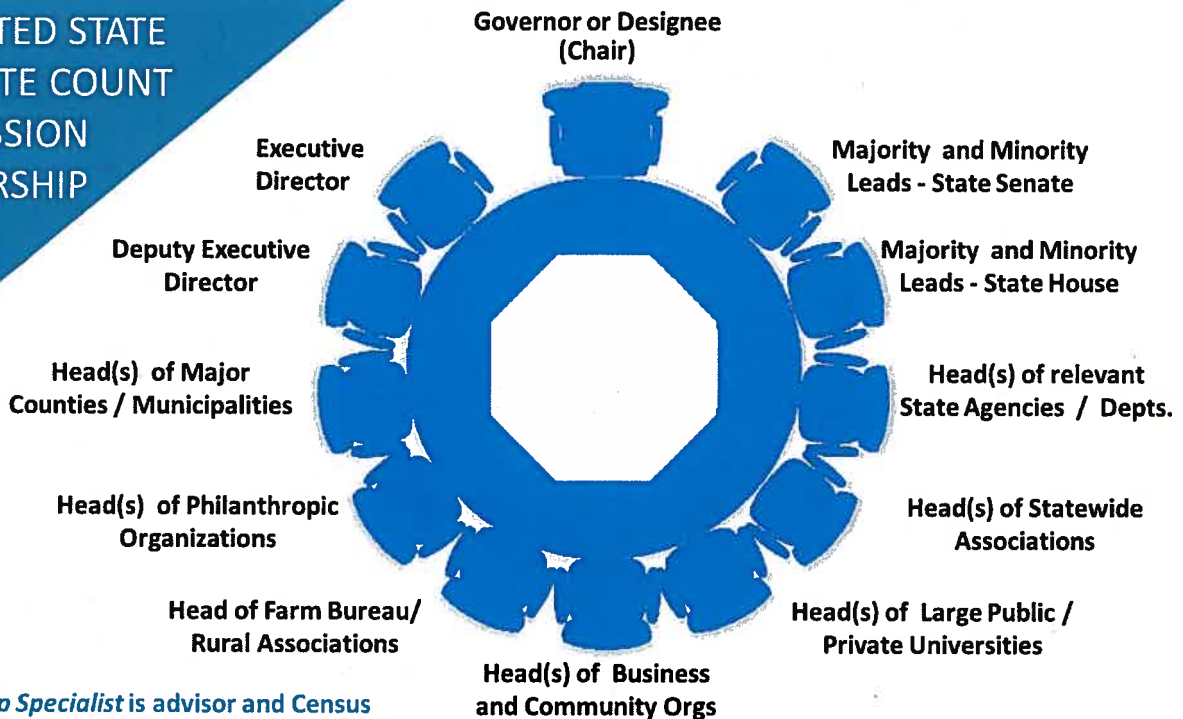
# STATE COMPLETE COUNT COMMISSION

A State Complete Count Commission is a mutually beneficial partnership – at the highest level within each state. The governor often appoints members of the State Complete Count Commission. State CCCs consist of influential community leaders who are charged with developing a census awareness campaign that:

- ◆ Encourages county and municipal governments to form local CCCs.
- ◆ Raises awareness of the census throughout the state.
- ◆ Motivates every household in the state to participate in the census by completing the questionnaire thoroughly and in a timely manner.
- ◆ Increases the state's self-response rate.

The size of the State Complete Count Commission is determined by each state. In addition, some governors and the legislature may allocate funding to support the activities of the State CCC. States view this funding as a sound investment in the future. Failure to count residents could result in a substantial loss of revenue for the next decade.

## SUGGESTED STATE COMPLETE COUNT COMMISSION MEMBERSHIP



\* *Partnership Specialist* is advisor and Census liaison to the State Complete Count Commission



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U.S. Census Bureau  
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# STATE COMPLETE COUNT COMMISSION



## EDUCATION PHASE 2018 Through September 2019

The education phase is often referred to as the “raising census awareness” phase. During this period, CCC Chairpersons and Subcommittee Chairpersons work to ensure their respective members fully understand the mission of the CCC in relation to the overall awareness-building effort. This is the period to emphasize strongly the many uses of census data.

## PROMOTION PHASE April 2019 Through January 2020

The promotion phase of the 2020 Census officially starts on April 1, 2019, a year out from Census Day. This phase overlaps with the education phase. The theme of this phase is “The 2020 Census is Coming.” During this period, CCCs implement activities of the work plan through their government, faith- and community-based organization, business, media, and recruitment partners.

## MOTIVATION/ ACTION PHASE February 2020 Through June 2020

The motivation/action phase starts in February 2020, intensifies in March 2020, and reaches its peak in April 2020. It is constant between May 2020 and June 2020. The focus of this phase is to motivate each household to take ownership of the census and make a conscious decision to participate. The non-response follow-up operation will begin to be the focus in May 2020. The message to the community is “Cooperate with Census Takers” and the objective is to get non-responsive households to cooperate on the first visit.

