

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2017
THURSDAY, DECEMBER 7, 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

- November 30, 2017

APPROVAL OF PURCHASE ORDERS

- December 7, 2017

APPROVAL OF ACCOUNTS PAYABLE

- December 7, 2017

APPROVAL OF MANUAL CHECKS

- December 7, 2017

APPROVAL OF PAYROLL

- November 30, 2017

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Robert Amick, Citizen
- Exoneration of Ambulance Fee - Discussion/Action

2. 10:00 a.m. Roger Goodwin, Chief County Engineer
 - Approval to modify the 2018 Jefferson County Office of Impact Fee Capital Improvement Plan regarding the revision to the Board of Education land request for fiscal year 2018 - Discussion/Action
 - Letter of Credits securing construction bonds - Discussion/Action
 - Complete release of Irrevocable Letter of Credit #4519294-4401 with United Bank, Shepherdstown, WV construction bond security for CTSS, LLC - Charles Town Self Storage Expansion (File #S16-01) - Discussion/Action
 - Complete release of Irrevocable Letter of Credit #388 with BCT, Charles Town, WV construction bond security for Burr Business Park Lot 23 - Quinn Enterprises, LLC (File #S17-09) - Discussion/Action

3. 10:30 a.m. Michelle Gordon, Finance Director
 - Review and Approval of FY2018 State Budget Revision 2 for the Coal Severance fund - Discussion/Action
 - Review and Approval of FY2018 State Budget Revision 5 for the General Fund - Discussion/Action
 - Continued discussion of Ambulance Fee Billing Rate Structure - Discussion/Action
 - FY19 Budget Charge for Departments - Discussion/Action

4. 11:00 a.m. **BREAK**

5. 11:15 a.m. Lynn fields, Probate Office
 - Report of Claims against the estate of Michael Landon Profitt, deceased - Discussion/Action

6. 11:30 a.m. Jeffrey Polczynski, Director of Communications
 - Approval of Contract pending legal review and accompanying purchase order for purchase and maintenance of recorders for 911 Center - Discussion/Action

7. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues - Discussion/Action - Possible Executive Session
 - Discussion of EEOC Claim #533-2017-00706 - Discussion/Action - Possible Executive Session
 - Discussion regarding request for Attorney General Opinion re: PSD Board Member's request for attorney fee reimbursement - Discussion/Action - Possible Executive Session
 - Discussion of Jefferson County Civil Action No. 2017-C-282 - Discussion/Action - Possible Executive Session

NEW BUSINESS

8. Appointment to the Eastern Panhandle Regional Planning & Development Council - Discussion/Action
9. Request for Exoneration/Modification of the Ambulance Fee for Thelma Tucker - Discussion

COUNTY ADMINISTRATOR REPORTS

- Set date and time for a Public Hearing on the proposed amendments to the Jefferson County Subdivision and Land Development Regulations (File #STA16-01) which includes revisions to Section 20.202, Major Subdivisions; Section 20.203, Minor Site Development; and Appendix A, Section 1.4, Final Plat; and Section 1.5, Recordation of Final Plats for Minor and Major Subdivision - Discussion/Action
- Report on Communications Center Outage - Discussion/Action - Possible Executive Session
- Discussion of legislative priorities to be presented during the December 15, 2017 Legislative Work Session - Discussion/Action

COUNTY COMMISSION REPORTS

10. ADJOURN

CORRESPONDENCE/INFORMATION

County Commission meeting for December 21, 2017 has been cancelled.

County Commission will hold a Special Session on December 15, 2017 at 9:30 a.m. regarding a Legislative Summit.

Notice of offices closed on Monday, December 25th, 2017 in observance of the Christmas holiday.

Notice of offices closed on Monday, January 1st, 2018 in observance of the New Year's holiday.

Impact Fee Status Report for November, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending November 25, 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, November 30, 2017

A meeting of the Jefferson County Commission was held on Thursday, November 30, 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, November 30, 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 November 16, 2017 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

PURCHASE ORDERS

Motion by Ms. Tabb to approve the Purchase Orders for November 30, 2017 in the amount of \$182,901.60 to include Purchase Order Nos. 48576, 48577, and 48578. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079296	P/R DED	AMERICAN FAMILY LIFE ICU		\$ -	\$ 6,336.48	\$ 6,336.48
079297	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,018.64	\$ 1,018.64
079298	711	STEPHEN S ALLEN		\$ -	\$ 23.00	\$ 23.00
079299	425	BLUE RIDGE GARAGE DOORS		\$ -	\$ 250.00	\$ 250.00

079300	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
079300	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
079300	425	BOLAND SERVICES		\$ -	\$ 1,003.00	\$ 1,003.00
079300	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
079300	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
079301	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
079302	P/R DED	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
079303	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
079304	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
079305	405	MARCIA L. CHANDLER		\$ -	\$ 46.20	\$ 46.20
079305	405	MARCIA L. CHANDLER		\$ -	\$ 73.15	\$ 73.15
079306	717	CREAMERS WRECKER SVC		\$ -	\$ 105.00	\$ 105.00
079307	P/R DED	COLONIAL LIFE		\$ -	\$ 307.65	\$ 307.65
079308	424	J.C.EHRLICH		\$ -	\$ 32.00	\$ 32.00
079308	425	J.C.EHRLICH		\$ -	\$ 639.00	\$ 639.00
079309	P/R DED	ALEXANDRA BEAULIEU		\$ -	\$ 2,250.00	\$ 2,250.00
079310	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 18,378.26	\$ 18,378.26
079311	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
079312	425	G & TRIPLE T. LLC		\$ -	\$ 330.00	\$ 330.00
079312	425	G & TRIPLE T. LLC		\$ -	\$ 90.00	\$ 90.00
079313	712	GREENSIDE PSYCHOLOGICAL		\$ -	\$ 295.00	\$ 295.00
079314	405	MARY K. HURLEY		\$ -	\$ 40.00	\$ 40.00
079315	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,508.36	\$ 1,508.36
079316	425	JEFFERSON COUNTY SOLID		\$ -	\$ 46.61	\$ 46.61
079317	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
079318	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,915.00	\$ 5,915.00
079319	712	LANGUAGE LINE SERVICES		\$ -	\$ 116.83	\$ 116.83
079320	711	BARBARA J. MILLER		\$ -	\$ 23.00	\$ 23.00
079321	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
079322	405	COURTNEY S. MOORE		\$ -	\$ 20.33	\$ 20.33
079323	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
079324	ALLOC	JEFF CO PARKS &		\$ -	\$ 22,939.12	\$ 22,939.12
079325	712	JEFFREY POLCZYNSKI		\$ -	\$ 19.78	\$ 19.78
079326	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 178.00	\$ 178.00
079327	700	DOUGLAS PITTINGER		\$ -	\$ 24.13	\$ 24.13
079328	P/R DED	LAURA STORM		\$ -	\$ 216.56	\$ 216.56
079329	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
079330	717	RICE TIRES CO		\$ -	\$ 254.36	\$ 254.36
079330	717	RICE TIRES CO		\$ -	\$ 479.92	\$ 479.92
079331	704	WV REGIONAL JAIL &		\$ -	\$ 136,788.75	\$ 136,788.75

079332	P/R DED	SHERIFF OF JEFFERSON CO	\$ -	\$ 28.90	\$ 28.90
079332	P/R DED	SHERIFF OF JEFFERSON CO	\$ -	\$ 6.76	\$ 6.76
079332	P/R DED	SHERIFF OF JEFFERSON CO	\$ -	\$ 47,990.36	\$ 47,990.36
079332	P/R DED	SHERIFF OF JEFFERSON CO	\$ -	\$ 11,223.68	\$ 11,223.68
079332	P/R DED	SHERIFF OF JEFFERSON CO	\$ -	\$ 19.79	\$ 19.79
079332	P/R DED	SHERIFF OF JEFFERSON CO	\$ -	\$ 45,971.11	\$ 45,971.11
079333	P/R DED	SHERIFF OF JEFFERSON CO	\$ -	\$ 10.57	\$ 10.57
079333	P/R DED	SHERIFF OF JEFFERSON CO	\$ -	\$ 51,504.38	\$ 51,504.38
079333	P/R DED	SHERIFF OF JEFFERSON CO	\$ -	\$ 1,743.90	\$ 1,743.90
079334	P/R DED	WV DEPUTY SHRF RETIREMEN	\$ -	\$ 9,260.51	\$ 9,260.51
079334	P/R DED	WV DEPUTY SHRF RETIREMEN	\$ -	\$ 6,559.54	\$ 6,559.54
079335	403	SOFTWARE COMPUTER GROUP	\$ -	\$ 620.00	\$ 620.00
079336	P/R DED	SHERIFF OF JEFFERSON CO	\$ -	\$ 315.00	\$ 315.00
079336	P/R DED	SHERIFF OF JEFFERSON CO	\$ -	\$ 2,355.00	\$ 2,355.00
079337	425	TRENNY SERVICE CO	\$ -	\$ 307.35	\$ 307.35
079338	ALLOC	JEFFERSON CO CONVENTION	\$ -	\$ 25,466.12	\$ 25,466.12
079339	700	VERIZON WIRELESS VSAT	\$ -	\$ 50.00	\$ 50.00
079340	711	BRANDON VALLEE	\$ -	\$ 23.00	\$ 23.00
079341	405	THOMSON REUTER - WEST	\$ -	\$ 452.61	\$ 452.61
079341	405	THOMSON REUTER - WEST	\$ -	\$ 1,343.39	\$ 1,343.39
079342	P/R DED	WV PUB EMP RETIRE SYS	\$ -	\$ 29.66	\$ 29.66
079342	P/R DED	WV PUB EMP RETIRE SYS	\$ -	\$ 11,241.86	\$ 11,241.86
079342	P/R DED	WV PUB EMP RETIRE SYS	\$ -	\$ 4,483.17	\$ 4,483.17
079342	P/R DED	WV PUB EMP RETIRE SYS	\$ -	\$ 2,445.34	\$ 2,445.34
079342	P/R DED	WV PUB EMP RETIRE SYS	\$ -	\$ 12.13	\$ 12.13
079342	P/R DED	WV PUB EMP RETIRE SYS	\$ -	\$ 27,479.89	\$ 27,479.89
079343	P/R DED	WVCORP	\$ -	\$ 1,487.00	\$ 1,487.00
079344	P/R DED	RUSSELL WILLIAMS	\$ -	\$ 2,149.14	\$ 2,149.14
079345	404	W.B. MASON CO. INC	\$ -	\$ 109.88	\$ 109.88
079346	700	MARGARET R.SMITH-WALKER	\$ -	\$ 3,000.00	\$ 3,000.00
079347	401	XEROX CORPORATION	\$ -	\$ 186.32	\$ 186.32
079347	402	XEROX CORPORATION	\$ -	\$ 106.53	\$ 106.53
079347	403	XEROX CORPORATION	\$ -	\$ 227.22	\$ 227.22
079347	404	XEROX CORPORATION	\$ -	\$ 71.10	\$ 71.10
079347	405	XEROX CORPORATION	\$ -	\$ 380.80	\$ 380.80
079347	406	XEROX CORPORATION	\$ -	\$ 71.10	\$ 71.10
079347	425	XEROX CORPORATION	\$ -	\$ 106.53	\$ 106.53
079347	440	XEROX CORPORATION	\$ -	\$ 203.87	\$ 203.87
079347	440	XEROX CORPORATION	\$ -	\$ 126.42	\$ 126.42
079347	700	XEROX CORPORATION	\$ -	\$ 337.22	\$ 337.22

079347	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
079347	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
TOTALS					\$ 464,022.21	\$ 464,022.21

Motion by Mr. Compton to approve the Accounts Payable for the November 30, 2017 in the amount of \$464,022.21. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
12/1/2017	450	EASTRIDGE HEALTH SYSTEM	\$ 4,450.00
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
12/01/17	657	GLOBAL SCIENCE & TECH INC.	\$ 388.52
TOTAL			\$ 4,838.52

Motion by Ms. Tabb to approve the Manual Checks for December 1, 2017 in the amount of \$4,838.52. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – spoke about his various court cases against the Commission.

PRESENTATIONS

1. Jennifer Myers, Director, Jefferson County Parks and Recreation
 - a. The Jefferson County Parks and Recreation Commission received the Austin C. Palmer Outstanding Facility Award and the Eugene M. Fuller Program Award at the 2017 West Virginia Recreation and Parks Association annual conference in October.
 - b. Request approval of the acceptance of the WV Culture and History Cultural Facilities grant for Jefferson County Parks and Recreation in the amount of \$68,762.00.
 - **Motion by Ms. Noland to authorize the acceptance of the WV Culture and History Cultural Facilities grant for Jefferson County Parks and Recreation in the amount of \$68,762.00. Motion seconded and unanimously approved.**
 - c. Requesting a waiver from bonding and building permit fees for the construction of three 20x30 pavilions to be constructed at James Hite Park.
 - **Motion by Mr. Compton to waive the bonding requirements and associated building permit fees for the James Hite Pavilion construction. Motion seconded and unanimously approved.**
2. Jennifer Brockman, County Planner
 - Request to schedule a public hearing to receive input on the proposed amendments to the Jefferson County Subdivision and Land Development Regulations (File #STA16-01) which includes revisions to Section 20.202, Major Subdivisions; Section 20.203, Minor Site Development; and Appendix A, Section 1.4, Final Plat, and Section 1.5, Recordation of Final Plats for Minor and Major Subdivisions.
 - **Motion by Ms. Noland to hold a public hearing to receive input on the proposed amendments to the Jefferson County Subdivision and Land Development Regulations (File #STA16-01) which includes revisions to Section 20.202, Major Subdivisions; Section 20.203, Minor Site Development; and Appendix A, Section 1.4, Final Plat, and Section 1.5, Recordation of Final Plats for Minor and Major Subdivisions at a date to be determined between Ms. Brockman, County Planner, and Ms. Grove, County Administrator. Motion seconded and unanimously approved.**

3. Interviews and Appointments to the Jefferson County Public Service District Board.

After interviewing prospective candidates for the JCPSD position, Commissioner Compton nominated Todd Milliron.

- **Motion by Mr. Onoszko to appoint Todd Milliron to the Jefferson County Public Service District Board for one six year term ending December 1, 2023. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Tabb opposing.**

4. Interviews and Appointments to the Summit Point Library Committee – two unexpired terms ending June 30, 2019 and June 30, 2021.

- **Motion by Ms. Noland to nominate Mr. Nick Degennaro and Mr. Geoff Koch to the Summit Point Library Committee. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to close the nominations. Motion seconded and unanimously approved.**
- **Motion by Mr. Onoszko to appoint Nick Degennaro to the Summit Point Library Committee for one unexpired term ending June 30, 2019 and Geoff Koch for one unexpired term ending June 30, 2021. Motion seconded and unanimously approved.**

5. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of assets, and related issues
- Discussion of EEOC Claim #533-2017-00706
- Discussion of US Supreme Court Case No. 17-7 re: WV Supreme Court of Appeals Case #15-1155
- Discussion regarding request for attorney general opinion re: PSD Board Member's request for attorney fee reimbursement.
- Discussion of the City of Charles Town's notice of action related to the annexation proposal that was presented to the County Commission in March of 2017.
- **Motion by Mr. Compton to enter into Executive Session to receive legal advice on the above listed matters. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to authorize Nathan Cochran, Assistant Prosecuting Attorney to file a response to the City of Charles Town's notice of action related to the annexation proposal and file a waiver in US Supreme Court Case No. 17-7 re: WV Supreme Court of Appeals Case #15-1155. Motion seconded and unanimously approved.**

NEW BUSINESS

6. Set date and time for first regular meeting of 2018
 - **Motion by Mr. Onoszko to set Thursday, January 4, 2018 at 9:30 am as the official date and time for the first regular meeting of 2018. Motion seconded and unanimously approved.**
7. Discussion of December 21, 2017 County Commission meeting
 - **Motion by Mr. Onoszko to cancel the December 21, 2017 regular County Commission meeting. Motion seconded and unanimously approved.**
8. There being no further business, motion by Mr. Compton to adjourn at 9:25 pm. Motion seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully Submitted
Jessica D. Carroll
Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

December 7, 2017

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
MAINTENANCE	52668	\$6,420	Trailer Enterprises	2016 BriMar Equipment Trailer
MAINTENANCE - JUDICIAL CTR	52669	\$ 10,820.00	Valley Shade & Shutter	Faux Wood Blinds
GRAND TOTAL		\$ 17,240.00		



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. 52668

VENDOR:

Trailer Enterprises

DELIVER TO:

Maintenance

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	<i>2016 Brima - low profile hydraulic power tilt equipment trailer</i>			<i>6420⁰⁰</i>

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.

