

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2019
THURSDAY, SEPTEMBER 5, 2019
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 REQUISITIONS

- September 5, 2019

APPROVAL OF ACCOUNTS PAYABLE

- September 5, 2019

APPROVAL OF MANUAL CHECKS

- September 5, 2019

APPROVAL OF PAYROLL

- September 5, 2019

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT *(20 minutes)*

PRESENTATIONS

1. 10:00 a.m. Russell Burgess, Information Technology
Approval of the renewal of the 2019 County Video Program -
Discussion/Action

2. 10:15 a.m. Dr. Terrence Reidy and Chairman John Bresland - Jefferson County Health Department
 - Introduce the new Health Officer, Dr. Terrence Reidy
 - Request for \$3,600 to allow Health Department to implement county system "MyGovernmentOnline" at the Health Department - Discussion/Action

3. 10:30 a.m. Michelle Gordon, Finance Director
 - Review and approval of FY2019 State Budget Revision 2 for the Coal Severance Fund - Discussion/Action

4. 10:45 a.m. **BREAK**

5. 11:00 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of renewal of County cable franchise agreement and related issues - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #18-C-171 - Discussion/Action
 - Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
 - Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
 - Report from counsel on opioid litigation and related issues - Discussion/Action

6. 11:15 a.m. Peter Dougherty, Sheriff
 - Renewal of the Highway Safety Grant Program - Discussion/Action
 - Request to Increase Starting Salaries for Deputies, effective January 1, 2020 - Discussion/Action

NEW BUSINESS

7. Discuss creating a Complete Count Committee for the Census 2020 - Discussion/Action (SG)

COUNTY ADMINISTRATOR REPORTS

- Saint Margaret's Renovation for additional courtroom - Discussion/Action
- Designation of an additional HIPAA Privacy Officer - Discussion/Action

COUNTY COMMISSION REPORTS

8. ADJOURN

CORRESPONDENCE/INFORMATION

Notice if intent to appoint to the Jefferson County Broadband Committee - 2 citizens.

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.

REQUISITIONS TO BE APPROVED

September 5, 2019

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
MAINTENANCE	20012	\$13,676.00	IPC Technologies, Inc.	5 yr. Mitel Phone System Support
TOTAL		\$ 57,859.28		

IPC Technologies, Inc.
 Suite 100
 7200 Glen Forest Drive
 Henrico VA 23226-3768

INVOICE	IVC3029150
Type	
Date	8/15/2019
Page	1

Bill to:

Jefferson County Commission
 124 Washington Street
 P.O. Box 250
 Charles Town WV 25414

Ship to:

Jefferson County Commission
 124 Washington Street
 P.O. Box 250
 Charles Town WV 25414

Purchase Order ID		Customer ID	Salesperson ID	Shipping Method	Payment Terms ID		
		04765	BSA		NET30		
Quantity	Item Number	Description	U. Of M.	Discount	Unit Price	Ext. Price	
1.00	WARRANTY RENEWAL	Partner Support, 5 Yr., Annual Bill. NO	Each	\$0.00	\$13,676.00	\$13,676.00	

Mitel - Five Year - Annual Bill - Partner Warranty
 (NO Handsets)
 2nd Year: 09/29/2019 thru 09/28/2020

Subtotal	\$13,676.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$13,676.00

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Russ Burgess, IT Director and Sandy Slusher McDonald, Deputy County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: [Click here to enter text.](#)

Date Requested – 1st Choice: **September 5, 2019**

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*): **Approval of the Renewal of the 2019 County Video Program**

Please provide the County Commission with a description of your request or presentation, including any background information:
This is a free service provided by CGI Communications associated with NACo, which will provide the County with professionally produced online videos to highlight everything the county offers to residents, visitors, and businesses. A mobile video app will be added to this renewal

Is this a funding request? Y/N

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

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

Motion to approve the Agreement between CGI Communications and the County Commission and to authorize the President of the Commission to affix her signature to the appropriate documents - Discussion/Action