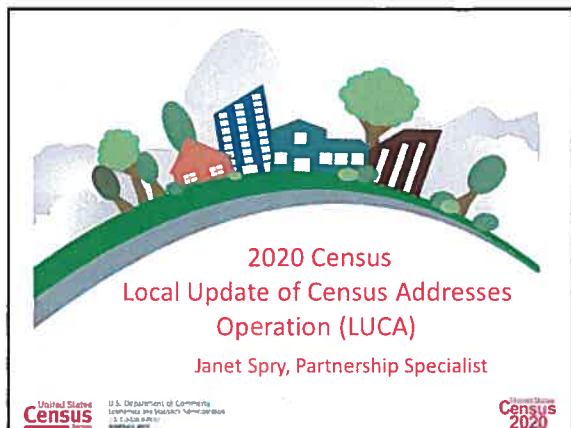
## CCC SUBCOMMITTEE TYPES

<b>BUSINESS</b>	<ul style="list-style-type: none"> <li>Involving a community's business sector creates a unifying element that touches every household within the community.</li> </ul>	<b>EX-OFFENDER</b>	<ul style="list-style-type: none"> <li>The ex-offender population is sizeable and is often disenfranchised from the community and hard to track..</li> </ul>	<b>LIBRARY</b>	<ul style="list-style-type: none"> <li>Urban Libraries Council says libraries are the “most trusted government entity”, poised to be pivotal for civic engagement.</li> </ul>
<b>COMMUNICATIONS, MEDIA AND TECHNOLOGY</b>	<ul style="list-style-type: none"> <li>Assists community Organizations in utilizing Census toolkit materials enables them to innovate.</li> </ul>	<b>FAITH-BASED</b>	<ul style="list-style-type: none"> <li>Faith-based organizations are found in every community and maintain interactive and ongoing communications with their members.</li> </ul>	<b>RECRUITING</b>	<ul style="list-style-type: none"> <li>Reaching all members of the workforce community enhances the ability of the Census to plug into existing recruiting resources.</li> </ul>
<b>COMMUNITY ORGANIZATIONS</b>	<ul style="list-style-type: none"> <li>Utilizing community orgs provide outreach opportunities for a broad spectrum of residents of all ages, races and backgrounds.</li> </ul>	<b>GOVERNMENT</b>	<ul style="list-style-type: none"> <li>Census can manage costs by leveraging the ability of local government to provide knowledge of the population, organizations., and institutions.</li> </ul>	<b>SENIOR CITIZEN</b>	<ul style="list-style-type: none"> <li>Although a high responding group, the trend towards reduced home ownership may create enumerating challenges for field.</li> </ul>
<b>DATA AND MAPS</b>	<ul style="list-style-type: none"> <li>Understanding where hard-to-count areas exist is important to direct subcommittee activities toward the correct populations and geographic areas.</li> </ul>	<b>GROUP QUARTERS</b>	<ul style="list-style-type: none"> <li>Because of the limited access to most group quarters, cooperation from the institutions is vitally important to achieve an accurate count.</li> </ul>	<b>SPECIAL HOUSING</b>	<ul style="list-style-type: none"> <li>The rental population will exceed a third of the entire U.S. population by 2020.No matter the housing type, access is vital for an accurate count.</li> </ul>
<b>EDUCATION (PRESCHOOL - GRADE 12)</b>	<ul style="list-style-type: none"> <li>Reaches U.S. households through schools and helps create a generation of future self-responders.</li> </ul>	<b>HOMELESS</b>	<ul style="list-style-type: none"> <li>In the 2010 Decennial Census, the count was 209,325 for persons counted at shelters, outdoor locations, soup kitchens and mobile food vans.</li> </ul>	<b>VETERANS</b>	<ul style="list-style-type: none"> <li>Over 22 million veterans living in the United States present a sizeable bloc distributed throughout the 50 states Former military personnel can provide leadership and excellent recruiting assistance.</li> </ul>
<b>EDUCATION (POST SECONDARY)</b>	<ul style="list-style-type: none"> <li>Works with university housing to obtain administrative records for group quarters, builds relationships with leadership to facilitate access.</li> </ul>	<b>IMMIGRANT</b>	<ul style="list-style-type: none"> <li>One of the serious challenges for a Census enumerator is encountering housing units where no one in the household speaks English.</li> </ul>	<b>PHILANTHROPIC</b>	