Laura L. Kuhn
Signature

11/30/17
Date

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

Signature

Date



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. 52069

VENDOR:

Valley Shade + Shutter

DELIVER TO:

Maintenance
Judicial Building

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
10	faux wood 2" blinds including upper arch	1082. ⁰⁰		10,820 ⁰⁰

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.

Laura L. Kuhn 11/30/17
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	\$ 388,289.80	\$ 269.60	\$ 388,559.40
6.2% Tax Payable OASDI	23,995.18	\$ 14.45	\$ 24,009.63
1.45% Tax Payable HI	5,611.84	\$ 3.38	\$ 5,615.22
Fed Withholding	45,971.11	\$ 19.79	\$ 45,990.90
WV State Withholding	17,594.99	\$ 10.57	\$ 17,605.56
PERS Retirement Deduct 4.5%	11,241.86	\$ 12.13	\$ 11,253.99
PERS Retirement Deduct 6%	2,445.34		\$ 2,445.34
Hosp. Pre-Tax	270.00		\$ 270.00
Cancer/ICU Pre-Taxed	1,009.37		\$ 1,009.37
Cancer/ICU Not Pre-Taxed	1,102.79		\$ 1,102.79
Optional Life Not Pre-Taxed	0.00		\$ -
Christmas Club	5,915.00		\$ 5,915.00
Wage Attach #1	1,174.79		\$ 1,174.79
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	6,559.54		\$ 6,559.54
457 - Nationwide	849.00		\$ 849.00
457I - Empower	2,355.00		\$ 2,355.00
457R - Roth	315.00		\$ 315.00
MD State Tax	602.88		\$ 602.88
D/VF	28.20		\$ 28.20
VA. State Tax	109.72		\$ 109.72
COLONIAL(PLUS)	102.55		\$ 102.55
Total Deductions	\$ 127,466.47	\$ 60.32	\$ 127,526.79
Net Wages Total	\$ 260,823.33	\$ 209.28	\$ 261,032.61
Payroll Date	30-Nov-2017		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Robert Amick

Department or Organization:

Estimation of amount of time needed for appointment: 5 min

Date Requested - 1st Choice: Dec 7
If a specific date is needed, please provide reason for specific date:

Date Requested - 2nd Choice: Dec 21

Subject (Wording to be placed on agenda): exonerated Ambulance Fee

Please provide the County Commission with a description of your request or presentation, including any background information:
Never received original Bill In The mail

Is this a funding request? Y/N NO
If so, how much? \$ N/A
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/WiFi Y/N Telephone for conference call Y/N

Contact information: Robert Amick
Email address: youreached913@yahoo.com Phone Number: 304-270-0039

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION • AMBULANCE SERVICE FEE

124 East Washington Street • Charles Town, WV 25414 • Phone: (304) 728-5606

AMICK ROBERT M
215 E 10TH AVE
RANSON, WV 25438

Customer #: 283

Our records indicate your Jefferson County Ambulance Service Fee account is currently past due for the Fiscal Year 2017-2018. We request you make immediate payment to satisfy this past due account. If payment is not received by March 31, 2018, your account may be subject to collection activities and additional charges may be added to your account.

TICKET	DISTRICT/MAP/PARCEL/CARD	LEGAL DESCRIPTION / LOCATION	AMOUNT
342	08 2 0113 0000 0000 1	BLK 135 #29,30,31	\$40.00
Total Amount Due: \$40.00			

If you have already paid this fee, please mail proof of payment with this statement to the address above. Required proof of payment shall be a copy of the cancelled check (front and back) or a paid receipt.

METHODS OF PAYMENT: ONLINE AT www.Jeffersoncountywv.org, MAIL, IN PERSON M-F 9-5, AFTER HOURS DROP BOX (include bottom of bill with payment).

WE ACCEPT: CHECK, MONEY ORDER, CASH, AND CREDIT/DEBIT CARDS (no payments by phone accepted)

**** ALL CREDIT/DEBIT CARD PAYMENTS RECEIVE A \$2.00 CONVENIENCE CHARGE ****

RETURN THIS PORTION WITH YOUR PAYMENT

MAIL PAYMENTS TO:

JEFFERSON COUNTY COMMISSION
PO BOX 250
CHARLES TOWN, WV 25414

Customer #: 283

Bill Year: 2017

**MAKE CHECKS PAYABLE TO
JEFFERSON COUNTY COMMISSION**

AMICK ROBERT M

215 E 10TH AVE
RANSON, WV 25438

PAYMENT AMOUNT ENCLOSED \$ _____

CHECK # _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization: **Department of Engineering, Planning & Zoning**

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

Date Requested – 1st Choice: **7 December 2017**

Date Requested – 2nd Choice: **18 January 2018**

Subject (*Wording to be placed on agenda*): **Approval to modify the 2018 Jefferson County Office of Impact Fees Capital Improvement Plan regarding the revision to the Board of Education land request for fiscal year 2018.**

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

The Jefferson County Office of Impact Fees maintains a Capital Improvement Plan for Schools, Law Enforcement, Parks and Recreation, and EMS. Every year this is presented to the County Commission for approval. The current FY 2018 CIP was approved by the County Commission in February 2017.

The current approved FY 2018 Capital Improvement Plan is to be modified for the Board of Education's request for the purchase of land. The current FY 2018 CIP approved request is for \$2,000,000 to be modified to \$3,000,000 for the purchase of land located in the City of Ranson for a school complex to include but not limited to new Elementary, Middle, and High Schools.

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

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

Move to revise the FY 2018 CIP regarding the Board of Education's request from \$2,000,000 to \$3,000,000 for the purchase of land for a new school complex to include but not limited to new Elementary, Middle, and High Schools located in the City of Ranson.

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

See attached revised FY 2018 Capital Improvement Plan for the Board of Education.

If not attached, explain:

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

Contact information:

Email address: engineering@jeffersoncountywv.org

Phone Number: (304) 728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

2018 CIP Revision Request - Board of Education
27 November 2017

Table 3. FY 2018 Impact Fundable Projects

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

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

NOTES:

1. CIP revised per School Board request.
2. The revised request results in no change to the total amount requested in the original approved 2018 CIP.
3. Balance of funds in account as of 27 November 2017 is \$4,054,817.87.
4. The revised amount does not exceed the allowable CIP category allocation amount of \$4,135,778.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: 12/7/2017

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

Date Requested – 2nd Choice: [Click here to enter text](#)

Subject (*Wording to be placed on agenda*): Letter of Credits securing construction bonds.

Please provide the County Commission with a description of your request or presentation, including any background information: Letter of credits used as security for construction bonds have either a January 15 or July 15 expiration date and are to be renewed thirty (30) days prior to the expiration date. The staff will call any letter of credits that have not been renewed prior to the January 15, 2018 expiration date.

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 Staff to call any Letter of Credits that are due that have not been renewed by the close of business on Friday, January 5, 2018.

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

If not attached, explain: [Click here to enter text](#).

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text](#).

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin
Department or Organization: Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 5 minutes
Date Requested – 1st Choice: December 7, 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*): Two Bond Release requests 1) CTSS, LLC – Charles Town Self Storage Expansion (File #S16-01) & 2) Burr Business Park Lot 23 – Quinn Enterprises, LLC (File #S17-09)

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

1. Complete release of Irrevocable Letter of Credit #4519294-4401 with United Bank, Shepherdstown, WV construction bond security for CTSS, LLC – Charles Town Self Storage Expansion (File #S16-01)
2. Complete release of Irrevocable Letter of Credit #338 with BCT, Charles Town, WV construction bond security for Burr Business Park Lot 23 – Quinn Enterprises, LLC (File #S17-09)

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*):

1. I authorize a complete release of Irrevocable Letter of Credit #4519294-4401 with United Bank in the amount of \$15,000.00 construction bond amount for CTSS, LLC – Charles Town Self Storage Expansion (File #S16-01).
2. I authorize a complete release of Irrevocable Letter of Credit #338 with BCT in the amount of \$79,193.00 construction bond amount for Burr Business Park Lot 23 – Quinn Enterprises, LLC (Files #S17-09).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Peter Onoszko

December 7, 2017

VICE PRESIDENT

Jane Tabb

Mr. Chris Colbert, Vice President

United Bank

COMMISSIONER

Josh Compton

7867 Martinsburg Pike

Shepherdstown, West Virginia 25443

COMMISSIONER

Caleb Hudson

RE: Irrevocable Letter of Credit #4519294-4401 dated September 20, 2016, Construction

COMMISSIONER

Patricia Noland

Bond Surety for CTSS, LLC - Charles Town Self Storage Expansion (File #S16-01).

Dear Mr. Colbert:

The Jefferson County Commission authorizes a complete release of the remaining \$15,000.00 from the construction bond amount for CTSS, LLC – Charles Town Self Storage Expansion (File #S16-01). This project is located on the south side of Somerset Boulevard-US Route 340/6 at its intersection with Keyes Ferry Road. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Irrevocable Letter of Credit, originally issued in amount of \$590,759.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning - Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Peter Onoszko, President
Jefferson County Commission

PO:rfb

cc: Mr. Noah Mehrkam, Managing Member
CTSS, LLC
P. O. Box 25523
Washington, DC 20027
Department of Engineering, Planning & Zoning
Office of Engineering

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

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

Email: engineering@jeffersoncountywv.org

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

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 11 / 29 / 17

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

Consultant/Engineer/Firm Name: GORDON

Mailing Address: 301 N. MILDRED ST SUITE 1

City: CHARLES TOWN State: WV Zip: 25414

Contact Person: JASON GERRANT Phone: 304-725-8456

Project/Subdivision Name: CHARLES TOWN SELF STORAGE SITE PLAN

Section/Phase: _____ Lots: _____

Review Comments:

The bond release reduction is Approved as Submitted. _____ 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: STABILIZATION IS COMPLETE.

Approved for:
BOND RELEASE
By: [Signature] 11/29/17
County Engineer Date

Original Bond Amt. \$ 513,703 + 15% Cont. \$ 77,055 = Total Original Bond Amt. \$ 590,758

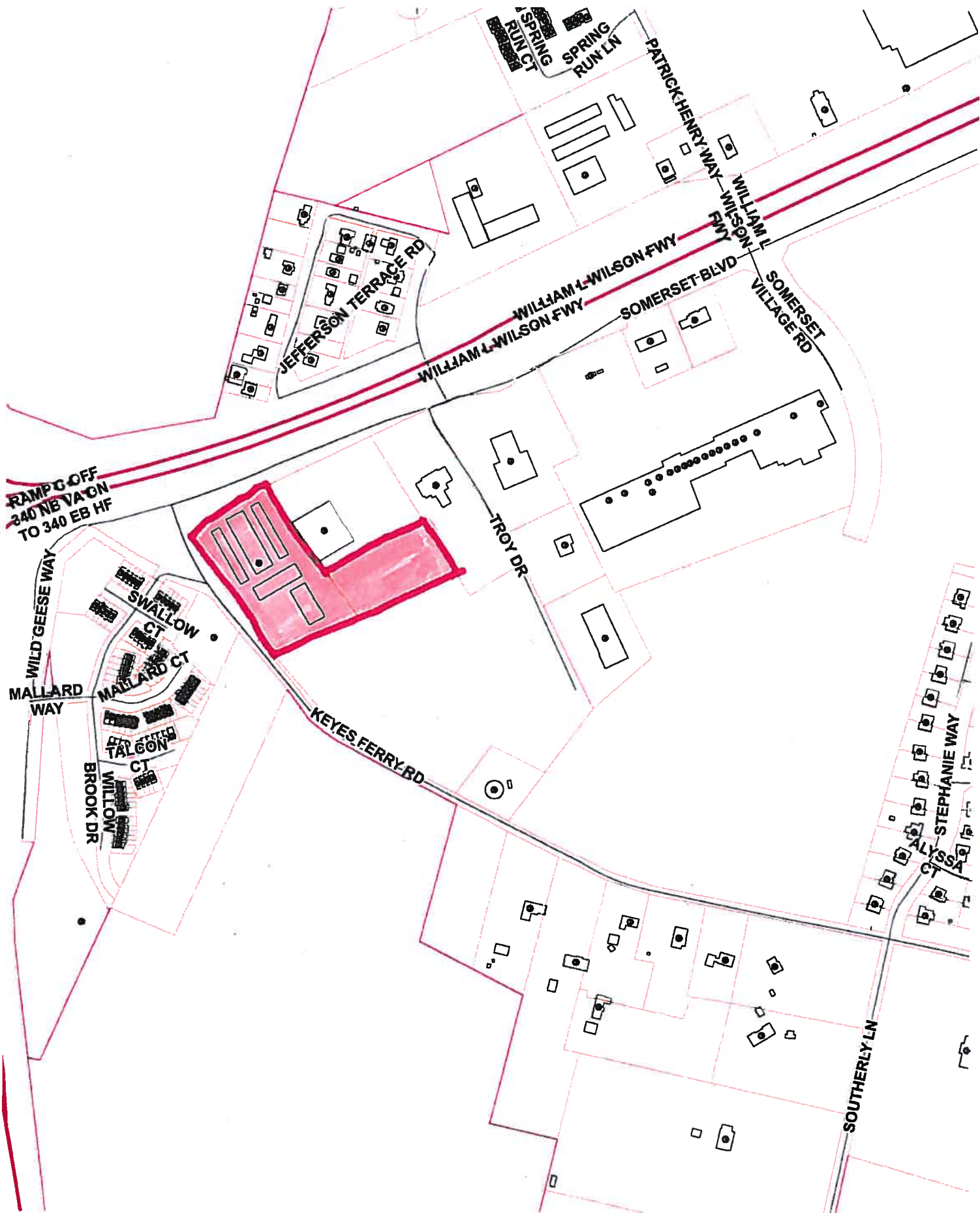
Total Current Bond Amount \$ 15,000.00

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

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: JOSEPH A. KENT Title: L.D.I.

Signature: [Signature] Date: 11 / 29 / 17



RAMP OFF
340 NB VA ON
TO 340 EB HF

WILD GEESE WAY
MALLARD WAY

BROOK DR
WILLOW CT
TALGON CT
MALLARD CT
SWALLOW CT

JEFFERSON TERRACE RD

WILLIAM L WILSON FWY

SOMERSET BLVD

SOMERSET VILLAGE RD

TROY DR

KEYES FERRY RD

SOUTHERLY LN

ALY STEPHANIE WAY

SPRING RUN CT
SPRING RUN LN

PATRICK HENRY WAY
WILLIAM L WILSON FWY



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

December 7, 2017

VICE PRESIDENT

Jane Tabb

Mr. Joshua Householder, Sr. Vice President

Bank of Charles Town

COMMISSIONER

Josh Compton

P. O. Box 906

Charles Town, West Virginia 25443

COMMISSIONER

Caleb Hudson

RE: Irrevocable Letter of Credit #338 dated July 24, 2017, Construction Bond Surety for

COMMISSIONER

Patricia Noland

Burr Business Park Lot 23 - Quinn Enterprises, LLC (File #S17-09).