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

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

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



2019 County Video Program

Name: Russell Burgess
Title: Director of Information Technology
Address: 124 E. Washington Street
City, State, Zip: Charles Town, WV 25414
Phone: (304) 728-5605
Email: rburgess@jeffersoncountywv.org
Website: www.jeffersoncountywv.org

This agreement is between CGI Communications, Inc. ("CGI") and the County of Jefferson (the "County") and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved County Video Program is made available for viewer access on different devices via a link on the www.jeffersoncountywv.org homepage, including any alternate versions of that homepage.

During the term of this Agreement, CGI shall:

- Produce a total of eight video chapters with subject matter that includes but is not limited to: Welcome, Education, Healthy Living, Homes / Real Estate
- Provide one Community Organizations chapter to promote charities, nonprofits and community development organizations
- Provide script writing and video content consultation
- Send a videographer to County locations to shoot footage for the videos
- Reserve the right to use still images and photos for video production
- Provide all aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Provide a final draft of County Video Program content subject to County's approval (up to 3 sets of revisions allowed). CGI's request for approval of content or revision, including final draft, shall be deemed approved if no response is received by us within 30 days of request
- Provide our patented OneClick™ Technology and encode all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds; recognized player formats include WindowsMedia™ and QuickTime™
- Store and stream all videos on CGI's dedicated server
- Feature business sponsors around the perimeter of video panels
- Be solely responsible for sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Facilitate viewer access of the County Video Program from County website, including any alternate versions of County's homepage, for different devices, by providing HTML source code for a graphic link to be prominently displayed on the www.jeffersoncountywv.org website homepage as follows: "Coming Soon" graphic link designed to coordinate with existing website color theme to be provided within 10 business days of execution of this agreement. "County Video Program" graphic link to be provided to replace the "Coming Soon" link upon completion and approval of videos
- Grant the County a license to use CGI's Line of Code to link to and/or stream the videos
- Own copyrights of the master County Video Program
- Assume all costs for the County Video Program
- Afford businesses the opportunity to purchase various digital media products and services from CGI and its affiliates

Program add-ons will include:

- Will Provide our Communities drop down menu

During the term of this Agreement, the County shall:

- Provide a letter of introduction for the program on County's letterhead
- Assist with the content and script for the County Video Program
- Grant CGI the right to use County's name in connection with the preparation, production, and marketing of the Program
- Display the "Coming Soon" graphic link prominently on the www.jeffersoncountywv.org homepage within 10 business days of receipt of HTML source code
- Display the "County Video Program" link prominently on its www.jeffersoncountywv.org homepage, including any alternate versions of your home page, for viewer access on different devices for the entire term of this agreement
- Ensure that this agreement remains valid and in force until the agreed upon expiration date, regardless of change in administration
- Grant full and exclusive streaming video rights for CGI and its subsidiaries, affiliates, successors and assigns to stream all video content produced by CGI for the County Video Program only
- Agree that the County will not knowingly submit any photograph, video, or other content that infringes on any third party's copyright, trademark or other intellectual property, privacy or publicity right for use in any video or other display comprising this program.

This Agreement constitutes the entire agreement of the parties and supersedes any and all prior communications, understandings and agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein. County warrants that it is a tax exempt entity. The undersigned, have read and understand the above information and have full authority to sign this agreement.

The County of Jefferson, WV

CGI Communications, Inc.

Signature:

Name (printed):

Name (printed): Nicole Rongo

Title:

Title: Vice President of Marketing and Acquisitions

Date:

Date: May 29, 2019

Dear Valued Business Owner:

Jefferson County is excited to announce the continued partnership with CGI Communications, Inc. to create a series of professionally produced online videos to highlight everything our community offers residents, visitors, and business owners.