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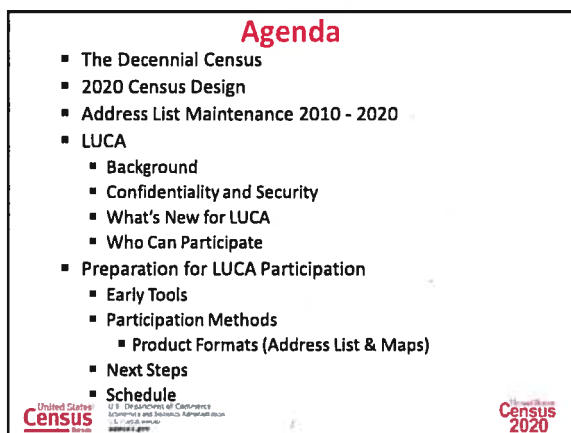
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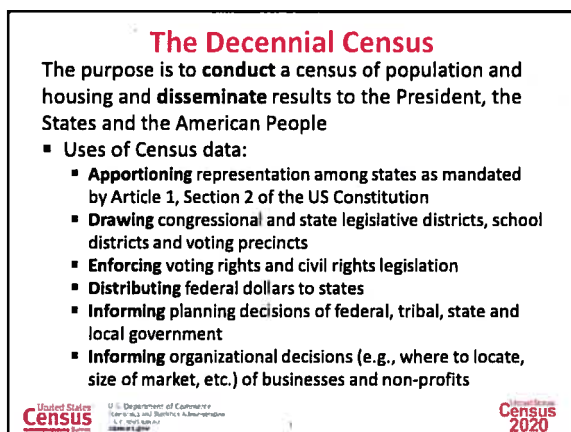
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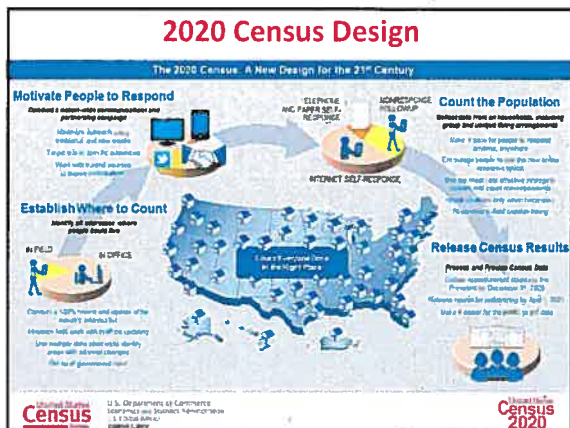
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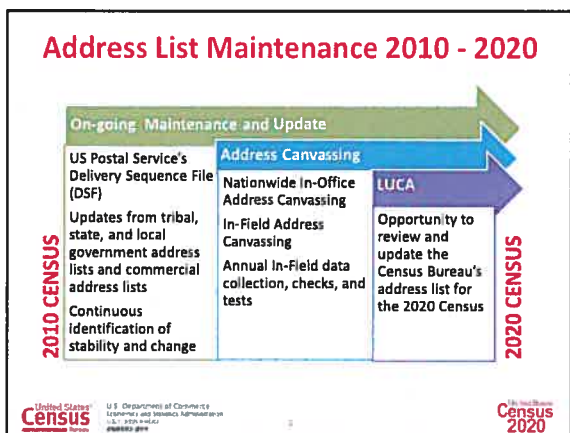
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### Geographic Support System (GSS) Program

- Integrated program of improved address coverage, continual spatial and feature updates, and enhanced quality assessment and measurement
- Supports and maintains the geographic and cartographic infrastructure necessary for the Census Bureau's data collection, processing, tabulation, and dissemination programs for the United States and Puerto Rico
- Provides for continual updates throughout the decade to support current surveys and the 2020 Census

U.S. Department of Commerce  
Economic and Statistics Administration  
11000 Rockledge Ave  
Washington, DC 20740

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### LUCA Background

- Authorized by the Census Address List Improvement Act of 1994 (Public Law 103-430)
- Implemented in the support of the 2000 Census and refined to support the 2010 Census
- Provides a voluntary opportunity for designated representatives of tribal, state and local governments to review and comment on the addresses used to conduct the decennial census



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Economic and Statistics Administration  
2017-05-15  
www.census.gov




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### Confidentiality and Security

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 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



U.S. Department of Commerce  
Economic and Statistics Administration  
2017-05-15  
www.census.gov




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### What's New for 2020 LUCA

- Offers streamlined participation – Full Address List Review
- Provides the digital address list in convenient standard software formats
- Includes ungeocoded address records for state and county participants
- Requires residential multi-unit structure identifiers (e.g., Apt 1, Unit A2, #3001, etc.)
- Includes residential structure coordinates, if available
- Allows participants to submit residential structure coordinates, if available
- Allows participants to submit non-city style addresses with corresponding map spot



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Economic and Statistics Administration  
2017-05-15  
www.census.gov




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### Who can participate in LUCA

- Federally recognized tribes with a reservation and/or off-reservation trust land
- States
- Counties
- Incorporated places
  - Cities, towns, boroughs, or villages
- Townships (Minor Civil Divisions)



U.S. Department of Commerce  
Economic and Business Administration  
2017 RELEASE UNDER E.O. 13526




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### Preparation - Early Tools