Dear Mr. Householder:

The Jefferson County Commission authorizes a complete release of the remaining \$79,193.00 from the construction bond amount for Burr Business Park Lot 23 - Quinn Enterprises, LLC (File #S17-09). This project is located at 422 Steeley Way within the Burr Business Park. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Irrevocable Letter of Credit, originally issued in amount of \$79,193.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning - Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Peter Onoszko, President
Jefferson County Commission

PO:rfb

cc: Mr. Peter F. Kubic
Kubic Construction, Inc.
241 Edmond Road
Kearneysville, WV 25430
Department of Engineering, Planning & Zoning
Office of Engineering

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

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

Email: engineering@jeffersoncountywv.org

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

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 11 / 16 / 2017 J.C.P.C. File No. 517 - 09

Consultant/Engineer/Firm Name: GORDON

Mailing Address: 301 N MILDRED ST. SUITE 1

City: CHARLES TOWN State: WV Zip: 25414

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

Project/Subdivision Name: BURR BUSINESS PARK LT 23 SITE PLAN

Section/Phase: _____ Lots: _____

Review Comments:

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

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

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

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK APPEARS COMPLETE & IN

COMPLIANCE WITH THE APPROVED PLANS & ASSURE UNIT REVISION

Approved for:
 Bond Release
 By: [Signature] 11/29/17
 County Engineer Date

Original Bond Amt. \$ 64,193 + 15% Cont. \$ 15,000 = Total Original Bond Amt. \$ 79,193

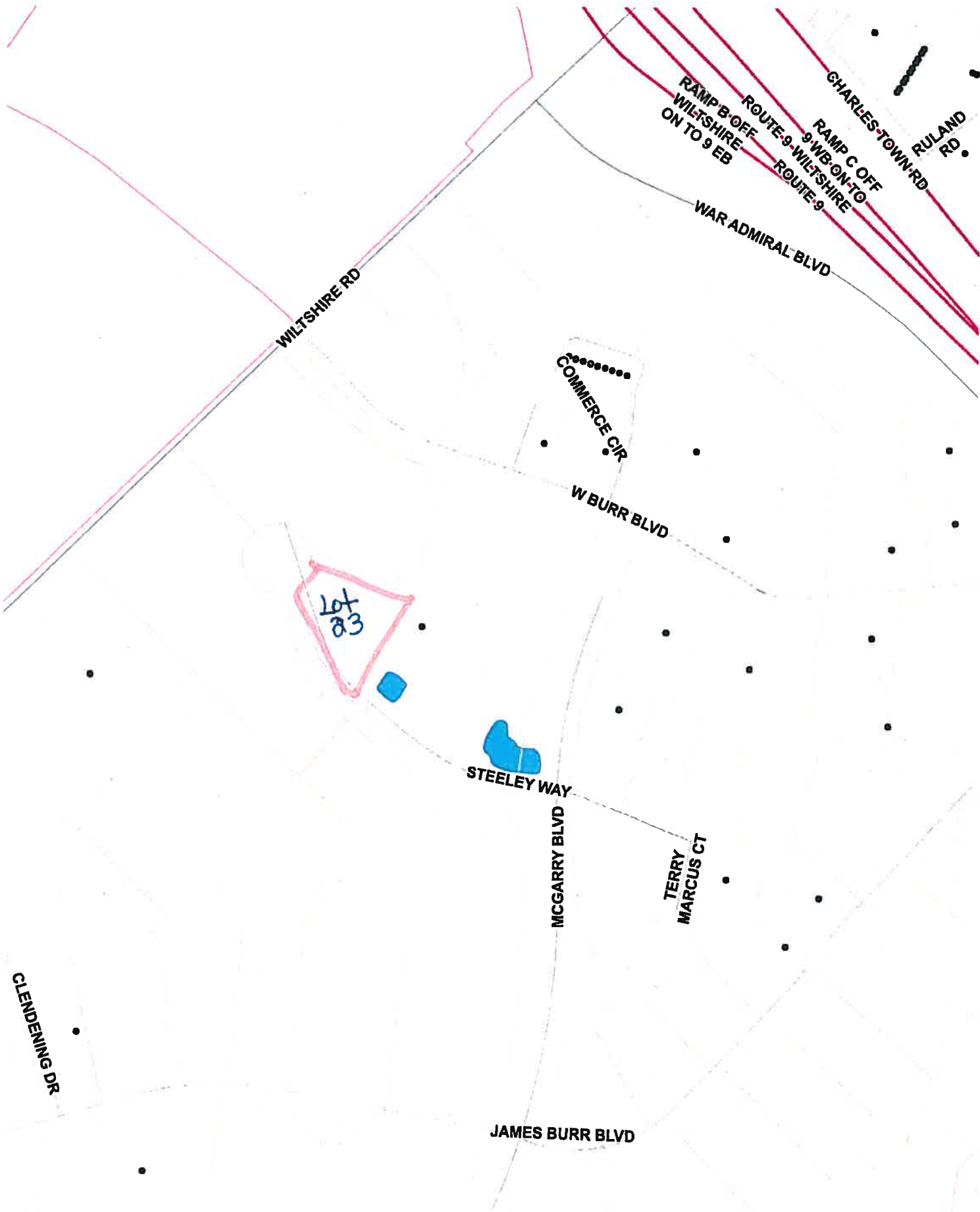
Total Current Bond Amount \$ 79,193.00

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

= Approved for Revised Bond Amount \$ 0.00

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

Signature: [Signature] Date: 11 / 29 / 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: 30 minutes

Date Requested – 1st Choice: **December 7, 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 and Approval of FY2018 State Budget Revision 2 for the Coal Severance Fund
- Review and Approval of FY2018 State Budget Revision 5 for the General Fund
- Continued discussions of Ambulance Fee Billing Rate Structure
- FY19 Budget Charge for Departments

Please provide the County Commission with a description of your request or presentation, including any background information:
NOTE: Materials related to Ambulance Fee Billing Rates Structure and the FY19 Budget Charge for Departments will be distributed on 12/7/2017

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

If so, how much? \$ **0**

Provide exact financial impact/request **NA**

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

- Motion to approve FY18 State Budget Revision 2 for the Coal Severance Fund
- Motion to approve FY18 State Budget Revision 5 for the General Fund

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

Jefferson County Commission

GOVERNMENT ENTITY

CONTROL NUMBER

2018

FY

002

FUND

2

REV. NO.

1 of 1

PG. OF NO.

Person To Contact Regarding

Budget Revision: **Michelle Gordon**

Phone: **304-724-8425**

Fax: **304-725-7916**

P.O. Box 250

STREET OR PO BOX

Charles Town

25414

CITY

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	240,194		50,000	190,194
698	Transfers/Reim. (Audit Findings)		50,000		50,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY:

Director, Local Government Services Division

Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 7th day of December, 2017, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on Fiscal Year 2018 budget revision number #2 to the Coal Severance Fund, a copy of which is entered as part of this record.

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

Peter Onoszko	_____
Jane Tabb	_____
Patricia Noland	_____
Caleb Hudson	_____
Josh Compton	_____

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

Peter Onoszko, President
Jefferson County Commission

Jefferson County Commission
State Budget Revision Entry

Budget Revision #2 of Coal Severance Fund FY18

Description	GL acct	Increase	Decrease
Co Comm Transf to Funds	002.401.05.566.000.GG.000		50,000
Transfer to General Fund	002.698.05.566.001.GG.000	50,000	

Per email from WWSAO, dept should be 698 and not 401. Correcting Interna Budget revision #1 approved on 11/2/2017.

Totals		50,000	50,000
--------	--	--------	--------

Michelle Gordon

From: Michelle Gordon
Sent: Friday, November 17, 2017 10:09 AM
To: 'Tiffany Hess'; Karen Drain
Cc: Ora Ash; Shellie Humphrey
Subject: RE: Budget Revision

I understand. I'll get it on the agenda as a State Budget revision to correct the line item from 401 to 698. The next meeting is December 7th. Thank you for letting me know.

Michelle Gordon
Finance Director, Jefferson County
Jefferson County Commission
O: 304.724.8425

From: Tiffany Hess [mailto:Tiffany.Hess@wvsao.gov]
Sent: Friday, November 17, 2017 10:05 AM
To: Michelle Gordon; Karen Drain
Cc: Ora Ash; Shellie Humphrey
Subject: RE: Budget Revision

There is a separate line item set up in the Coal budget for transfers to other funds – Line 698. This would normally be the line used for this transaction. That is why we were looking for a budget revision for Coal. Currently, you do not have anything budgeted in Line 698.

Tiffany Hess

Budget-Finance Specialist
Local Government Services
WV State Auditor's Office
153 West Main St., Suite C
Clarksburg, WV 26301
Phone: (304) 627-2415 ext. 5118
Fax: (304) 627-2417

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From: Michelle Gordon [mailto:mgordon@jeffersoncountywv.org]
Sent: Friday, November 17, 2017 9:16 AM
To: Tiffany Hess <Tiffany.Hess@wvsao.gov>; Karen Drain <Karen.Drain@wvsao.gov>
Subject: Budget Revision

Hi Tiffany,

We did not need a State budget revision for the Coal Severance Fund. It required an internal budget revision, see attached. The budget revision for the Coal Severance Fund impacted Dept 401 for an addition and reduction, so the net effect was 0. If GL 002.401.05.566.000.GG.000 is not the correct account for transfers to other funds, please let me know. That is the account that had been used in the past by previous staff and I followed that past structure.

Let me know if you need additional information.
Michelle

Michelle Gordon

Finance Director, Jefferson County

Jefferson County Commission

124 East Washington Street

PO Box 250

Charles Town, WV 25414

O: 304.724.8425

F: 304.725.7916

mgordon@jeffersoncountywv.org

www.jeffersoncountywv.org

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

Jefferson County Commission
 GOVERNMENT ENTITY

CONTROL NUMBER
2018
 FY
001
 FUND
5
 REV. NO.
1 of 1
 PG. OF NO.
 COUNTY
 Government Type

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

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

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
381	Charges to Other Entities		70,097		70,097
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			70,097		

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
716	Dog Warden/Humane Society	299,805	5,000		304,805
698	Transfers/Reim. (Audit Findings)	776,200	495,000		1,271,200
425	Other Buildings	587,200	9,000		596,200
696	Transfer to Financial Stabilization Fund	2,008,077		509,000	1,499,077
413	Elections-County Clerk	280,489	70,097		350,586
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			70,097		

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

 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 7th day of December, 2017, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on Fiscal Year 2018 budget revision number #5 to the General County Fund, a copy of which is entered as part of this record.

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

Peter Onoszko	_____
Jane Tabb	_____
Patricia Noland	_____
Caleb Hudson	_____
Josh Compton	_____

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

Peter Onoszko, President
Jefferson County Commission

Jefferson County Commission
 State Budget Revision JE

Budget Revision #5 of General Fund FY18

Description	GL Account	Increase	Decrease
-------------	------------	----------	----------

Adjustments for budget revisions approved on 9/21/2017:

Record adjustments to correct SBR 3 the purchase and equipment outfitting for the Animal Control Vehicle FY18. Per further discussions with the Sheriff, only 15,000 was needed for the bedliner in vehicle Capital Outlay. The remaining \$5000 was needed for materials and supplies for misc tools and equipment to outfit the vehicle. Those smaller items are not capitalized with the vehicle.

Animal Ctrl - Materials & Supplies	001.716.03.341.000.PS.000	5,000	
Transfer out to Capital Outlay	001.698.05.566.000.GG.000		5,000
Transfer from other Funds	246.388.TR.000		5,000
C/O Animal Ctrl-Vehicles	246.993.04.459.CP.000		(5,000)

In keeping with the Commissions directive to reduce the County's reliance on Gambling Revenue and to improve Fund Balance of Capital Outlay Fund, adjustment to increase transfers to Capital Outlay fund for projected FY18 Excess of Revenue over Expenditures.

Transfer out to Capital Outlay	001.698.05.566.000.GG.000	500,000	
Transfr to Financial Stabilization Fund	001.696.05.566.000.GG.000		500,000

Other Adjustments needed for Departments:

Record adjustmnt for other buildings, security system. This was a new item added toward the end of FY17 and information regarding the cost was not available during the preparation of the FY18 budget.

Oth Bldgs Main/Rep Sec System	001.425.02.216.001.GG.000	9,000	
Transfr to Financial Stabilization Fund	001.696.05.566.000.GG.000		9,000

Record Budget revision for the cost of the State 2017 Special Road Bond Election and revenue received from the State.

Elec Co Clk Travel	001.413.02.214.000.GG.000	588	
Elec Co Clk Bid/equip Rental	001.413.02.219.000.GG.000	3,290	
Elec Co Clk Ads/Legal Pub	001.413.02.220.000.GG.000	256	
Elec Co Clk Mat/Supplies	001.413.03.341.000.GG.000	7,352	
Elec Co Clk Overtime	001.413.01.108.001.GG.000	2,399	
Elec Co Clk P/t Ex Help	001.413.01.108.002.GG.000	55,080	
Elec Co Clk FICA	001.413.01.104.000.GG.000	593	
Elec Co Clk Medicare	001.413.01.104.001.GG.000	139	
Elec Co Clk Retirement	001.413.01.106.000.GG.000	400	
Charges to other entities	001.381.MM.000	(70,097)	

Total		514,000	514,000
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AGENDA REQUEST FORM
www.jeffersoncountywv.org



10-5-2017 agenda.

Name: Peter Dougherty (represented by Chief Jones)

Department or Organization: JCSD

Estimation of amount of time needed for appointment: 10 min

Date Requested - 1st Choice: Next Meeting

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

Date Requested - 2nd Choice:

Subject (Wording to be placed on agenda): New Hires
Balliffs
Grants
Transfer

Radios.
pat move
Jane 2nd
Unan approv.
Night
Peter move
Josh 2nd.
Unan approv.

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

I would like you to approve the hire of Christian Hockman and Robin Mahoney to fill existing deputy vacancies. They have successfully passed the pre-employment process and has been deemed eligible for consideration by the civil service commission. Start date would be on or after October 30, 2017.

I would like you to approve the hire of David Sayampanathan and Kathryn Demory to be added to the list of available Balliff/Trip Guards.

The Sheriff's Office is applying for two Homeland Security Grants. One for the purchase of radios and the second for the purchase of night vision goggles for the Special Response Team (SRT) and mobile license plate readers. These grants have gone through a preliminary approval process at the State level. They have indicated that if approved they would contribute \$165,000 to the project. (President's signature required)

I am requesting to transfer \$30,000 from 700-01-103 (Salaries) to 700-03-341 (Material and Supplies) to cover the matching funds required for the above grants.

for Grants - 25k all in Grant Supplies.
Jane move. Unan approv.
pat. 2nd

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 hire of Christian Hockman and Robin Mahoney for the position of Deputy.

I move to approve the hire of David Sayampanathan and Kathryn Demory as Balliff/Trip Guards.

I move to approve the grant application for the purchase of radios.

I move to approve the grant application for the purchase of night vision goggles and mobile license plate readers.

I move to approve the transfer of \$30,000 from Law Enforcement Salaries to their Material and Supply.

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

If not attached, explain:

General Fund
FY18 Projections
Expenditures by Object Code

	3 Year Actuals			FY18	
	Actual FY15	Actual FY16	Actual FY17	Projection	Budget
Revenue					
Taxes	11,898,276	12,273,866	12,759,741	13,244,406	13,744,400
Tax Penalties	285,034	285,246	294,779	295,000	295,000
Property Transfer	581,924	664,414	733,432	1,174,884	773,000
Gas/oil	81,957	95,320	58,840	62,174	99,000
Horse Racing	12,923	12,545	11,735	12,198	8,068
Wine Liquor	32,965	36,831	43,784	47,751	37,000
Hotel Occupancy	600,591	652,945	775,514	692,000	695,787
Decal fees	68	78	116	90	65
Bldg Permits	160,599	241,384	252,580	275,000	245,000
Misc Permits	134	142	152	155	130
Grants	160,021	177,112	230,177	525,660	525,660
Payment in lieu of taxes	28,660	18,698	19,877	19,000	16,000
Sheriff Service Process	18,001	19,255	17,915	18,700	18,700
Sheriff Earnings	28,313	21,155	183,015	143,000	143,000
Clerk Earnings	174,949	201,959	195,778	199,900	199,900
Circuit Clerk Earnings	64,318	64,933	62,737	62,900	62,900
Prosecuting Earnings	1,293	1,081	1,681	1,400	1,400
Accident reports	3,800	4,060	4,860	4,300	4,300
Map Sales	2,514	2,685	1,764	3,200	3,200
Rent	43,225	46,975	334,290	44,200	44,200
Ambulance Fee	675,000	992,393	968,222	854,415	854,415
911 Fees	1,792,090	1,852,675	1,859,007	2,003,900	2,003,900
Franchise Agreements	427,867	470,701	518,503	533,300	533,300
IRP fees	6,030	15,496	12,069	15,100	15,100
Jail fees	96,912	97,813	69,244	98,000	98,000
Interest	25,434	30,916	33,495	31,945	31,945
Misc revenue	755	42,712	1,983	17,800	17,800
Sheriff Commission	11,619	11,563	11,536	11,200	11,200
Table Games	891,153	853,011	736,573	617,700	617,700
Recycling / Scrap Revenue	-	-	2,830	-	-
Filing Fees	3,542	14,846	10,752	-	-
Video Lottery	3,237,306	3,263,263	3,183,492	3,020,000	3,020,000
Defeasance of Debt	-	-	19,827	-	-
Reimbursements	228,635	184,020	166,213	279,200	279,200
Trans from other funds	45,906	33,936	44,877	-	-
Charges to other entities	-	166,390	8,427	-	-
Trans from other entities	-	14,800	-	-	-
Concealed Weapons	-	-	-	-	-
General School Reimbursements	264,466	219,218	186,714	264,000	264,000
Trns Assessor Val fund	451,504	436,534	446,341	523,476	523,476
Total Revenue	22,337,786	23,520,971	24,262,872	25,095,954	25,186,746