In addition to creating the videos, CGI is ensuring they are seen. Mobile devices have shifted the landscape of business, making it more important than ever to embrace technology as residents of Jefferson are able to stream high quality video on every device. For many businesses, getting noticed online can be a challenge, however, **utilizing video dramatically improves visibility and drives more action to your website** than static pages; the demand for video climbing even higher for users on mobile devices. Today, mobile usage has surpassed desktop usage and that number continues to climb. CGI Communications will ensure your video program is future-proof for years to come!

With an easily viewable interface on the official county website, this video program will encourage viewers to learn more about area attractions, economic development opportunities, quality of life, and the businesses supporting the program. In addition, the county's official website will backlink to CGI's www.elocallink.tv, which hosts the Video Tour.

We are dedicated to highlighting the advantages of living and working in Jefferson; advantages that include access to our wonderful business community; and we feel that this video program can be widely successful. We encourage you to consider participating in this community-wide program as it provides an exciting opportunity to showcase your business and utilize the power of video on your own websites and social media pages.

To learn more about sponsorship opportunities or to request an appointment please e-mail BrandonB@cgicompany.com

Best Regards,

Patricia A. Noland
President, County Commissioner

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Dr Terrence Reidy, Chairman John Bresland

Department or Organization: Jefferson County Health Department

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: September 5, 2019 @ 10:15
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information:
Introduce the new Health Officer, Dr Terrence Reidy to the Commission and present a request for \$3,600 to allow the Health Department to implement county system "MyGovernmentOnline" at the Health Department

Is this a funding request? Y/N Yes

If so, how much? \$3,600.00

Provide exact financial impact/request: Improve ability to track well and septic permits and provide faster public information for real estate agents, developers and installers.

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

The Jefferson County Commission make available \$3,600 to the Health Department to participate in the MyGovernmentOnline system utilized by the County Planning and Zoning Department.

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

If not attached, explain:

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

Contact information: Marty Freeman

Email address: Marty.Freeman@wv.gov Phone Number: 304 728 8416 ext 3032

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

MEMORANDUM TO THE FILES

Date: July 24th 10:00 am

**Attendees: Robert Custard
Marty Freeman
John Bresland
Carissa, Caruso-DiPaolo
Todd Fagan, GIS, Jefferson County**

Presenter: Ryan Hutchinson, Chief Technology Officer

The system was presented via gotomeeting showing the system as utilized for well and septic applications at local health departments.

The system was thought to contain all functions needed or wanted by our environmental section including: cloud based storage of the data, health department maintains control of the data; online payments and receipts, permitting, subdivision review and renewals. Issuance of all Health Department forms, form letters and charts. The system is customizable in total for the department and personally by the user. The system has the potential for passing subdivision information back and forth from the County as part of the approval process. Unlimited users, includes free support and report writing.

Has potential for GIS plan reviews with additional software and pricing.

Estimated cost of basic system is \$3,600 per year plus reimbursement of travel cost for implementation; \$6,360 including GIS.

Timeline of events if purchased: Configuration, Documentation and Training 3-6 months

- 1. Agreement license purchased**
- 2. Kickoff call scheduled**
- 3. Configuration team**
- 4. Online review**

5. On site visit/discovery/review/training

6. Formal Training.

Summary recommendation of review team:

Present to Dr Reidy and the Board

Contact other users beyond Jefferson for reviews

Determine if multiple phase would be used well/septic and leave food current database

Present proposal to County.

MGO Project Highlights

May 18, 2017 – County Commission Presentation

One of the stated goals of departmental realignment (July 2016) was operational efficiency and eliminating duplicity in staff tasks. One way to achieve this goal is through the adoption of Content Management System (CMS) and Permitting software. The need to scan, digitize, index and link county documents to development projects still exists. The IT Department has offered to help with hardware, installation, training and some funding to explore a cheaper CMS solution to our document management problems. The software has been reviewed and vetted; staff just needs authorization to proceed with implementation of the project.