#### 2020 LUCA Address Block Count List

- Provides access to an address count list which includes the count of residential addresses and group quarters by block

	A	B	C	D	E	F	G
1	State	County	Tract	BLOCK	BLOCK_GEOID	Total Residential	Total Group Quarters
2	21	051	950100	1000	210519501001000	0	0
3	21	051	950100	1001	210519501001001	1	0
4	21	051	950100	1002	210519501001002	0	0
5	21	051	950100	1003	210519501001003	7	0
6	21	051	950100	1004	210519501001004	0	0
7	21	051	950100	1005	210519501001005	0	0
8	21	051	950300	1006	210519501001006	0	0
9	21	051	950100	1007	210519501001007	0	0
10	21	051	950100	1008	210519501001008	2	0
11	21	051	950100	1009	210519501001009	28	0
12	21	051	950100	1010	210519501001010	0	0
13	21	051	950100	1011	210519501001011	37	0



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### Preparation - Early Tools

#### Census Geocoder

- Takes individual addresses or file of addresses and obtains coordinates and census geography
- Geocoder updates include:
  - Increasing the maximum number of records for batch processing from 1,000 to 10,000
  - Providing larger governments another means to submit addresses to be geocoded



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### Preparation - Participation Methods



Geographic Update Partnership Software (GUPS)



Paper Format - Address List and Maps



Digital Format - Address List and Maps




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### GUPS – Participation Method

- Customized Geographic Information System (GIS) software for participation in 2020 LUCA
- Pre-packaged to include all components
- Designed for participants with no GIS experience
- Allows for simple to complicated reviews and edits
- Programmed with a review tool to validate LUCA edits
- No internet connection required




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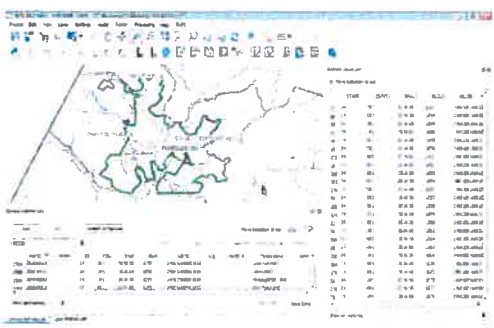
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### GUPS screen example




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### Preparation – Map Formats

- Paper
  - Available to all governments
  - Two types of paper map materials:
    - Large format (42" x 36") maps
    - DVD of Adobe small format (8.5" x 14") census block maps
- Digital
  - Available to all governments
  - TIGER partnership shapefiles (LUCA specific)
  - Utilize GIS software

United States Census Bureau U.S. Department of Commerce Economic and Statistics Administration 2017 RELEASED census.gov

United States Census Bureau U.S. Department of Commerce Economic and Statistics Administration 2020

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### Paper – Large & Small Format Maps

NO TITLE 13 DATA DISPLAYED

United States Census Bureau U.S. Department of Commerce Economic and Statistics Administration 2017 RELEASED census.gov

United States Census Bureau U.S. Department of Commerce Economic and Statistics Administration 2020

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### Preparation – Next Steps (Participant)

- **Prepare (now!)**
- **Register** to participate (July 2017)
- **Attend** a training workshop (Fall/Winter 2017)
  - In-person workshops
  - Self-training aids and Webinars available online
- **Conduct** your LUCA review (Feb-April 2018)
  - **120** calendar days upon receipt of materials to complete review

United States Census Bureau U.S. Department of Commerce Economic and Statistics Administration 2017 RELEASED census.gov

United States Census Bureau U.S. Department of Commerce Economic and Statistics Administration 2020

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Preparation - 2020 LUCA 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 presentations begin
July 2017	LUCA invitation and registration materials mailed to HEOs, TCs, and Governors
October 2017	LUCA training workshops begin
<b>December 15, 2017</b>	<b>Deadline for LUCA Registration</b>
February-April 2018	LUCA materials ship. Participants begin review and update the Census Bureau's address list
February-September 2018	Census Bureau processing of LUCA submissions begins
August-September 2019	Census Bureau delivers LUCA feedback
April 1, 2020	CENSUS DAY

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### Questions about 2020 LUCA?

Visit our 2020 LUCA website:  
<https://www.census.gov/geo/partnerships/luca.html>

Contact us:  
 Via telephone: 1-844-344-0169  
 Via Email: [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov)

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### Connect with Us

Sign up for and manage alerts at  
<https://ip.adtc.govdeliv.com/accounts/US-CENSUS/subscribe/>

More information on the 2020 Census Memorandum Series  
<http://www.census.gov/programs-surveys/delenn-4-census/2020-census/planning-management/memo-series.html>

More information on the 2020 Census  
<http://www.census.gov/2020census>

More information on the American Community Survey  
<http://www.census.gov/programs-surveys/acs/>

facebook.com/uscensusbureau

twitter.com/uscensusbureau

youtube.com/user/uscensusbureau

instagram.com/uscensusbureau

pinterest.com/uscensusbureau

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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.