FY18 Projections

Expenditures by Object Code

	3 Year Actuals			FY18	
	Actual FY15	Actual FY16	Actual FY17	Projection	Budget
Expenditures					
Commission	1,617,382	1,687,540	1,744,138	1,780,659	1,780,659
Grade Scale Realignment	-	-	-	-	-
County Clerk	698,868	720,816	697,793	719,326	719,326
Circuit Clerk	622,728	596,132	569,916	604,626	604,626
Sheriff's Tax Office	582,979	560,242	542,542	571,366	571,366
Prosecuting Attorney	1,746,878	1,776,094	1,761,541	1,810,599	1,810,599
Assessor	519,849	511,554	520,887	528,057	528,057
Assesor Valuation Fund	450,124	436,534	446,341	523,476	523,476
State Wide Computer Network	60,079	53,302	52,849	51,356	51,356
Agricultural Agent	125,383	115,880	122,585	127,568	127,568
County Clerk Elections	241,497	379,574	293,706	280,489	280,489
Magistrate Court	1,135	2,257	2,301	2,000	2,000
Maintenance Dept	1,083,000	1,171,924	1,119,985	1,033,314	1,033,314
Other Building	593,238	556,735	535,397	534,300	534,300
Data Processing (IT)	323,913	274,039	389,961	401,845	401,845
RDA	19,794	19,794	19,794	19,795	19,795
EC Development	450,159	413,552	471,372	412,176	412,176
Engineering, Planning, Zoning, GIS	1,384,346	1,441,886	1,391,517	1,421,458	1,421,458
Contingency for Emergencies	-	-	-	200,000	200,000
Law Enforcement	3,417,649	3,637,393	3,722,266	4,266,556	4,266,556
Service of Process	17,534	17,564	17,606	18,700	18,700
Regional Jail	1,229,458	1,195,973	1,507,475	1,320,000	1,320,000
Homeland Security	226,043	229,555	233,099	291,825	291,825
Communication Center (911)	1,907,032	1,831,615	1,840,282	1,977,650	1,977,650
JCESA - Ambulance	1,997,562	2,439,972	2,506,548	2,848,808	2,848,808
JCESA - Fire	373,625	420,000	595,000	665,000	665,000
Animal Control	309,388	319,140	299,184	299,805	299,805
Central Garage	273,270	239,280	256,812	261,862	261,862
Health Department	-	-	77,400	-	-
Landfill	1,500	-	-	15,600	15,600
Parks and Recreation	550,989	536,892	749,331	561,759	561,759
Arts and Humanities	12,012	12,827	15,742	13,916	13,916
Historical Commission	17,786	18,994	23,310	20,606	20,606
Visitors Bureau	300,295	320,676	403,554	347,894	347,894
Library	234,000	250,000	330,000	330,000	330,000
Senior Citizens	-	-	-	-	-
Public Transit	10,275	10,275	20,000	20,000	20,000
Total Expenditures	21,399,770	22,198,011	23,280,234	24,282,391	24,282,391
Net Surplus / (Deficit)	938,016	1,322,960	982,638	813,563	904,355

FY18 Projections

Expenditures by Object Code

	3 Year Actuals			FY18	
	Actual FY15	Actual FY16	Actual FY17	Projection	Budget
Transfers to Other Funds					
Trns to Capital Fund (5% Gambling)	-	-	194,000	376,000	376,000
Trns to Capital Fund	-	-	1,196,981	871,200	371,200
Trns to Stabilization Fund	-	-	610,013	117,314	2,452,298
Trns to Other Funds	71,717	43,781	5,398	-	-
Total Transfers Out of General Fund	71,717	43,781	2,006,392	1,364,514	3,199,498
Net Uses of Funds - Surplus / (Deficit)	866,299	1,279,179	(1,023,754)	(550,951)	(2,295,143)
Fund Balance					
Beginning Fund Balance	3,024,468	3,891,396	5,453,076	4,598,826	5,005,763
Prior Period Adjustments	629	282,501	169,504		
Net Change in Fund Balance	866,299	1,279,179	(1,023,754)	(550,951)	(2,295,143)
Ending Fund Balance	3,891,396	5,453,076	4,598,826	4,047,875	2,710,620
Fund Balance as a % of Operating Exp	18.2%	24.6%	19.8%	16.7%	11.2%

JEFFERSON COUNTY COMMISSION
 STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS
 OTHER BUILDINGS
 AS OF 11/2017

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-425-02-213-001-GG-000 OTH BLDGS ELECTRICITY	250400.00	25124.97	75214.78		175185.22	30.03
001-425-02-213-002-GG-000 OTH BLDGS FUEL OIL	18000.00		125.33		17874.67	.69
001-425-02-213-003-GG-000 OTH BLDGS WATER/SEWER	30000.00	2689.48	8293.13		21706.87	27.64
001-425-02-213-004-GG-000 OTH BLDGS OTHER UTILITIES	20000.00	1805.41	7881.42		12118.58	39.40
001-425-02-213-005-GG-000 OTH BLDGS UTILITIES OTHER						
001-425-02-215-000-GG-000 OTH BLDGS MAINT/REP-BLDG	50000.00	3572.36	13162.36		36837.64	26.32
001-425-02-216-000-GG-000 OTH BLDGS MAIN/REP EQUIP	20000.00	13950.20	26045.69		-6045.69	130.22
001-425-02-216-001-GG-000 OTH BLDGS MAIN/REP SEC SY		85.00	5069.40		-5069.40	
Security System GL Account 425.02.216.001 needs FY18 budget set up for new system that was installed at the Courthouse in FY17. MGORDON						
001-425-02-217-000-GG-000 OTH BLDGS MAIN/REP AUTOS						
001-425-02-219-000-GG-000 OTH BLDGS -EQUIPMENT RENT						
001-425-02-219-001-GG-000 OTHR BLDGS EQUIP RENT	800.00				800.00	
001-425-02-219-002-GG-000 PROBATION OFFICE RENT						
001-425-02-219-003-GG-000 PARK & REC COMMISSIN RENT						
001-425-02-219-004-GG-000 OTHR BLDG/EQUIPMENT RENTS						
001-425-02-219-005-GG-000 CHARLES TOWN LIBRARY RENT	18000.00	1500.00	7500.00		10500.00	41.66
001-425-02-220-000-GG-000 OTH BLDGS MAINT ADS/PUBS						
001-425-02-223-000-GG-000 OTH BLDGS PROFESSIONL SVC	15000.00	4345.00	7091.00		7909.00	47.27
001-425-02-225-000-GG-000 OTH BLDGS LAUNDRY/DRY CLN						
001-425-02-228-000-GG-000 OTH BLDGS FREIGHT						
001-425-02-230-000-GG-000 OTH BLDGS CONTRACTED SVC	75000.00	5260.35	28633.27		46366.73	38.17
TOTALS FOR CONTRACTURAL SERVICES	497200.00	58332.77	179016.38		318183.62	36.00
001-425-03-341-000-GG-000 OTH BLDGS MATERIAL/SUPPLY	90000.00	8537.03	32422.24		57577.76	36.02
001-425-03-343-000-GG-000 OTH BLDGS AUTO SUPPLIES						
001-425-03-345-000-GG-000 OTH BLDGS UNIFORMS						
TOTALS FOR COMMODITIES	90000.00	8537.03	32422.24		57577.76	36.02
001-425-04-460-000-CP-000 OTH BLDGS C/O-CONSTRUCTIN						
TOTALS FOR CAPITAL OUTLAY						
TOTALS FOR GENERAL FUND	587200.00	66869.80	211438.62		375761.38	36.00

601.381.MMM.000

Possible BR Fy 18

DEPT: SECRETARY OF STATE
TOTAL OF INVOICE(S) : \$70,097.80

CHECK DESCRIPTION

WARRANT #: 1003145752 W.AMT: \$70,097.80
VENDOR CODE: 00000211969 DATE: 11/07/2017

2017 Special Election REIMBURSEMENT
2017 Special Election REIMBURSEMENT
2017 Special Election REIMBURSEMENT
2017 Special Election REIMBURSEMENT
2017 Special Election REIMBURSEMENT
2017 Special Election REIMBURSEMENT
2017 Special Election REIMBURSEMENT
2017 Special Election REIMBURSEMENT

INVOICE NUMBER	NET AMOUNT
JEFFERSON103117	\$47,910.00
JEFFERSON103117	\$10,701.81
JEFFERSON103117	\$7,177.32
JEFFERSON103117	\$162.83
JEFFERSON103117	\$3,290.00
JEFFERSON103117	\$588.04
JEFFERSON103117	\$256.26
JEFFERSON103117	\$11.54

NOV 13 2017

Received

For additional information, log on to Vendor Self Service at www.wvoasis.gov. If you need additional payment details, please contact JOHN SANDORO, 3045586000X0212.

Jefferson County Commission

Learn more about the launching of your new State-wide accounting system (wvoasis), visit us at www.wvoasis.gov

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 35355325

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETERMINE IF YOU HAVE RECEIVED THIS WARRANT WITHIN SIX MONTHS

State of West Virginia

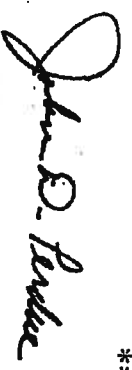
PAWEE JEFFERSON CO COMMISSION

STATE WARRANT #1003145752

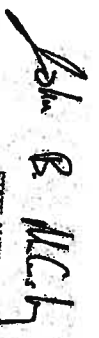
11/07/2017

*****\$70,097.80**

WEST VIRGINIA TREASURY



STATE TREASURER



STATE AUDITOR

1003145752 005270537822

Michelle Gordon

From: Nikki Painter
Sent: Monday, November 20, 2017 10:53 AM
To: Michelle Gordon
Cc: Jacki Shadle
Subject: Budget Revision - 2017 Special Election
Attachments: Scanned from a Xerox multifunction device.pdf

Michelle,

I have attached the line item budget revision for the reimbursement check from the state for the Road Bond Special Election. Please let me know if you have any questions.

Thanks,

Nikki Painter
Chief Deputy Clerk of Elections

304-728-3246
100 E Washington St
PO Box 208
Charles Town, WV 25414

Visit us on the web at www.jeffersoncountywv.org.

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 5-10 min

DATE REQUESTED: 1ST CHOICE December 7th, 2017

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

SUBJECT: Report of Claims against the estate of Michael Landon Proffitt, deceased

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION, INCLUDING ANY BACKGROUND INFORMATION:

The probate office needs the county commission's approval of the report of claims as filed by Fiduciary Commissioner, David DeJarnett, against the estate of Michael Landon Proffitt, deceased.

ARE DOCUMENTS ATTACHED: Yes

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

600 Quarrier Street
Charleston, West Virginia 25301

7000 Hampton Center
Morgantown, West Virginia 26505

501 Avery Street
Parkersburg, West Virginia 26101



101 South Queen Street
Martinsburg, West Virginia 25401

Post Office Drawer 1419
Martinsburg, West Virginia 25402-1419
(304) 263-0836

www.bowlesrice.com

Southpointe Town Center
1800 Main Street, Suite 200
Canonsburg, Pennsylvania 15317

1217 Chapline Street
Wheeling, West Virginia 26003

480 West Jubal Early Drive, Suite 130
Winchester, Virginia 22601

David A. DeJarnett
Telephone — (304) 264-4232
Facsimile — (304) 267-3822

November 8, 2017

E-Mail Address:
ddcjarnett@bowlesrice.com

The Honorable Jacqueline C. Shadle
Office of the County Clerk
Post Office Box 208
Charles Town, West Virginia 25414

Re: Estate of Michael Landon Proffitt, deceased

Dear Ms. Shadle:

Enclosed please find my Fiduciary Commissioner's Report for submission to the County Commission of Jefferson County, West Virginia, for review and confirmation or rejection in connection with the claims made against the above-referenced estate, and the original of any exceptions filed by interested parties.

Sincerely,

David A. DeJarnett

DAD/jlf
Enclosure

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY,
WEST VIRGINIA

REPORT OF CLAIMS
AGAINST THE

ESTATE OF MICHAEL LANDON PROFFITT, DECEASED

BY THE FIDUCIARY COMMISSIONER

CLAIMS MADE AGAINST THE ESTATE AGAINST WHICH
COUNTER-AFFIDAVIT HAS NOT BEEN TIMELY FILED

<u>Date</u>	<u>Claimant</u>	<u>Claim Amount</u>	<u>Allowed</u>	<u>Disallowed</u>	<u>Final Balance</u>
8/21/17	Ascension Point Recovery Services	\$5,332.33			\$5,332.33

CLAIMS MADE AGAINST THE ESTATE AGAINST WHICH
COUNTER-AFFIDAVIT HAS BEEN TIMELY FILED

<u>Date</u>	<u>Claimant</u>	<u>Claim Amount</u>	<u>Allowed</u>	<u>Disallowed</u>	<u>Final Balance</u>
None					

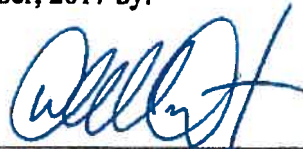
ASSETS HELD BY THE PERSONAL REPRESENTATIVE
APPEAR SUFFICIENT TO PAY ALL DEBTS AND ALLOWED CLAIMS IN FULL

YES X NO _____

Sum reserved to pay contingent or unliquidated claims and claims not matured \$ 0

Date upon which payment of aforesaid debts and allowed claims shall become proper:
November 8, 2017.

Respectfully submitted, this 8th day of
November, 2017 by:



David A. DeJarnett, Fiduciary Commissioner
for Jefferson County, West Virginia

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jeffrey Polczynski

Department or Organization: **Communications**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **12/07/2017**

*If a specific date is needed, please provide reason for specific date: **Contract and bid expire on December 31, 2017***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approval of contract and accompanying purchase order for Carolina Recording Systems

Please provide the County Commission with a description of your request or presentation, including any background information:
Request approval of contract for purchase and maintenance of recorders for 911 center. Purchase has already been approved in the Fiscal Year 2018 budget as a capital expenditure.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Move to approve the contract and accompanying purchase order with Carolina Recording systems for the purchase and maintenance of recorders in the 911 Center.

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

Marion County Homeland Security and Emergency Management / 911 Recording System Contract WV-C89-DVL

1. Introduction

- A. Objective: The Marion County Homeland Security and Emergency Management / 911, intends to replace its current Voice Recording system.

Background: The DHSEM provides around-the-clock 9-1-1 emergency call services and call transfers to fire and ambulance, as well as police dispatch and switchboard functions. The DHSEM regularly receives requests for copies of 9-1-1 calls pertaining to particular calls, their call-takers and which dispatcher handled the call. They also receive subpoenas from courts requesting 911 recordings for live playback in the courtroom.

This contract will be made available to other Government Agencies to include all WV State, County, Municipal and any 911Center in the State of WV. The contract will be available until Dec 31,2017 (with option to extend another 2 years) Marion County deems that this contract should be extended

B. Scope of Services/Purpose of RFP

The purpose of this Request for Proposals (RFP) is to solicit priced technical proposals from certified vendors to provide a new logging recording system for the Agencies 9-1-1/DHSEM Communications Center. This new system shall be a digital voice recording and playback unit that supports multi-channel, multi-media, simultaneous recording, and multi-user playback. The equipment will be located in the IT data room located at the Communications Center.

Current Systems:

We currently have a Dynamic Instruments analog recorder. We utilize the Motorola P-25 digital trunked radio system. Marion County has purchased an AIS server with our radio console upgrade.

Section A: System Design

1. The proposed system must be Next Generation 9-1-1 ready with respect to both, system architecture and features.

CRS meets this specification.

2. The vendor shall guarantee that all parts, assemblies and components contained in the recording system are commercial-off-the-shelf (COTS), non-proprietary items manufactured by and available from, major computer manufacturers. No vendor-manufactured proprietary assemblies such as voice processing cards shall be used. To be responsive to this request the vendor must submit the manufacturer and part number of any voice processing and playback assemblies used.

CRS meets this specification.