1) BIDS

a) 2013 – OnBase

- i) Spent a year researching, doing RFP, reviewing bids, managing a grant, all for naught
- ii) 3 Bids ranged from \$233K - \$316K

b) Feb 2017 – Alfresco

- i) To teach staff how to build a CMS/permit workflow system from scratch with open source software
 - (1) Would take 5 years to be fully functional
 - (2) IT still wishes to explore this approach for other purposes
- ii) Clear Cadence - \$24,000
- iii) Velosys - \$40,143
- iv) Yudrio - \$62,700

c) May 2017 – MyGovOnline

- (1) Right after we signed ClearCadence contract, we learned that Ranson and Charles Town were pursuing a new permitting/GIS/ordinance compliance/inspections/data content system (why reinvent the wheel?)
- ii) Saw 4 demos and got 5 quotes from bidders

Product	1st year startup cost	ongoing annual cost	5 year estimate	
MyGovOnline (MGO)	\$15,000	\$13,260	\$68,040	\$11,420/yr and \$57,100/5 yrs if we share GIS module costs with RN & CT
CitizenServe	\$52,000	\$30,000	\$172,000	
Accela	\$73,140	\$54,240	\$290,100	
SmartGov	\$67,434	\$24,136	\$163,978	
Tyler Technologies*	\$30,000	\$24,000	\$126,000	

- iii) * Tyler Technologies/EnerGov – never truly considered due to higher cost and poor references on Permitting modules (Ranson is actually abandoning this product for something better and cheaper)

- 2) SOFTWARE - Staff saw three separate MGO demos over the past month. Everyone is excited to get started. The system is a searchable database with custom tools to perform all of the basic tasks in the land development process. Online portal allows the citizen, developer, and county staff to initiate, view, and contribute documents related to permitting, inspections, code enforcement, plan review, or planning & zoning cases. All of

these elements can be tied to GIS features like parcel, address, subdivision, etc. Click on a parcel, get the documented development history – click on a document, map its location.

The basic functions include DATA CAPTURE into a secure database; WORKFLOW PROCESSES to automatically route documents from staff to applicant or staff to staff throughout the process; easy ACCESS by staff and customers through online web portals or mobile devices; INTEGRATION with GIS, other databases, or even Ranson or Charles Town databases; METRICS and REPORTING to monitor performance; and secure STORAGE or permanent archive that is backed up locally.

- a) *Background* – South Central Planning and Development Council is a regional government agency in southern Louisiana. Developed this software over the past 12 years to standardize their permitting processes. Now partners with 100 government agencies over 7 states to share resources and improve the process at low cost.
- b) *Permitting/Inspections* – Tracks project throughout all phases of inspection or review, notifies customer of status
- c) *Workflows* - digital plan submission and review, automated movement of file to customer and among staff
- d) *Planning & Zoning* – Replicates our review processes very well, compiles all staff remarks automatically into a summary document in a departmental template memo or agenda.
- e) *Code Enforcement* – tracks citizen complaints through the process, up to court cases.
- f) *GIS integration* – Validate authoritative addresses and parcel numbers. Compare project area to layers like zoning or floodplain automatically.
- g) *Content storage and retrieval* – all documents and photos are searchable by address, parcel, subdivision, owner, file or case number, date, etc. System is available in online portal and backed up locally.

- 3) **BENEFITS** The enterprise content management system will better serve the public, reduce staff research time, and increase overall efficiency. One of the most beneficial features of a CMS, beyond shared access to archival records, is a streamlined workflow process whereby any current or ongoing projects are automatically shepherded through the process, passing from staff to staff as the job goes from application to approval. Example: Process a building permit application to automatically flag inspection steps associated with the construction. The ultimate goal is an online records portal, with “Google”-like, full text indexes so staff and public may rapidly search and access permits and land development records.