U.S. Department of Commerce  
Economics and Statistics Administration  
U.S. CENSUS BUREAU  
**census.gov**



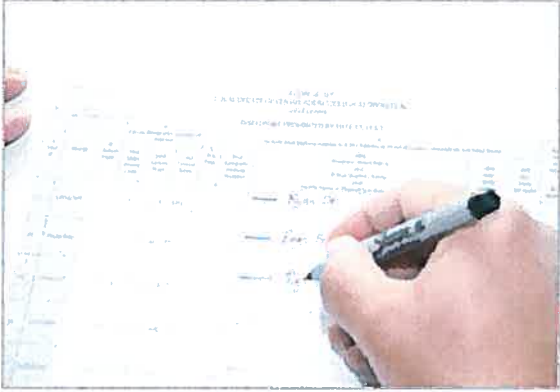
## Schedule

- 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](http://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 spread-

sheet 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.

## 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](http://www.jeffersoncountywv.org)



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

Date Requested – 1<sup>st</sup> Choice: September 7, 2017  
*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)  
Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text](#)

Subject (*Wording to be placed on agenda*): Complete Construction Bond Release for CTSS, LLC, Charles Town Self Storage, (File S16-01)  
Please provide the County Commission with a description of your request or presentation, including any background information: Partial release of construction bond security for CTSS, LLC, Charles Town Self Storage, (File S16-01) – Letter of credit 4519294-4401 with United Bank of Shepherdstown, WV. Work remaining consists of the stabilization to be complete.

Is this a funding request? Y/NO  
If so, how much? \$[Click here to enter text](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I authorize a partial release of \$443,719.00 from the construction bond for CTSS, LLC, Charles Town Self Storage, (File S16-01,) for a new bond amount of \$15,000.

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

Construction Bond Release Letter  
Bond Release Request Report  
Site Map  
Is equipment needed? Projector Y/NO Internet/Wi Fi Y/NO Telephone for conference call Y/NO

Contact information:  
Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

3/1/2017 10:00 AM



Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 08 / 30 / 2017

J.C.P.C. File No. 516 - 01

Consultant/Engineer/Firm Name: GORDON

Mailing Address: 301 N. MILROED ST.

City: CHARLES TOWN State: WV Zip: 25414

Contact Person: JASON GERHART Phone: 304-725-8956

Project/Subdivision Name: CHARLES TOWN SELF STORAGE SITE PLAN

Section/Phase: \_\_\_\_\_ Lots: \_\_\_\_\_

Review Comments:

The bond release/reduction is Approved as <sup>REVISED</sup> ~~Submitted~~. \_\_\_\_\_ The bond release/reduction request is Denied.

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

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

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK APPEARS TO BE COMPLETE, WITH THE EXCEPTION OF GRASS GROWTH. THE SITE HAS BEEN SEEDING / MULCHED. PER THE COUNTY ENGINEER, WE ARE HOLDING \$15,000 OF THE BOND

**Approved for:**  
BOND REDUCTION  
By [Signature] 08/31/17  
**County Engineer Date**

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

Total Current Bond Amount \$ 458,719.00

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

= Approved for Revised Bond Amount \$ 15,000.00

Reviewed By: Joseph W. Kent Title: L.D.I.