3. The recording server must utilize Microsoft 2008 Server R2 (64-bit) as its operating system. Systems that utilize proprietary Operating Systems or versions of UNIX (such as LINUX) will not be accepted. Please indicate the operating system used in your proposed solution on all applicable servers and PC's.

Marion County Homeland Security and Emergency Management / 911 Recording System Contract WV-C89-DVL

Alternate. CRS is bidding a Linux based system. Linux operating systems can be found at the core of most telephony and LMR system in the market. Its proven reliability and low use of processing resources make it the favorite of mission critical system providers around the world. Linux operating systems free IT departments and end user from monthly reboots for patch and virus management and do not suffer from the end of life/support issues found with other operating systems.

4. Voice Recorder Proposals with the following Configuration of Recording inputs:

- 7 Number of Channels for recording E911 Call Talker Positions
- 7 Number of Channels for recording Dispatch Positions
- 4 Number of E911 CAMA Trunks
- 16 Administrative Phone lines NEC/Zetron 3200/3300

- 20 Channels for Recording Motorola P-25 Digital Trunked Radio Communications
- 7 positions x 4 screens at Call Taker, Dispatcher, or Admin Positions

CRS meets this specification.

5. The pricing for allowing other counties to use this recorder to record each county's P-25 recording will be priced as an option.

CRS meets this specification.

6. The Recording System Server must utilize Microsoft SQL Server R2 64-Bit Database, without the use of an external Database Server.

Alternate: CRS is bidding a Linux based system that does not require monthly reboots for virus and patch management. Linux operating systems are found in the core of most telephony and LMR systems due to its reliability and low demand for processing resources.

7. The recording server must be available with a RAID 5 Hard Drive Array with hot swappable hard drives providing at minimum 600GB of usable local Storage.

CRS meets and exceeds this specification by offering 3TB Hot swap RAID5 Hard Drives.

8. The RAID 5 Array shall employ 15,000 RPM SAS Drives to ensure throughput at the highest I/O Speeds for maximum server performance. Solutions which use older technology SATA 7200 PRM drives are not deemed suitable for server class performance by the county.

CRS meets this specification.

9. The recording system must be optionally available with integrated dual Blu-ray BD-RE archive drives. These Blu-ray archive drives must provide ability to archive in serial, selective or parallel mode.

CRS meets this specification.

Marion County Homeland Security and Emergency Management / 911 Recording System Contract WV-C89-DVL

10. The recording system must be available with standard 800 WATT redundant Hot swappable power supplies.

Alternate: CRS meets this specification with Dual Power supplies but are Dual hot-swap 100-240VAC 50/60Hz 350W

11. The system shall exclusively utilize commercial off-the-shelf cards with PCI bus interface for recording any analog audio source, Digital telephone, or Digital Trunk Line.

CRS meets this specification.

12. The system shall be equipped with at least two USB ports for connection to printers, pointing devices, and other USB devices supported by Windows 2008 Server.

CRS meets this specification.

13. The system shall have a minimum of two on-board Network Interface ports, with the ability to support up to 8 for maximum flexibility in recording VOIP systems.

CRS meets this specification.

14. The Network Interface Card(s) (NIC) used in recording VoIP Communications shall also support Packet Caching to ensure recording of RTP traffic.

CRS meets this specification.

15. The system must be capable of directly recording proprietary Digital Telephone protocols without use of any external "couplers" or any "digital to analog converters".

CRS meets this specification.

16. The system must be capable of uploading to external storage devices such as Network Attached Storage (NAS) or a Storage Area Network (SAN).

CRS meets and exceeds this specification. The Eventide comes standard with the ability to upload your recorded data to a NAS SAN or CAS. There is no charge for this requirement.

17. Each digital recording server must include its own playback module. Individual client playback seat licenses shall also be available as part of a System Licensing providing an unlimited number of Client PC Installations.

CRS meets this specification.

18. The Recording system must also include Browser-Based Replay Applications for Search and Retrieval as well as for Speech Analytics and Quality Assurance Applications.

CRS meets this specification.

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19. The recording system will not require any external workstations in order to perform basic operating functions as system maintenance and call records archiving. The recording server will be capable of functioning as a stand-alone unit for recording, archiving, searching and playback. No additional workstation will be required.

CRS meets this specification.

20. The Solution as proposed must also be Approved for recording in a VOIP Delivery configuration with Motorola Astro P25 Radio System, in order to provide the County flexibility to move to newer Motorola radio system technology.

CRS meets this specification.

21. The proposed solution must also be approved to record the SmartZone 7.x Motorola Radio Solution in the native Motorola VOIP technology using the AIS Interface, in order to provide the County all the desired flexibility for the future in the event that the counties radio system technology changes.

CRS meets this specification.

22. The system shall offer an optional client software module that can be installed on Agent desktop PCs, permitting the Agent to Tag the current call on his/her channel with a unique alphanumeric Identifier (such as Incident Number, Description of the Call, or other important searchable information). The Desktop Call Tagging Option can be part of a multi-function client desktop application including on-demand record control.

CRS meets this specification.

Section B: SYSTEM RECORDING FEATURES

1. The Proposed Recording solution must be an Enterprise wide Solution comprised of Multiple Recording Servers. Each Recording Server will be able to operate independently and will not require a separate PC workstation interface for operation or maintenance.

CRS meets this specification.

2. The system must be capable of recording the non-traditional types of communications as envisioned with Next Generation 9-1-1. This includes, but is not limited to text messaging, email messaging, video, and telematics

CRS meets this specification.

3. The system must provide buffering of all audio, as it is recorded, onto a hard disk drive and then transfer the buffered digitized audio onto the archive media at a user selectable period so as to maximize the useful life of the archive media drives.

CRS meets this specification.

4. The system must provide at least 10 user definable fields for tracking Owner-defined information that is searchable and can be provided and/or exported to reports. The

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fields must allow the storage of at least, but not limited to industry standard field formats such as date, time, short text, long narrative and decimal.

CRS meets this specification.

5. The system must provide an automatic restart capability to return the system to its previous operating state without user intervention.

CRS meets this specification.

6. The system must display which channels are recording, which are not recording and which channels have been idle for a user settable period of time as protection against line failure.

CRS meets this specification.

7. The proposed solution must record all Telephone and Radio Communications using a ".wav" or ".mp3" file extension.

CRS meets this specification.

8. The Recording System must support recording of Native Digital and VOIP Phones.

CRS meets this specification.

9. In order to permit cost-effective storage and archiving of recordings, to minimize LAN/WAN bandwidth usage during remote playback and live monitoring, and to provide flexibility for recording various types of audio sources, the system shall support per-channel selection of each of the following recording rates:

- G. 723.1 (5.3kbps)
- ITU Standard G.729 or G.729a (8 kbps)
- ETSI Standard 6.10 GSM (13kbps)
- ADPCM (24kbps)
- PCM (64 kbps)
- Linear (128kbps)

CRS meets this specification.

10. The Proposed Solution must be capable of "Screen Recording" and must be licensed to record the PC's screens used at a Call Taking Dispatch workstation. It is the Counties desire to record the CAD PC Screen while Calls are in progress at the Call Taking Positions.

CRS meets this specification.

11. All Screen Recordings should be stored as portable AVI files, which can be replayed in any Windows Media Player, with a proper video codec.

CRS meets this specification. All codec's are included.

12. The solution must also capture the Call Taker Name with any E911 call recording. This will facilitate the DHSEM to identify specific calls by which call taker handled the

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call. In your response, please explain in detail, the methodology used to capture call taker name.

CRS meets this specification. Call Taker will only need to log on to the work station with there CAD log on name and password.

13. The Recording system must provide desktop tools which allow the Recorder to grab and associate CAD system data from the DHSEM's CAD System, to provide CAD Incident ID as well as other CAD data tagging into the database of the 911 call the use of the software and make a determination upon purchase at that time. Again, the software purchase is optional; the inclusion of these software tools is a requirement of the RFP.

CRS meets this specification. Eventide has integrated its NexLog with a number of CAD vendors to capture CAD Incident Numbers and associate them with specific recordings for fast and easy replay. The Eventide API also allows for the replay of recordings tagged with CAD Incident Numbers to be replayed directly from the CAD application if desired.

14. The Recording system must have a user defined retention period of up to 3650 days (10 Years) for the database of calls.

CRS meets and exceeds this specification. Retention setting is customizable by channel. For example you could set Admin phones 90 days and you could set 911 and emergency radio channels for 3650 days. It is totally customizable.

15. As Server storage is not infinite, the recording server must monitor the free space on the recording server, and initiate a call deletion process for the oldest calls if free space on the server falls below the user defined threshold. This is essential to operations so that the system will have ample hard drive space to store new recordings.

CRS meets this specification.

16. Any call deletion, as requested in the requirement above (#7), based upon system settings will not delete the Call record from the database or from any Network Attached Storage (NAS) or SAN.

CRS meets this specification. The Eventide System allows this functionality.

Section C: SEARCH & PLAYBACK CONTROL AND OPERATIONS

1. The Recording solution shall be composed of Intel based Servers utilizing a monitor, mouse, keyboard and speakers. Search and Playback shall be available via the Recording Server, and not limited to a separate "Replay Station".

CRS meets this specification.

2. All Client Replay Applications as well as Web Based Replay Applications must support 64 Bit versions of the Windows 2008 Server and Windows 7 Operating Systems. Client applications or Web Based Applications which only support 32 Bit versions of these Operating Systems will not be considered.

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CRS meets this specification.

3. The recording solution must have the ability to provide a unified playback of audio and video in a single system.

CRS meets this specification.

4. For search purposes, the proposed solution must be able to search by: channel number, channel name, call taker name, call taker ID, time, date, telephone number, duration of recorded message, start and end time, comments added during call, ANI, Caller ID, DNIS and user specific database fields such as CAD ID if the county decides to purchase this option.

CRS meets this specification.

5. Instant recall feature must be available with the recorder as a simple, stand-alone application at each console position, to replay last administrator-selectable number of minutes worth of recordings with large, easy-to-use rewind and fast forward on-screen buttons and volume controls. No systems with external, hardware-based instant recall equipment will be accepted.

CRS meets this specification.

6. The system must provide for Notes within the call record database, for each recording, so that alphanumeric "comments" may be added and stored with each recorded call. The character length of this free text document should be unlimited, and should also support Microsoft's "copy" and "paste" functions. Any alphanumeric character in this Note field must be able to be used as a search criterion to retrieve the recording.

CRS meets this specification.

7. The solution proposed must also include a Web Based Replay Software application which is designed to playback NG9-1-1 communications, including but not limited to: Audio, Video, Text, Pictures, and PC Screen recordings in simultaneous fashion.

CRS meets this specification.

8. The Recording solution must, by default, place a Digital Fingerprint upon the call recording which can be "authenticated" within the Search and Replay application to ensure that the call has not been altered.

CRS meets this specification.

9. The proposed solution must include an optional encryption method for all recording channels, which encrypts the call at rest (in storage) as well as in transit on the network to the Replay PC

CRS meets this specification.

10. The proposed Search and replay application must have a user defined flagging system to allow county users to identify any recorded communication as a specific "type" of call. For example, the user may identify a recording for "Evaluation needed" or as a "Training

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needed". This flagging system must support at minimum ten (10) customizable flags and shall be color coded and the user shall be available to filter searches based upon specific flags.

CRS meets this specification.

11. The proposed Search and Replay application must include a Redaction feature, which allows the user to mask certain parts of the call when the call is exported without changing the original.

CRS meets this specification.

12. The system shall permit the retrieval and reproduction of all calls recordings associated with a particular incident by the selection of any of the call recordings. The reproduction the entire incident will be in the correct chronological order.

CRS meets this specification.

13. The Proposed Search and Replay solution must be able to replay silence periods between call records to represent the actual time scale between events, as well as have a user defined selection to enable to skipping of silence between call recordings.

CRS meets this specification.

14. The recording system shall provide the capability to "drag and drop" any recorded call in standard .WAV/.MP3 file format onto a standard CD-R/RW or available storage on the user's PC or network storage for playback on any multimedia Windows PC without the need of proprietary software. These WAV/MP3 files may also be transmitted as email attachments or act as embedded documents.

CRS meets this specification.

15. The Proposed Solution must also be able to create "incident folders" to which recorded calls may be associated with. The incident folder must also protect the calls defined within the incident from the normal call deletion processes.

CRS meets this specification.

16. The system must include a client software module that can be installed on a supervisor's desktop PC, permitting the supervisor to listen "live" to the channels currently being recorded.

CRS meets this specification.

17. The system shall include pre-installed Adobe Acrobat Reader software, and all users' guides shall be installed on the system as Adobe PDF format files for ease of display and search.

CRS meets this specification.

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Section D: Call Taker & Dispatcher Quality Assessment (QA) Evaluation Software

1. The QA Software Solution is to utilize the Windows 2008 Server operating system.

Alternate: CRS meets this specification by using Linux. CRS guarantees that we will always support your software as long as you own the equipment and we have the full support of the manufacture Eventide. Eventide supports all the software that they have ever developed.

2. The QA Software Solution is to utilize Microsoft Internet Information Services for website publishing and hosting services.

Alternate: CRS meets this specification. The proposed QA Software Solution is accessed through a browser based user interface that does not require the installation of software on a PC. The internet tools do not require the use of Microsoft products and consequently does suffer from end of life, e.g., XP, Server 2003, software replacements.

3. The QA Software Solution shall have a browser based interface allowing for easy navigation.

CRS meets this specification

4. The QA Software Solution shall utilize a standard Microsoft SQL 2008 64 Bit database.

Alternate: CRS meets this specification. The proposed QA Software Solution does not require the use of Microsoft products and consequently does suffer from end of life, e.g., XP, Server 2003, software replacements.

5. The QA playback application must be able to provide playback from any LAN/WAN attached workstation with audio delivery via LAN/WAN.

CRS meets this specification

The QA playback application shall incorporate a single user login based on Microsoft WINDOWS authentication.

CRS meets this specification

6. The proposed QA platform must provide access control to authorized users for playback of recordings.

CRS meets this specification

7. The QA playback application shall incorporate the Microsoft media player and provide the following playback features: Volume control, Jump forward and backward, Direct access to sections of the recording

Alternate. CRS meets this specification. The proposed solution allows for search and replay from any device with a browser and access to the recorder's IP address. Internet Explorer, Chrome, Firefox, Safari, Android, and iOS are all supported devices.

Features include:

Volume Control

Jump forward and backward

direct access to sections of recording

Speed control

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Looping

Looping of specific sections of a recording

Text annotation

Audio annotation

Redaction

8. The Proposed QA system shall support the ability to email scoring forms and audio to agents for training purposes.

CRS meets this specification

9. The Proposed QA system shall support user customizable scoring template builder.

CRS meets this specification

10. The Proposed QA system shall allow the ability for section based (normalized scoring), Skills based scoring and element based scoring.

CRS meets this specification

11. The Proposed QA system shall allow the author of a scoring form to create custom scoring types.

CRS meets this specification

12. The proposed QA system must have an integrated reporting package based on Crystal reports.

CRS meets this specification

13. The proposed QA system must allow reports to be exported into Adobe Acrobat, Microsoft Excel, Microsoft Word, and Rich Text Format .

CRS meets this specification

14. The proposed QA solution shall have automatic report which allows a user to generate a report schedule and distributes (via e-mail) memorized reports. Reports should include the following: Daily, weekly, monthly reports. The Report schedule should execute reports based on a predefined schedule and use SMTP to send the results to all subscribers as email messages. Thus, reports shall be "subscribed to" and "pushed." No effort should be required by the end user to generate a report.

CRS meets this specification

15. The Proposed QA solution shall allow the ability to create supervisors, groups, and assign dispatchers to those groups.

CRS meets this specification

16. The QA solutions "User Management" strategy must be based on the Microsoft Windows user management subsystems. Users from the local Windows domain shall be "imported" into the proposed solution.

CRS meets this specification

17. Application access shall be based on Microsoft windows authentication and not require an application specific password.

CRS meets this specification

18. System shall support Microsoft Windows Active Directory domains.

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CRS meets this specification

19. All features of Microsoft Windows security shall be available.

CRS meets this specification

20. System shall support the ability to provide Web browser based synchronized Audio and screen playback

CRS meets this specification

21. System shall support the ability to provide Web browser based synchronized Audio and screen playback.

CRS meets this specification

Section E: SYSTEM NETWORKING CAPABILITIES

1. Within the proposed solution, if Multiple recording servers are employed in the installation (single-site or multi-site), the system must be capable of viewing, and retrieving from, all such recording modules in a unified manner from a single client workstation PC.