Signature: [Signature] Date: 08 / 31 / 2017

CTSS, LLC

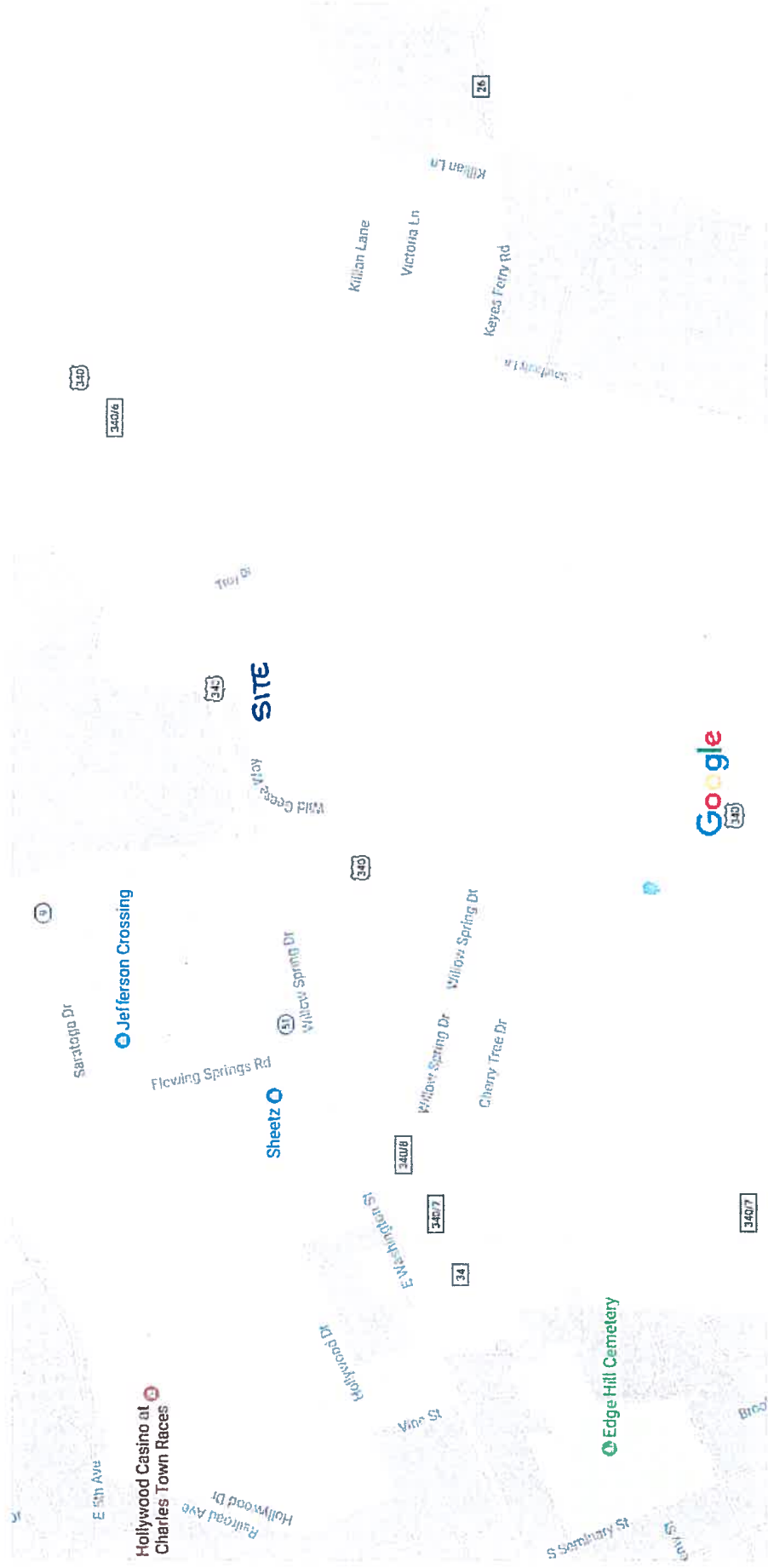
P.O. Box 25523  
Washington, DC 20027  
08-30-2017

To Whom It May Concern:

We have completed all work at the Charles Town Self Storage Expansion project and we would like to request a final bond release. All bonded work has been completed and is included in this request. We appreciate your review of our bond release request and please do not hesitate to contact us with any questions.

CTSS, LLC

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.



Map data ©2017 Google United States 500 ft



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **September 7, 2017**

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

Date Requested – 2<sup>nd</sup> 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:

- 1. Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues. Discussion/Action. Possible Executive Session.**
- 2. Discussion of notice of claim re: Oakhill MHC, LLC. Discussion/Action. Possible Executive Session.**

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



**INDEPENDENT FIRE CO. NO. 1, INC.****ORGANIZED 1884****MAILING:****P.O. BOX 925  
CHARLES TOWN, WV 25414****LOCATION:****200 W. SECOND AVENUE  
RANSON, WV 25438****PHONE: 304-725-2514****FAX: 304-728-6006**

## **9/11. REMEMBRANCE CEREMONY**

**The Independent Fire Company will host its 16<sup>th</sup> annual 9/11 Remembrance Ceremony on Monday, 11 September 2017 at 9:58 a.m.** The ceremony will take place at the fire station, 200 W. 2<sup>nd</sup> Ave., Ranson, WV. It should last approximately ½ hour.

The guest speaker is to be Dr. Karan Powell, President, American Public University System. Dr. Powell was in New York City that morning.

The commemoration will occur between the times the World Trade Center towers collapsed. The victims at the Pentagon, in Shanksville, PA and in the War on Terror will also be honored. Assisting will be members of the Jefferson High School Cougar Air Force Junior ROTC and the Washington High School Patriot Chamber Choir. Bagpipe music will be presented by Joe Kent.

The public is encouraged to attend to remember with us. Available Police, Fire, EMS and Military personnel are requested to attend in uniform, if possible.

**Contact: Henry Christie, Chaplain 304-279-6024 (c)  
304-725-9622 (o)**



# 2017 State Auditor's Training Seminar for County and Municipal Boards and Authorities

State Auditor J.B. McCuskey, through his Local Government Services Division, is pleased to extend this invitation to the Annual Training Seminars for County and Municipal Boards and Authorities during the months of September and October at various locations throughout West Virginia.

City	Seminar Date	Location	Registration Deadline
Wheeling, WV	Thursday, September 28	Hampton Inn & Suites <i>35 Bob Wise Dr., Triadelphia</i>	Sept. 21
So Charleston, WV	Thursday, October 5	Holiday Inn & Suites <i>400 Second Ave., South Charleston</i>	Sept. 28
Beckley, WV	Thursday, October 12	Holiday Inn & Suites <i>114 Dry Hill Rd., Beckley</i>	October 5
Martinsburg, WV	Thursday, October 19	Holiday Inn & Suites <i>301 Foxcroft Ave., Martinsburg</i>	October 12
Bridgeport, WV	Thursday, October 26	Best Western Plus <i>100 Lodgeville Rd., Bridgeport</i>	October 19

**The registration fee has been waived, however, pre-registration is required.**

*Although the fee has been waived, we must receive your registration **before** the deadline in order to have available space as well as food and beverages. Lunch will be provided.*

**If we do not receive an adequate response for a particular location we may have to cancel the seminar for that location.**

Return this registration form no later than the deadline for the specific seminar. Please feel free to **make copies of this form for additional attendees**. For questions concerning these seminars contact: Ora Ash, (304) 627-2415, ext. 5114 Email: [ora.ash@wvsao.gov](mailto:ora.ash@wvsao.gov)

## County and Municipal Boards & Authorities

**FREE TO ATTEND, BUT YOU MUST REGISTER!**

**ONE NAME PER FORM PLEASE**

Name: \_\_\_\_\_ Name of Board or Authority: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Mail to: **Karen Drain, Admin. Support  
Boards & Authorities Training  
153 West Main St., Suite C  
Clarksburg, West Virginia 26301**

**FAX TO: 304-627-2417 or**

**EMAIL TO: [lgs@wvsao.gov](mailto:lgs@wvsao.gov)**

<input type="checkbox"/> <b>Wheeling, September 28</b>	<input type="checkbox"/> <b>Martinsburg, October 19</b>
<input type="checkbox"/> <b>South Charleston, October 5</b>	<input type="checkbox"/> <b>Bridgeport, October 26</b>
<input type="checkbox"/> <b>Beckley, October 12</b>	

**IMPORTANT:** If unable to attend after registering, please call our office at 304-627-2415 to cancel.



John B. McCuskey  
State Auditor

# 2017 State Auditor's Seminar for Municipal Officials and Assistants and Municipal and County Boards and Authorities AGENDA

**Times may fluctuate to accommodate audience participation**

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**8:00-9:00AM Registration**

**9:00 AM Welcome**

**9:15 AM Reducing the Cost of an Audit and What Does an Audit Tell You**

**10:00 AM Break**

**10:10 AM Fraud Prevention and Detection**

**11:00 AM Open Meetings and the Setting of Agendas**

**12:15 PM Lunch (provided)**

**12:45 PM How Do the Ethics Laws Affect You**

**1:50PM Break**

**2:00 PM Internet Safety**

**3:00 PM Budgeting By Code and Who is Responsible**

**4:00 PM General Discussion among Attendees and Question and Answer Session**  
Topics to be determined by Attendees

**Adjournment**

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

Week Ending Date	FY18 August 19, 2017
To Be Deposited On	August 25, 2017
Amount Played	\$ 58,401,057.64
Amount Won	52,420,475.53
Amount Promo	677,775.00
MWAP Contribution	<u>-</u>
Adjusted Gross Terminal Revenue	<u>\$ 5,302,807.11</u>
Administrative Costs @ 4%	212,112.29
Excess Lottery Fund @ 4%	<u>-</u>
Net Terminal Revenue	<u>\$ 5,090,694.82</u>
Surcharge @ 10%	-
State Share Excess @ 58% & 10% of 42%	-
Track Share of Capital Reinvestment @ 90% of 42%	<u>-</u>
Track Share of Capital Reinvestment @ 98%	-
Track Share of Capital Reinvestment @ 4%	-
Adjusted Net Terminal Revenue	<u>\$ 5,090,694.82</u>
Racetrack @ 46.50% / 42%	2,367,173.09
Lottery Fund @ 30% / 0%	1,527,208.49
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	654,154.27
Racetrack Purses @ 90% of 7% / 4%	320,713.77
Employee Pension @ 1% / 0.5%	50,906.94
Greyhound Development @ 90% of 0.75%	34,362.19
Thoroughbred Development @ 90% of 0.75%	34,362.19
County / Municipality @ 2%	<u>101,813.88</u>
	<u>\$ 5,090,694.82</u>

WEST VIRGINIA LOTTERY  
 Charles Town  
 County / Municipality Split  
 Fiscal Year 2018