CRS meets this specification

2. If Multiple Recording servers are employed in the solution, a copy of each recording from each recording server must be uploaded to a Central Server so that a Single database unifying all recordings is created.

CRS meets this specification

3. The Central Archive/Database Server must provide the user the ability to access and replay calls from the unified database for Event Recreation.

CRS meets this specification

4. The Central Archive/Database Server should also provide for Archival of all recordings to Blu-ray media.

CRS meets this specification

5. The system must optionally be capable of real-time live monitoring over the LAN from any Windows workstation.

CRS meets this specification

6. The system will provide the capability of centrally presenting important system information for easier system-wide management. This information will include alerts, configure user passwords and profiles, archive drive status information, hard drive status, log files, media library records, etc.

CRS meets this specification

7. System is to support SNMP management applications such as (Hp Openview).

CRS meets this specification

8. The recording system must minimize network impact by operating on a server to client configuration and streaming audio to the workstation at the defined audio compression rate (24 kbps, 13 kbps, 8 kbps, or 5.3kbps).

CRS meets this specification

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9. Network access to the recording server must be controlled by controlled by the Windows 2008 Server security scheme.
Alternate: CRS meets and Exceeds this specification by giving you the same security Stack that Fortune 500 Companies use for their security because it is far more robust than Windows Security.
10. The recording solution must be able to integrate with Active Directory to provide a single point of user security management.
CRS meets this specification
11. The Recorder solution should also employ its own application security access control mechanism which limits playback control per channel or agent.
CRS meets this specification

Section F: MEDIA STORAGE

1. The system will be capable of recording to removable and/or on-line storage devices including Blu-ray BD-RE disks, RAID 5 hard hot swappable disk arrays, and SAN or Network-Attached Storage devices in a RAID configuration.
CRS meets this specification
2. The system will be capable of providing approximately 18,350 (REMOVE: calculated using 5.3kbps) channel hours of recording on single 50GB Blu-ray BD-RE removable media.
CRS meets this specification
3. The system will be capable of recording 350,000 channel hours of the most recent recordings on the internal 1TB Storage, or optionally up to 700,000 channel hours on 2TB of Storage.
CRS meets this specification
4. The system and media will provide protection such that data will not be accidentally overwritten. The user may program a protected media retention period from 0 to 32,000 days. When such a retention period is chosen, a previously recorded media that has not yet expired cannot be formatted and reused until the expiration of the retention period.
CRS meets this specification

Section G: SPEECH ANALYTICS APPLICATIONS (Optional)

1. The speech analytics solution must be a market leader with several generations of technological development.
CRS meets this specification. Eventide is on the 3rd Generation and is planning the 4th generation to be released 3rd quarter.
2. The speech analytics solution must provide the ability to trend on terms that are not predefined by the user in advance of processing.
CRS meets this specification.
3. The Speech Analytics Solution shall provide the user the ability to perform Ad Hoc searches of the Index of transcribed calls.
4. CRS meets this specification.

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5. The Speech Analytics Solution shall allow a user to Create Categories of calls to which specific terms and words may be placed to as to provide the user the immediate search results based upon category upon logon.
CRS meets this specification.
6. The speech analytics solution must require minimal setup and maintenance and provide out of the box results.
CRS meets this specification.
7. The speech analytics solution must provide visual search capabilities that depict the relationship between search keywords and other top terms in order to build better queries
CRS meets this specification.
8. The Speech Analytics Solution must not be from a third party vendor. It shall be Designed and manufactured by the Recording system vendor so as to have a unified solution.
CRS meets this specification. Eventide works with leading ivory league College's to continue to improve and enhance speech recognition and Analytics.

Section H: SYSTEM SECURITY FEATURES

1. The system must allow authorized access of selected-recorded audio either at the recorder or by use of an optional remote client workstation.

CRS meets this specification
2. The system must provide an automatic logout at a user set time (i.e. number of minutes of inactivity). The automatic logout may be overridden by a single mouse-click.

CRS meets this specification
3. System must provide playback audit reporting.

CRS meets this specification
4. System Audit Reporting must provide:
 - Hourly breakdown by agent (provide sample)
 - Agent talk time (provide sample)
 - Channel talk time (provide sample)
 - Detailed call report by channel (provide sample)CRS meets this specification. Please see sample report that is included. CRS will assist you in creating any reports that you desire at no added cost.

Section I: SYSTEM DIAGNOSTIC & ALERT CAPABILITIES

1. The system must provide boot-up system test and ongoing self-checking tests.

CRS meets this specification
2. The system must provide an error log to keep track of alerts, error messages and conditions.

CRS meets this specification

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3. The system must be capable of on-line remote diagnostics via Secure Internet or VPN.

CRS meets this specification

4. The system must provide for channel inactivity alert that will notify the user if a particular channel is inactive (not reporting audio) for a certain period of time.

CRS meets this specification

5. A remote response alert from the voice recording system is mandatory. The system must offer a Management Console with the capability of alerting a user, via a LAN connection, of a total system failure.

CRS meets this specification

6. Proposed system must support the ability email error alerts if a system error occurs.

CRS meets this specification

Section I: Warranty/ Pricing and Maintenance

1. The proposal must warrant all components and software functionality and provide full maintenance on the system for the first year of operation, to include any software updates.

CRS meets this specification

2. The proposal must include pricing for maintenance and support (priced separately) of the system for years two (2) through five (3) of ownership.

CRS meets this specification

3. A maintenance program must be available that includes free software updates and upgrades at no additional cost.

CRS meets this specification

4. The Proposer must have the ability to access the system 24/7 to correct all software issues arising from a failure or to perform upgrades.

CRS meets this specification

5. The Proposer must be able to download software updates remotely with regards to software maintenance or upgrades as part of the maintenance agreement.

CRS meets this specification

6. Pricing must be on county form 2015 P-1.

CRS meets this specification

7. Pricing must include all necessary hardware, wiring, software and training necessary for a turnkey solution.

CRS meets this specification

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8. Pricing must include all licenses and equipment to interface with Motorola P-25 trunk system, Zetron 3200/3300 phones, NEC administrative phones and computer aided dispatch system.

CRS meets this specification. Please see the attached Zetron that details the partnership they have with Eventide our manufacture.

9. All proposals will be sent to Marion County Commission 200 Jackson Street, Fairmont WV 26554. All proposals must be marked Recorder Proposal.

CRS meets this specification

10. Timeline. RFP released August 7, 2015—RFP due August 21st at 4PM to County Commission. Bids will be opened at next scheduled Commission meeting.

CRS meets this specification

11. Email questions to Chris McIntire @ cmcintire@marioncountywv.com or call 304-367-0915.

Section J: References

1. The Proposer must provide a list of at least three (3) references detailing the following information;
 - 1.1 Organization Name, address and phone number
 - 1.2 Contact name and email address
 - 1.3 Implementation dates
 - 1.4 Project description and versions of software installed.
 - 1.5 Public Safety users with similar sized systems are preferable

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Form 2015 P/1

Marion County WV Recorder Project

Price \$89,701.00 Complete System Cost

Price Year 1 \$17,000.00 Maintenance per Year

Price Year 2 \$17,000.00

Price Year 3 17,000.00

Price Year 4 \$17,000.00

Price Year 5 \$17,000.00

Additional Expansion Cost per Unit

Additional User/Counties P-25 \$4,500.00

Additional Price per talkgroup(s) 8 talk groups \$4,995.00

Additional Price storage \$4,995.00

Other (Explain _____)

Name: C. David Posey	Title: Area Manager
Authorized Signature: <i>C David Posey</i>	Date: 10-10-2015

Marion County Homeland Security and Emergency Management /
911 Recording System RFP

Form 2015 P/1

Marion County WV Recorder Project

Price _____

Complete System Cost

Price Year 1 _____

Maintenance per Year

Price Year 2 _____

Price Year 3 _____

Price Year 4 _____

Price Year 5 _____

Additional Expansion Cost per Unit

Additional User/Counties P-25 _____

Additional Price per talkgroup(s) _____

Additional Price storage _____

Other (Explain _____)

Name:	Title:
Authorized Signature:	Date:

Marion County Homeland Security and Emergency Management / 911 Recording System RFP

1. Introduction

- A. Objective:** The Marion County Homeland Security and Emergency Management / 911, intends to replace its current Voice Recording system.

Background: The DHSEM provides around-the-clock 9-1-1 emergency call services and call transfers to fire and ambulance, as well as police dispatch and switchboard functions. The DHSEM regularly receives requests for copies of 9-1-1 calls pertaining to particular calls, their call-takers and which dispatcher handled the call. They also receive subpoenas from courts requesting 911 recordings for live playback in the courtroom.

Currently, there are 7 console positions in the Communications Center. In 2014, approximately 275,000 of calls (both emergency and non-emergency) were received in the Communications Center. All of the positions have Radio Dispatch Consoles.

B. Scope of Services/Purpose of RFP

The purpose of this Request for Proposals (RFP) is to solicit priced technical proposals from certified vendors to provide a new logging recording system for the Agencies 9-1-1/DHSEM Communications Center. This new system shall be a digital voice recording and playback unit that supports multi-channel, multi-media, simultaneous recording, and multi-user playback. The equipment will be located in the IT data room located at the Communications Center.

Current Systems:

We currently have a Dynamic Instruments analog recorder. We utilize the Motorola P-25 digital trunked radio system. Marion County has purchased an AIS server with our radio console upgrade.

Section A: System Design

1. The proposed system must be Next Generation 9-1-1 ready with respect to both, system architecture and features.
2. The vendor shall guarantee that all parts, assemblies and components contained in the recording system are commercial-off-the-shelf (COTS), non-proprietary items manufactured by and available from, major computer manufacturers. No vendor-manufactured proprietary assemblies such as voice processing cards shall be used. To be responsive to this request the vendor must submit the manufacturer and part number of any voice processing and playback assemblies used.
3. The recording server must utilize Microsoft 2008 Server R2 (64-bit) as its operating system. Systems that utilize proprietary Operating Systems or versions of UNIX (such as LINUX) will not be accepted. Please indicate the operating system used in your proposed solution on all applicable servers and PC's.
4. Voice Recorder Proposals with the following Configuration of Recording inputs:

Marion County Homeland Security and Emergency Management / 911 Recording System RFP

- 7 Number of Channels for recording E911 Call Talker Positions
 - 7 Number of Channels for recording Dispatch Positions
 - 4 Number of E911 CAMA Trunks
 - 16 Administrative Phone lines NEC/Zetron 3200/3300

 - 20 Channels for Recording Motorola P-25 Digital Trunked Radio Communications
7 positions x 4 screens at Call Taker, Dispatcher, or Admin Positions
5. The pricing for allowing other counties to use this recorder to record each county's P-25 recording will be priced as an option.
 6. The Recording System Server must utilize Microsoft SQL Server R2 64-Bit Database, without the use of an external Database Server.
 7. The recording server must be available with a RAID 5 Hard Drive Array with hot swappable hard drives providing at minimum 600GB of usable local Storage.
 8. The RAID 5 Array shall employ 15,000 RPM SAS Drives to ensure throughput at the highest I/O Speeds for maximum server performance. Solutions which use older technology SATA 7200 PRM drives are not deemed suitable for server class performance by the county.
 9. The recording system must be optionally available with integrated dual Blu-ray BD-RE archive drives. These Blu-ray archive drives must provide ability to archive in serial, selective or parallel mode.
 10. The recording system must be available with standard 800 WATT redundant Hot swappable power supplies.
 11. The system shall exclusively utilize commercial off-the-shelf cards with PCI bus interface for recording any analog audio source, Digital telephone, or Digital Trunk Line.
 12. The system shall be equipped with at least two USB ports for connection to printers, pointing devices, and other USB devices supported by Windows 2008 Server.
 13. The system shall have a minimum of two on-board Network Interface ports, with the ability to support up to 8 for maximum flexibility in recording VOIP systems.
 14. The Network Interface Card(s) (NIC) used in recording VoIP Communications shall also support Packet Caching to ensure recording of RTP traffic.
 15. The system must be capable of directly recording proprietary Digital Telephone protocols without use of any external "couplers" or any "digital to analog converters".
 16. The system must be capable of uploading to external storage devices such as Network Attached Storage (NAS) or a Storage Area Network (SAN).
 17. Each digital recording server must include its own playback module. Individual client playback seat licenses shall also be available as part of a System Licensing providing an unlimited number of Client PC Installations.

Marion County Homeland Security and Emergency Management / 911 Recording System RFP

18. The Recording system must also include Browser-Based Replay Applications for Search and Retrieval as well as for Speech Analytics and Quality Assurance Applications.
19. The recording system will not require any external workstations in order to perform basic operating functions as system maintenance and call records archiving. The recording server will be capable of functioning as a stand-alone unit for recording, archiving, searching and playback. No additional workstation will be required.
20. The Solution as proposed must also be Approved for recording in a VOIP Delivery configuration with Motorola Astro P25 Radio System, in order to provide the County flexibility to move to newer Motorola radio system technology.
21. The proposed solution must also be approved to record the SmartZone 7.x Motorola Radio Solution in the native Motorola VOIP technology using the AIS Interface, in order to provide the County all the desired flexibility for the future in the event that the counties radio system technology changes.
22. The system shall offer an optional client software module that can be installed on Agent desktop PCs, permitting the Agent to Tag the current call on his/her channel with a unique alphanumeric Identifier (such as Incident Number, Description of the Call, or other important searchable information). The Desktop Call Tagging Option can be part of a multi-function client desktop application including on-demand record control.

Section B: SYSTEM RECORDING FEATURES

1. The Proposed Recording solution must be an Enterprise wide Solution comprised of Multiple Recording Servers. Each Recording Server will be able to operate independently and will not require a separate PC workstation interface for operation or maintenance.
2. The system must be capable of recording the non-traditional types of communications as envisioned with Next Generation 9-1-1. This includes, but is not limited to text messaging, email messaging, video, and telematics
3. The system must provide buffering of all audio, as it is recorded, onto a hard disk drive and then transfer the buffered digitized audio onto the archive media at a user selectable period so as to maximize the useful life of the archive media drives.
4. The system must provide at least 10 user definable fields for tracking Owner-defined information that is searchable and can be provided and/or exported to reports. The fields must allow the storage of at least, but not limited to industry standard field formats such as date, time, short text, long narrative and decimal.
5. The system must provide an automatic restart capability to return the system to its previous operating state without user intervention.
6. The system must display which channels are recording, which are not recording and which channels have been idle for a user settable period of time as protection against line failure.

Marion County Homeland Security and Emergency Management / 911 Recording System RFP

7. The proposed solution must record all Telephone and Radio Communications using a ".wav" or ".mp3" file extension.
8. The Recording System must support recording of Native Digital and VOIP Phones.
9. In order to permit cost-effective storage and archiving of recordings, to minimize LAN/WAN bandwidth usage during remote playback and live monitoring, and to provide flexibility for recording various types of audio sources, the system shall support per-channel selection of each of the following recording rates:
 - G. 723.1 (5.3kbps)
 - ITU Standard G.729 or G.729a (8 kbps)
 - ETSI Standard 6.10 GSM (13kbps)
 - ADPCM (24kbps)
 - PCM (64 kbps)
 - Linear (128kbps)
10. The Proposed Solution must be capable of "Screen Recording" and must be licensed to record the PC's screens used at a Call Taking Dispatch workstation. It is the Counties desire to record the CAD PC Screen while Calls are in progress at the Call Taking Positions.
11. All Screen Recordings should be stored as portable AVI files, which can be replayed in any Windows Media Player, with a proper video codec.
12. The solution must also capture the Call Taker Name with any E911 call recording. This will facilitate the DHSEM to identify specific calls by which call taker handled the call. In your response, please explain in detail, the methodology used to capture call taker name.
13. The Recording system must provide desktop tools which allow the Recorder to grab and associate CAD system data from the DHSEM's CAD System, to provide CAD Incident ID as well as other CAD data tagging into the database of the 911 call the use of the software and make a determination upon purchase at that time. Again, the software purchase is optional; the inclusion of these software tools is a requirement of the RFP.
14. The Recording system must have a user defined retention period of up to 3650 days (10 Years) for the database of calls.
15. As Server storage is not infinite, the recording server must monitor the free space on the recording server, and initiate a call deletion process for the oldest calls if free space on the server falls below the user defined threshold. This is essential to operations so that the system will have ample hard drive space to store new recordings.
16. Any call deletion, as requested in the requirement above (#7), based upon system settings will not delete the Call record from the database or from any Network Attached Storage (NAS) or SAN.