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

Date	2% of Adj. Net Revenue	Jefferson County	Five Municipalities	Bolivar 7.93%	Charles Town 39.90%	Harpers Ferry 2.17%	Ranson 33.68%	Shepherdstown 16.32%
1 day ending: 7/1/2017	\$ 23,688.48	\$ 23,688.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 7/8/2017	125,588.96	125,588.96	-	-	-	-	-	-
7/15/2017	99,148.44	99,148.44	-	-	-	-	-	-
7/22/2017	98,965.20	98,965.20	-	-	-	-	-	-
7/29/2017	108,161.52	108,161.52	-	-	-	-	-	-
8/5/2017	104,979.36	104,979.36	-	-	-	-	-	-
8/12/2017	100,184.16	100,184.16	-	-	-	-	-	-
8/19/2017	101,813.88	101,813.88	-	-	-	-	-	-
<b>Sub Total</b>	<b>\$ 762,530.00</b>	<b>\$ 762,530.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Benchmark Goal \$ 912,063.48  
 Remainder until split \$ 149,533.48

**VIDEO LOTTERY REPORT**

FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
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	7/1/2017	23,688.48
7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68	7/9/2016	125,605.24	7/8/2017	125,588.96
7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24	7/16/2016	107,876.48	7/15/2017	99,148.44
7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88	7/23/2016	107,196.20	7/22/2017	98,965.20
8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60	7/30/2016	111,534.28	7/29/2017	108,161.52
8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52	8/6/2016	110,378.32	8/5/2017	104,979.36
8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48	8/13/2016	101,561.56	8/12/2017	100,184.16
8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12	8/20/2016	115,270.28	8/19/2017	101,813.88
8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10	8/27/2016	96,130.52		
9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76	9/3/2016	60,448.12		
9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30	9/10/2016	61,598.04		
9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06	9/17/2016	50,609.64		
9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60	9/24/2016	51,199.68		
10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94	10/1/2016	54,346.34		
10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26	10/8/2016	50,896.18		
10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80	10/15/2016	51,557.88		
10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72	10/22/2016	53,825.90		
11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64	10/29/2016	50,853.22		
11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08	11/5/2016	55,958.84		
11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86	11/12/2016	53,346.18		
11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76	11/19/2016	47,174.90		
11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98	11/26/2016	56,826.94		
12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86	12/3/2016	48,407.86		
12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56	12/10/2016	43,743.14		
12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16	12/17/2016	33,602.54		
12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48	12/24/2016	40,222.46		
1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14	12/31/2016	60,653.90		
1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24	1/7/2017	42,634.50		
1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58	1/14/2017	37,751.18		
1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40	1/21/2017	46,870.58		
2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26	1/28/2017	40,692.96		
2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74	2/4/2017	44,277.10		
2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78	2/11/2017	42,514.28		
2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40	2/18/2017	48,086.80		
3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86	2/25/2017	55,365.02		
3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66	3/4/2017	47,881.24		
3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02	3/11/2017	46,274.58		
3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80	3/18/2017	43,959.78		
3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46	3/25/2017	49,130.62		
4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88	4/1/2017	48,124.72		
4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04	4/8/2017	46,262.60		
4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82	4/15/2017	46,768.98		
4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78	4/22/2017	45,614.00		

5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46	4/29/2017	48,204.34
5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22	5/8/2017	46,890.30
5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84	5/13/2017	47,648.16
5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48	5/20/2017	43,998.24
5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84	5/27/2017	49,930.94
6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50	6/3/2017	52,503.12
6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42	6/10/2017	42,563.08
6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18	6/17/2017	47,653.68
6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00	6/24/2017	46,628.62
6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00	6/30/2017	37,001.52

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**3,261,565.02**

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**3,148,372.80**

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**3,167,478.80**

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**3,047,532.94**

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**762,530.00**

**Table Game Revenue**

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

<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, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20	July, 2017	59,809.62
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	March, 2017			
April, 2015	76,343.68	April, 2016	68,149.38	April, 2017	54,086.05		
May, 2015	78,424.23	May, 2016	76,415.84	May, 2017	55,545.56		
June, 2015	81,569.83	June, 2016	62,572.11	June, 2017	53,609.09		
<b>Total 2014-2015</b>	<b>899,128.89</b>	<b>Total 2015-2016</b>	<b>832,756.78</b>	<b>Total 2016-2017</b>	<b>670,638.86</b>	<b>Total 2017-2018</b>	<b>59,809.62</b>

**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
<b>Total 2011-2012</b>	<b>4,808,702.50</b>	<b>Total 2012-2013</b>	<b>4,608,334.13</b>	<b>Total 2013-2014</b>	<b>2,995,460.18</b>	<b>Total 2014-2015</b>	<b>2,697,386.67</b>

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60	July, 2017	179,428.86
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	March, 2017			
April, 2016	204,448.14	April, 2017	162,258.15		
May, 2016	229,247.52	May, 2017	166,636.68		
June, 2016	187,716.33	June, 2017	160,827.27		
<b>Total 2015-2016</b>	<b>2,498,270.34</b>	<b>Total 2016-2017</b>	<b>2,011,916.58</b>	<b>Total 2017-2018</b>	<b>179,428.86</b>