Section C: SEARCH & PLAYBACK CONTROL AND OPERATIONS

Marion County Homeland Security and Emergency Management / 911 Recording System RFP

1. The Recording solution shall be composed of Intel based Servers utilizing a monitor, mouse, keyboard and speakers. Search and Playback shall be available via the Recording Server, and not limited to a separate "Replay Station".
2. All Client Replay Applications as well as Web Based Replay Applications must support 64 Bit versions of the Windows 2008 Server and Windows 7 Operating Systems. Client applications or Web Based Applications which only support 32 Bit versions of these Operating Systems will not be considered.
3. The recording solution must have the ability to provide a unified playback of audio and video in a single system.
4. For search purposes, the proposed solution must be able to search by": channel number, channel name, call taker name, call taker ID, time, date, telephone number, duration of recorded message, start and end time, comments added during call, ANI, Caller ID, DNIS and user specific database fields such as CAD ID if the county decides to purchase this option.
5. Instant recall feature must be available with the recorder as a simple, stand-alone application at each console position, to replay last administrator-selectable number of minutes worth of recordings with large, easy-to-use rewind and fast forward on-screen buttons and volume controls. No systems with external, hardware-based instant recall equipment will be accepted.
6. The system must provide for Notes within the call record database, for each recording, so that alphanumeric "comments" may be added and stored with each recorded call. The character length of this free text document should be unlimited, and should also support Microsoft's "copy" and "paste" functions. Any alphanumeric character in this Note field must be able to be used as a search criterion to retrieve the recording.
7. The solution proposed must also include a Web Based Replay Software application which is designed to playback NG9-1-1 communications, including but not limited to: Audio, Video, Text, Pictures, and PC Screen recordings in simultaneous fashion.
8. The Recording solution must, by default, place a Digital Fingerprint upon the call recording which can be "authenticated" within the Search and Replay application to ensure that the call has not been altered.
9. The proposed solution must include an optional encryption method for all recording channels, which encrypts the call at rest (in storage) as well as in transit on the network to the Replay PC
10. The proposed Search and replay application must have a user defined flagging system to allow county users to identify any recorded communication as a specific "type" of call. For example, the user may identify a recording for "Evaluation needed" or as a "Training needed". This flagging system must support at minimum ten (10) customizable flags and shall be color coded and the user shall be available to filter searches based upon specific flags.
11. The proposed Search and Replay application must include a Redaction feature, which allows the user to mask certain parts of the call when the call is exported without changing the original.

Marion County Homeland Security and Emergency Management / 911 Recording System RFP

12. The system shall permit the retrieval and reproduction of all calls recordings associated with a particular incident by the selection of any of the call recordings. The reproduction the entire incident will be in the correct chronological order.
13. The Proposed Search and Replay solution must be able to replay silence periods between call records to represent the actual time scale between events, as well as have a user defined selection to enable to skipping of silence between call recordings.
14. The recording system shall provide the capability to "drag and drop" any recorded call in standard .WAV/.MP3 file format onto a standard CD-R/RW or available storage on the user's PC or network storage for playback on any multimedia Windows PC without the need of proprietary software. These WAV/MP3 files may also be transmitted as email attachments or act as embedded documents.
15. The Proposed Solution must also be able to create "incident folders" to which recorded calls may be associated with. The incident folder must also protect the calls defined within the incident from the normal call deletion processes.
16. The system must include a client software module that can be installed on a supervisor's desktop PC, permitting the supervisor to listen "live" to the channels currently being recorded.
17. The system shall include pre-installed Adobe Acrobat Reader software, and all users' guides shall be installed on the system as Adobe PDF format files for ease of display and search.

Section D: Call Taker & Dispatcher Quality Assessment (QA) Evaluation Software

1. The QA Software Solution is to utilize the Windows 2008 Server operating system.
2. The QA Software Solution is to utilize Microsoft Internet Information Services for website publishing and hosting services.
3. The QA Software Solution shall have a browser based interface allowing for easy navigation.
4. The QA Software Solution shall utilize a standard Microsoft SQL 2008 64 Bit database.
5. The QA playback application must be able to provide playback from any LAN/WAN attached workstation with audio delivery via LAN/WAN.
6. The QA playback application shall incorporate a single user login based on Microsoft WINDOWS authentication.
7. The proposed QA platform must provide access control to authorized users for playback of recordings.
8. The QA playback application shall incorporate the Microsoft media player and provide the following playback features: Volume control, Jump forward and backward, Direct access to sections of the recording
9. The Proposed QA system shall support the ability to email scoring forms and audio to agents for training purposes.
10. The Proposed QA system shall support user customizable scoring template builder.
11. The Proposed QA system shall allow the ability for section based (normalized scoring), Skills based scoring and element based scoring.

Marion County Homeland Security and Emergency Management / 911 Recording System RFP

12. The Proposed QA system shall allow the author of a scoring form to create custom scoring types.
13. The proposed QA system must have an integrated reporting package based on Crystal reports.
14. The proposed QA system must allow reports to be exported into Adobe Acrobat, Microsoft Excel, Microsoft Word, and Rich Text Format .
15. The proposed QA solution shall have automatic report which allows a user to generate a report schedule and distributes (via e-mail) memorized reports. Reports should include the following: Daily, weekly, monthly reports. The Report schedule should execute reports based on a predefined schedule and use SMTP to send the results to all subscribers as email messages. Thus, reports shall be "subscribed to" and "pushed." No effort should be required by the end user to generate a report.
16. The Proposed QA solution shall allow the ability to create supervisors, groups, and assign dispatchers to those groups.
17. The QA solutions "User Management" strategy must be based on the Microsoft Windows user management subsystems. Users from the local Windows domain shall be "imported" into the proposed solution.
18. Application access shall be based on Microsoft windows authentication and not require an application specific password.
19. System shall support Microsoft Windows Active Directory domains.
20. All features of Microsoft Windows security shall be available.
21. System shall support the ability to provide Web browser based synchronized Audio and screen playback

Section E: SYSTEM NETWORKING CAPABILITIES

1. Within the proposed solution, if Multiple recording servers are employed in the installation (single-site or multi-site), the system must be capable of viewing, and retrieving from, all such recording modules in a unified manner from a single client workstation PC.
2. If Multiple Recording servers are employed in the solution, a copy of each recording from each recording server must be uploaded to a Central Server so that a Single database unifying all recordings is created.
3. The Central Archive/Database Server must provide the user the ability to access and replay calls from the unified database for Event Recreation.
4. The Central Archive/Database Server should also provide for Archival of all recordings to Blu-ray media.
5. The system must optionally be capable of real-time live monitoring over the LAN from any Windows workstation.
6. The system will provide the capability of centrally presenting important system information for easier system-wide management. This information will include alerts, configure user passwords and profiles, archive drive status information, hard drive status, log files, media library records, etc.

Marion County Homeland Security and Emergency Management / 911 Recording System RFP

7. System is to support SNMP management applications such as (Hp Openview).
8. The recording system must minimize network impact by operating on a server to client configuration and streaming audio to the workstation at the defined audio compression rate (24 kbps, 13 kbps, 8 kbps, or 5.3kbps).
9. Network access to the recording server must be controlled by controlled by the Windows 2008 Server security scheme.
10. The recording solution must be able to integrate with Active Directory to provide a single point of user security management.
11. The Recorder solution should also employ its own application security access control mechanism which limits playback control per channel or agent.

Section F: MEDIA STORAGE

1. The system will be capable of recording to removable and/or on-line storage devices including Blu-ray BD-RE disks, RAID 5 hard hot swappable disk arrays, and SAN or Network-Attached Storage devices in a RAID configuration.
2. The system will be capable of providing approximately 18,350 (REMOVE: calculated using 5.3kbps) channel hours of recording on single 50GB Blu-ray BD-RE removable media.
3. The system will be capable of recording 350,000 channel hours of the most recent recordings on the internal 1TB Storage, or optionally up to 700,000 channel hours on 2TB of Storage.
4. The system and media will provide protection such that data will not be accidentally overwritten. The user may program a protected media retention period from 0 to 32,000 days. When such a retention period is chosen, a previously recorded media that has not yet expired cannot be formatted and reused until the expiration of the retention period.

Section G: SPEECH ANALYTICS APPLICATIONS (Optional)

1. The speech analytics solution must be a market leader with several generations of technological development.
2. The speech analytics solution must provide the ability to trend on terms that are not predefined by the user in advance of processing.
3. The Speech Analytics Solution shall provide the user the ability to perform Ad Hoc searches of the Index of transcribed calls.
4. The Speech Analytics Solution shall allow a user to Create Categories of calls to which specific terms and words may be placed to as to provide the user the immediate search results based upon category upon logon.
5. The speech analytics solution must require minimal setup and maintenance and provide out of the box results.

Marion County Homeland Security and Emergency Management / 911 Recording System RFP

6. The speech analytics solution must provide visual search capabilities that depict the relationship between search keywords and other top terms in order to build better queries
7. The Speech Analytics Solution must not be from a third party vendor. It shall be Designed and manufactured by the Recording system vendor so as to have a unified solution.

Section H: SYSTEM SECURITY FEATURES

1. The system must allow authorized access of selected-recorded audio either at the recorder or by use of an optional remote client workstation.
2. The system must provide an automatic logout at a user set time (i.e. number of minutes of inactivity). The automatic logout may be overridden by a single mouse-click.
3. System must provide playback audit reporting.
4. System Audit Reporting must provide:
 - Hourly breakdown by agent (provide sample)
 - Agent talk time (provide sample)
 - Channel talk time (provide sample)
 - Detailed call report by channel (provide sample)

Section I: SYSTEM DIAGNOSTIC & ALERT CAPABILITIES

1. The system must provide boot-up system test and ongoing self-checking tests.
2. The system must provide an error log to keep track of alerts, error messages and conditions.
3. The system must be capable of on-line remote diagnostics via Secure Internet or VPN.
4. The system must provide for channel inactivity alert that will notify the user if a particular channel is inactive (not reporting audio) for a certain period of time.
5. A remote response alert from the voice recording system is mandatory. The system must offer a Management Console with the capability of alerting a user, via a LAN connection, of a total system failure.
6. Proposed system must support the ability email error alerts if a system error occurs.

Marion County Homeland Security and Emergency Management / 911 Recording System RFP

Section I: Warranty/ Pricing and Maintenance

1. The proposal must warrant all components and software functionality and provide full maintenance on the system for the first year of operation, to include any software updates.
2. The proposal must include pricing for maintenance and support (priced separately) of the system for years two (2) through five (3) of ownership.
3. A maintenance program must be available that includes free software updates and upgrades at no additional cost.
4. The Proposer must have the ability to access the system 24/7 to correct all software issues arising from a failure or to perform upgrades.
5. The Proposer must be able to download software updates remotely with regards to software maintenance or upgrades as part of the maintenance agreement.
6. Pricing must be on county form 2015 P-1.
7. Pricing must include all necessary hardware, wiring, software and training necessary for a turnkey solution.
8. Pricing must include all licenses and equipment to interface with Motorola P-25 trunk system, Zetron 3200/3300 phones, NEC administrative phones and computer aided dispatch system.
9. All proposals will be sent to Marion County Commission 200 Jackson Street, Fairmont WV 26554. All proposals must be marked Recorder Proposal.
10. Timeline. RFP released August 7, 2015—RFP due August 21st at 4PM to County Commission. Bids will be opened at next scheduled Commission meeting.
11. Email questions to Chris McIntire @ cmcintire@marioncountywv.com or call 304-367-0915.

Section J: References

1. The Proposer must provide a list of at least three (3) references detailing the following information;
 - 1.1 Organization Name, address and phone number
 - 1.2 Contact name and email address
 - 1.3 Implementation dates
 - 1.4 Project description and versions of software installed.
 - 1.5 Public Safety users with similar sized systems are preferable

Marion County Homeland Security and Emergency Management / 911 Recording System RFP

Form 2015 P/1

Marion County WV Recorder Project

Price _____

Complete System Cost

Price Year 1 _____

Maintenance per Year

Price Year 2 _____

Price Year 3 _____

Price Year 4 _____

Price Year 5 _____

Additional Expansion Cost per Unit

Additional User/Counties P-25 _____

Additional Price per talkgroup(s) _____

Additional Price storage _____

Other (Explain _____)

Name:	Title:
Authorized Signature:	Date:



**Marion County
Department of Homeland Security &
Emergency Management & E911**

50 Centerview Drive, Fairmont, West Virginia 26554
304-367-0915 office 304-363-4061 fax

July 18, 2016

Dave Posey
CRS Inc,
612 Schrader Ave
Wheeling WV 26003

Dear Mr. Posey,

This letter is to inform you that on Oct 31, 2015 Marion County 911 Center Logging Recorder RFP was awarded to CRS, LLC, 612 Schrader Ave Wheeling WV 26003 Phone: 304-242-3959 Fax: 1-855-277-4621.

Per Bid requirement the base unit price and all options are to be made available for other West Virginia government agencies to piggyback for not less than 36 months per Contract number **WV-C89-DVL** for **COMMODITY: DIGITAL VOICE LOGGER**.

This contract will be made available to other Government Agencies to include all WV State, County, Municipal and any 911 Center in the State of WV. The contract will be available until Dec 31, 2017 (with option to extend another 2 years) Marion County deems that this contract should be extended.

Sincerely,

Chris McIntire
Marion County DHSEM
911/OES Director

CRS LLC
 612 Schrader Ave
 Wheeling, WV 26003 US
 dposey@crsvl.com
 www.gotcrs.com



QUOTE

ADDRESS

Director Jeffery Polczynski
 Jefferson County Emergency
 Communication Center
 28 Industrial Boulevard
 Kearneysville, WV 25430

QUOTE # 1005

DATE 11/17/2017

EXPIRATION DATE 04/30/2018

ACTIVITY	QTY	RATE	AMOUNT
NexLog 740 Hardware Items:NexLog740 WV NexLog 740 base system: 3U rack-mount, Intel Core2 Quad CPU, Dual NIC, Embedded Linux, NexLog base software, web-based configuration manager, and 1st year warranty.	1	6,525.00	6,525.00
NexLog 740 Hardware Items:105301 WV Integrated 7" Color LCD Touch Screen Display for NexLog 740	1	1,075.00	1,075.00
105381 WV Upgrade to 4 x 4TB Hot Swap h/w-RAID5 = 12TB storage	1	5,055.00	5,055.00
105284-024 WV 24-Channel Analog Card, 24 Ch. Licenses	2	4,900.00	9,800.00
271071 WV Screen Recording for 10 PCs (Requires MediaWorks PLUS)	1	2,450.00	2,450.00
108121 WV 24 port GPIO PCI Card/Cable Kit (non-isolated; 24 inputs)	1	650.00	650.00
209029 WV 911 NENA ANI/ALI CAD Spill Integration - USA/Canada only	1	2,855.00	2,855.00
271083 WV 8 pack MediaWorks PLUS (web) concurrent license	1	815.00	815.00
109033-003 WV Quick Install Kit (9 ft. Cable + "66" Block):	2	180.00	360.00
271111 WV Eventide MP3 option for MediaWorks PLUS	1	195.00	195.00
1173-000 WV DVSI 4-Port Decoder Unit (for P25, DMR, TRBO, and NXDN) - Max 3	1	8,165.00	8,165.00
271014 WV Central Archive License (for archive to another NexLog)	1	1,365.00	1,365.00

ACTIVITY	QTY	RATE	AMOUNT
NexLog 740 Hardware Items:108233-000 WV Dual Hot-Swap power supplies, 120/240 VAC (standard-no charge)	1	0.00	0.00
108109 WV Rack Mount Slides - 2 Post Center Mt., 3U (for NexLog 740)	1	370.00	370.00
Eventide Services:271090 WV CRS PRO Service, installation, integration, testing and training.	1	4,500.00	4,500.00

Installation Notes: Customer's radio and telephone vendors should provide the proper inputs, identified and terminated within 6 feet of the recorder's physical location.

Warranty Notes: System comes with one year warranty parts and labor with 24/7 onsite response. Service Agreement is available after initial full year warranty expires.

TOTAL

\$44,180.00

Accepted By

Accepted Date

Jeffrey Polczynski

From: Dave Posey <dave.posey@crsnc.com>
Sent: Friday, December 01, 2017 9:45 AM
To: Jeffrey Polczynski
Subject: Annual Maintenance Agreement pricing

Hi Jeff,

Annual Maintenance Yearly: \$9,700.00.

4 Years paid at time of purchase. \$34,000.00 (covers all parts labor and travel). Must be paid within 30 days of installation to take advantage of discount.

Let me know if you need anything else or have any questions.

Thanks

Dave Posey

CRS LLC

Mobile: 304-238-3993 Office (304) 242-3959

24/7 Help Desk - (888) 661-0202



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nic Diehl

Department or Organization: Jefferson County Development Authority

Estimation of amount of time needed for appointment: 10 Minutes

Date Requested – 1st Choice: December 7, 2017

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Jefferson County Development Authority appointment to the Eastern Panhandle Regional Planning & Development Council.

Please provide the County Commission with a description of your request or presentation, including any background information: JCDA has a seat on the Eastern Panhandle Regional Planning & Development Council which was previously held by John Reisenweber. As new Executive Director, Nic Diehl would like to be appointed to serve on the council in his place.

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*):

Move to appoint Nicolas H. Diehl to the Eastern Panhandle Regional Planning & Development Council.

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: janejones@jcda.net and/or nic@jcda.net Phone Number: 304-728-3255

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Name: Dawn Weimer

Department or Organization: Jefferson County Commission-Ambulance Fee

Estimation of amount of time needed for appointment: 5 minutes

Date Requested—1st Choice: December 7th

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

Date Requested—2nd Choice: December 21st

Subject (Wording to be placed on agenda): **Request for Exoneration/Modification of the Ambulance Fee Bill for Thelma Tucker.**

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

See attached letter written by customer/owner.

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request: **Amount Due: \$20 plus \$5 late fee = \$25**

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

I move to (disapprove/approve) the Exoneration/Modification request by Thelma Tucker.

Attach supporting documents for request or request may be denied.

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

Contact information:

Email address: dweimer@jeffersoncountywv.org

Phone Number: 304-728-5606

FOR COMMISSION STAFF USE ONLY—FINANCIAL IMPACT/RECOMMENDATION

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Nov-9-2017

Let me start out by saying I can't afford to send you \$25.00 at one time. I am 81 years old and only have a small amount of social security check to live off of to buy food electric, water medicine and anything else I need to live. so I am enclosing a \$5.00 check that I will have to send you each month until I pay off the ambulance fee. I don't think seniors should have to pay something like this as we have hardly any income coming in to live off of any way as it is. Every one is always AFTER money.

Thelma Tucker
428 E. First Ave.
Charlestown W.V.
25414

IF you don't want to except the \$5.00
Payment send it BACK AND I will use it
(1/2/08)

To help get my medication.
Also I need A Receipt mailed
to me giving Credit For the
Enclosed With Balance

NOTICE JEFFERSON COUNTY COMMISSION MEETING CANCELLATION

The regular meeting scheduled on Thursday, December 21st, 2017 has been cancelled. The Commission will resume its regular session on Thursday, January 4th, 2018, at 9:30 a.m.

Anyone wishing to place an item on the January 4th, 2018 agenda must have all necessary documents emailed, delivered or mailed to the County Commission office on or before 5:00 p.m., Wednesday, December 27th, 2017.

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

**NOTICE OF SPECIAL SESSION
JEFFERSON COUNTY COMMISSION**

The Jefferson County Commission will convene on Friday, December 15, 2017 at 9:30 a.m. to hold a Legislative Summit.

The summit with the Eastern Panhandle state legislators is held to discuss the commissions legislative priorities to be presented at the next state legislative session.

The public is invited to attend.

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

NOTICE



All Jefferson County Commission offices will be closed on Monday, December 25th, 2017 in observance of the Christmas Holiday.

NOTICE



All Jefferson County Commission offices will be closed on Monday, January 1st, 2018 in observance of the New Year's holiday.

Impact Fee Status Report

November 2017

Office of Impact Fees

Summary

Date Range: Wednesday 1 through Thursday 30 November 2017

Report Date: 1 December 2017

Process Number Range: 1700230-1700248

Total Applications: 19

Total Non-Exempt: 19

Of which:

Commercial: 0

Residential: 19

Of which:

County: 12

Municipal: 7

Total Exempt: 0

Of which:

Commercial: 0

Residential: 0

Of which:

County: 0

Municipal: 0

Tables 1 through 7 summarize impact fee processing for November 2017. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 30 November 2017	0	0	19	19
Fees collected		\$0.00	\$114,960.00	\$114,960.00
<i>Of which</i>				
School Impact Fee			\$104,253.00	\$104,253.00
Law Enforcement Fee		\$0.00	\$1,818.00	\$1,818.00
Parks & Recreation Fee			\$8,011.00	\$8,011.00
EMS Fee		\$0.00	\$878.00	\$878.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 November 2017)	\$83,560.45
October Deposits (1 – 30 November 2017)	\$114,960.00
School October Transactions (withdraws via transfer on 13 Nov. 2017)	(\$75,621.11)
Law October Transactions (withdraws via transfer on 13 November 2017)	(\$1,491.87)
Parks & Rec Oct. Transactions (withdraws via transfer on 13 Nov. 2017)	(\$5,811.04)
EMS October Transactions (withdraws via transfer on 13 November 2017)	(\$636.43)
Interest Earned (30 November 2017)	\$36.74
Ending Statement Balance (30 November 2017)	\$114,996.74
<i>Outstanding Credits (deposits through 1 December 2017)</i>	<i>\$0.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 November 2017)	\$3,979,196.76
October Transactions (deposits via transfer on 13 November 2017)	\$75,621.11
Interest Earned (30 November 2017)	\$1,653.93
Ending Balance (30 November 2017)	\$4,056,471.80

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 November 2017)	\$106,592.59
October Transactions (deposits via transfer on 13 November 2017)	\$1,491.87
Interest Earned (30 November 2017)	\$44.17
Ending Balance (30 November 2017)	\$108,128.63

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 November 2017)	\$186,791.56
October Transactions (deposits via transfer on 13 November 2017)	\$5,811.04
Requisition 17R0121 - James Hite Park Pavilions (09 November 2017)	(\$28,500.00)
Interest Earned (30 November 2017)	\$69.61
Ending Balance (30 November 2017)	\$164,172.21

Table 6. Financial Data –EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 November 2017)	\$4,081.44
October Transactions (deposits via transfer on 13 November 2017)	\$636.43
Interest Earned (30 November 2017)	\$1.83
Ending Balance (30 November 2017)	\$4,719.70

Table 7. Total Impact Fees as of 1 December 2017/1

Description	Amount
Office of Impact Fees General Account	\$114,996.74
School Impact Fee Account	\$4,056,471.80
Law Enforcement Fee Account	\$108,128.63
Parks & Recreation Impact Fee Account	\$164,172.21
EMS Impact Fee Account	\$4,719.70
Total Impact Fees	\$4,448,489.08

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

Table 8. Pending December 2017 Fee Transfers /1

Account	30 November 2017 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$4,056,471.80	\$104,286.07	\$4,160,757.87
Law Enforcement Fee Account	\$108,128.63	\$1,818.73	\$109,947.36
Parks & Recreation Impact Fee Account	\$164,172.21	\$8,013.57	\$172,185.78
EMS Impact Fee Account	\$4,719.70	\$878.37	\$5,598.07
Total Impact Fees	\$4,333,492.34	\$114,996.74	\$4,448,489.08

/1 This table represents each of the impact fee category account totals as of 30 November 2017 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in November 2017 are listed in table 1 of the General Account (3111776); these transactions will be processed in December 2017. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

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Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Wednesday through Thursday 30 November 2017

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
Category Count: 0					Category Total		\$0.00				
Non-Exempt Applications											
1700230	11/02/2017	Bowers	Margarett	09 Shepherdstown	1175	434	2	7.4	\$6,347.00	11/02/2017	N/A
1700231	11/02/2017	Dan Ryan		02 Charles Town	952	565	4	19	\$6,347.00	11/02/2017	N/A
1700232	11/02/2017	Dan Ryan		02 Charles Town	952	565	4	19	\$6,347.00	11/02/2017	N/A
1700233	11/07/2017	K Hovnanian		08 Ranson Corp	1133	476	8D	10E	\$6,186.00	11/07/2017	N/A
1700234	11/07/2017	K Hovnanian		08 Ranson Corp	1133	476	8D	12E	\$6,186.00	11/07/2017	N/A
1700235	11/07/2017	Whitehead	Kenneth	04 Harpers Ferry	665	539	15	32	\$6,347.00	11/07/2017	N/A
1700236	11/08/2017	Corbin	Norman & Lora	06 Kabletown	1132	461	6E	174-175	\$6,347.00	11/08/2017	N/A
1700237	11/09/2017	Dan Ryan		02 Charles Town	952	565	4	19	\$6,347.00	11/14/2017	N/A
1700238	11/15/2017	G & H		03 Charles Town	1197	330	8	31-32	\$6,186.00	11/15/2017	N/A
1700239	11/16/2017	Duval (for		03 Charles Town	23	67	12B	238	\$6,186.00	11/16/2017	N/A
1700240	11/16/2017	Duval (for		03 Charles Town	23	67	12B	237	\$6,186.00	11/16/2017	N/A
1700241	11/17/2017	Commercial		03 Charles Town	1024	473	8	42	\$6,186.00	11/17/2017	N/A
1700242	11/20/2017	Lutman		06 Kabletown	1186	564	15	22	\$6,347.00	11/20/2017	N/A
1700243	11/27/2017	JC 2017		09 Shepherdstown	1189	378	13	2	\$6,347.00	11/27/2017	N/A
1700244	11/27/2017	Quigley	Douglas	02 Charles Town	1169	450	23A	303	\$6,347.00	11/27/2017	N/A
1700245	11/27/2017	Shipley	Gary	09 Shepherdstown	1131	589	19A	80	\$6,347.00	11/27/2017	N/A
1700246	11/29/2017	Berk	Austin	02 Charles Town	1068	119	8	32.13	\$1,841.00	11/29/2017	Form 260
1700247	11/30/2017	Quigley	Douglas	03 Charles Town	1199	158	10A	23	\$6,186.00	11/30/2017	N/A
1700248	11/30/2017	JC 2017		02 Charles Town	1195	107	16	142	\$6,347.00	11/30/2017	N/A
Category Count: 19					Category Total		\$114,960.00				
TOTAL APPLICATIONS: 19					Grand Total		\$114,960.00				

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

Week Ending Date	FY18 November 25, 2017
To Be Deposited On	December 1, 2017
Amount Played	\$ 62,433,371.41
Amount Won	55,994,830.94
Amount Promo	757,805.00
MWAP Contribution	<u> -</u>
Adjusted Gross Terminal Revenue	<u>\$ 5,680,735.47</u>
Administrative Costs @ 4%	227,229.42
Excess Lottery Fund @ 4%	<u> -</u>
Net Terminal Revenue	<u>\$ 5,453,506.05</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 @ 96%	-
Track Share of Capital Reinvestment @ 4%	-
Adjusted Net Terminal Revenue	<u>\$ 5,453,506.05</u>
Racetrack @ 46.50% / 42%	2,535,880.31
Lottery Fund @ 30% / 0%	1,636,051.82
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	700,775.52
Racetrack Purses @ 90% of 7% / 4%	343,570.88
Employee Pension @ 1% / 0.5%	54,535.06
Greyhound Development @ 90% of 0.75%	36,811.17
Thoroughbred Development @ 90% of 0.75%	36,811.17
County / Municipality @ 2%	<u>109,070.12</u>
	<u>\$ 5,453,506.05</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	-	-	-	-	-	-
8/26/2017	97,669.16	97,669.16	-	-	-	-	-	-
9/2/2017	111,442.08	81,653.20	29,788.88	2,362.26	11,885.76	646.42	10,032.89	4,861.55
9/9/2017	110,669.96	55,334.98	55,334.98	4,388.06	22,078.66	1,200.77	18,636.82	9,030.67
9/16/2017	88,536.00	44,268.00	44,268.00	3,510.45	17,662.93	960.62	14,909.46	7,224.54
9/23/2017	92,140.24	46,070.12	46,070.12	3,653.36	18,381.98	999.72	15,516.42	7,518.64
9/30/2017	108,018.60	54,009.30	54,009.30	4,282.94	21,549.71	1,172.00	18,190.33	8,814.32
10/7/2017	97,398.00	48,699.00	48,699.00	3,861.83	19,430.90	1,056.77	16,401.82	7,947.68
10/14/2017	100,794.72	50,397.36	50,397.36	3,996.51	20,108.55	1,093.62	16,973.83	8,224.85
10/21/2017	89,091.32	44,545.66	44,545.66	3,532.47	17,773.72	966.64	15,002.98	7,269.85
10/28/2017	100,178.24	50,089.12	50,089.12	3,972.07	19,985.56	1,086.93	16,870.02	8,174.54
11/4/2017	104,082.64	52,041.32	52,041.32	4,126.88	20,764.49	1,129.30	17,527.51	8,493.14
11/11/2017	97,182.64	48,591.32	48,591.32	3,853.29	19,387.94	1,054.43	16,365.56	7,930.10
11/18/2017	83,246.28	41,623.14	41,623.14	3,300.72	16,607.63	903.22	14,018.67	6,792.90
11/25/2017	109,070.12	54,535.06	54,535.06	4,324.63	21,759.49	1,183.41	18,367.41	8,900.12
Sub Total	\$ 2,152,050.00	\$ 1,532,056.74	\$ 619,993.26	\$ 49,165.47	\$ 247,377.32	\$ 13,453.85	\$ 208,813.72	\$ 101,182.90

Benchmark Goal \$ 912,063.48

Remainder until split \$ -

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		8/26/2017	97,669.16	
9/7/2013	67,758.74		9/6/2014	61,420.28		9/5/2015	55,890.76		9/3/2016	60,448.12		9/2/2017	81,653.20	
9/14/2013	53,374.22		9/13/2014	51,364.96		9/12/2015	63,273.30		9/10/2016	61,598.04		9/8/2017	55,334.98	
9/21/2013	54,277.94		9/20/2014	50,664.54		9/19/2015	54,233.06		9/17/2016	50,609.64		9/16/2017	44,268.00	
9/28/2013	54,881.50		9/27/2014	50,127.22		9/26/2015	52,439.60		9/24/2016	51,199.68		9/23/2017	46,070.12	
10/5/2013	55,950.74		10/4/2014	53,531.28		10/3/2015	53,104.94		10/1/2016	54,346.34		9/30/2017	54,009.30	
10/12/2013	55,837.92		10/11/2014	51,127.00		10/10/2015	50,291.26		10/8/2016	50,896.18		10/7/2017	48,699.00	
10/19/2013	61,327.20		10/18/2014	56,414.64		10/17/2015	53,048.80		10/15/2016	51,557.88		10/14/2017	50,397.36	
10/26/2013	52,854.06		10/25/2014	49,890.20		10/24/2015	55,418.72		10/22/2016	53,825.90		10/21/2017	44,545.66	
11/2/2013	57,543.54		11/1/2014	52,242.34		10/31/2015	57,023.64		10/29/2016	50,853.22		10/28/2017	50,089.12	
11/9/2013	54,666.76		11/8/2014	52,819.26		11/7/2015	55,832.08		11/5/2016	55,958.84		11/4/2017	52,041.32	
11/16/2013	56,495.96		11/15/2014	51,810.32		11/14/2015	56,012.86		11/12/2016	53,346.18		11/11/2017	48,591.32	
11/23/2013	48,628.62		11/22/2014	46,228.62		11/21/2015	50,193.76		11/19/2016	47,174.90		11/18/2017	41,623.14	
11/30/2013	59,645.66		11/29/2014	55,593.44		11/28/2015	60,010.98		11/26/2016	56,826.94		11/25/2017	54,535.06	
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
	3,261,565.02		3,148,372.80		3,167,478.80		3,047,532.94
							1,532,056.74

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	March, 2017	55,972.27
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
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78	Total 2016-2017	726,611.13
		Total 2017-2018	163,748.82		

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	Date	Amount
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	August, 2017	162,927.06
September, 2015	194,536.32	September, 2016	203,104.26	September, 2017	148,890.54
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	167,916.81		
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		
Total 2015-2016	2,498,270.34	Total 2016-2017	2,179,833.39	Total 2017-2018	491,246.46