The following additional benefits will better prepare the County to handle future uncertainties in funding, staffing, or fluctuations in development activity:

- a) Increased staff efficiency
 - i) Reduced time for research (including FOIA)
 - ii) Automated workflows keep documents moving efficiently through the review process
 - iii) One click link between parcel or address and all related land development records
 - iv) Reduced errors and liability
- b) Permanent digital archive
 - i) Less paper, less ink, less physical storage = less cost
 - ii) Reduced risk - Paper records susceptible to fire/flood/loss
- c) Adaptable, multi-department technology
 - i) Less redundancy in records (one digital copy, multiple reviewers)
 - ii) Single, common GIS base map, authoritative parcel and address data
 - iii) Integration with multiple jurisdictions (GIS will get notice of city permits for addressing)
- d) Increased citizen engagement
 - i) Public access to data reduces trips to the county office, saves on paper submittal costs
 - ii) Online credit card payments
 - iii) Increased government transparency

iv) "Green" e-Government practices

4) ROI – Return on Investment

- a) 4 years ago, I estimated that staff spends on average \$11,000 per person, each year, performing document management-related activities
- b) And time savings estimates for these tasks using a CMS varied between 30% – 56% less time spent.
- c) Based on salaries of users at that time (2013) we could save between \$3400 and \$6300 per person per year in staff time spent managing documents.
- d) Multiply that by number of users expected to participate now (17) and you may see significant ROI. Incidentally, the estimated conservative savings for one year is roughly equal to 5 years of subscription costs (~\$57K). It pays for itself and frees up time for staff to tackle tasks in the job jar.

5) REFERENCES

- a) Pam Caskie, Seveirville TN, (pop. 16,000) Director of Codes, Planning, IT and GIS, "Signage is huge in this resort area (16 million visitors per year) outside Pigeon Forge and Smoky Mountains NP. SPCDC rewrote their whole sign permit process at no charge. Sorry she could not give a more balanced appraisal, absolutely no complaints. She's recommending it to Pigeon Forge following their devastating fire in Nov 2016"
- b) Tamera Baird, Taylor TX, (pop. 10,000) Building Official and 6-year user, "came from fastest growing county in Texas and brought MyPermitNow module with her. The support is very responsive and hasn't waned since start up. Quicker, easier communication with the customer. Has turned it into a revenue maker with a technology fee added to permits that development community supports due to time savings."
- c) Abby Gillfillan, San Marcos TX, (pop. 58,000) Planning Manager and 5-year user, "reduced their average permit review time from 30 days to 9 days. Not your typical vendor/client relationship, more like a partnership where they are willing to work with you to solve your specific needs. Custom reports are very valuable."
- d) Roxie McInnis, Hays County, TX (pop. 176,000) Development Services Manager and 5-year user, "We've recently begun accepting permit applications online as well and will be going live with subdivision applications within the next few months. We essentially use MPN for all functions of our permitting process from intake to approval as well as reporting and financials. The tools are pretty intuitive. It's a pretty great tool and overall I'm happy with it. It's brought us out of the dark ages and has opened up new possibilities."

6) CONTRACT

- a) Reviewed by legal
- b) Charles Town and Ranson are ready to move
- c) We don't pay until a module is live and online
- d) \$13,260 per year (\$1105/month)
 - i) Will be less if we share GIS module costs among 3 jurisdictions, saving additional \$1840
 - ii) Currently within approved FY17 and FY18 IT budget
- e) Opt out clause if needed and all unused money will be refunded

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **September 5, 2019**

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 FY2019 State Budget Revision 2 for the Coal Severance Fund

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

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

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

Provide exact financial impact/request:

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

- Motion to accept FY19 State Budget Revision 2 for the Coal Severance 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

REQUEST FOR REVISION TO APPROVED BUDGET

CONTROL NUMBER

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

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)

2020
 FY
002
 FUND
2
 REV. NO.
1 of 1
 PG. OF NO.

Jefferson County Commission
 GOVERNMENT ENTITY

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

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	176,720		48,600	128,120
440	Engineering		48,600		48,600
	#N/A				
	#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 1st day of August, 2019, 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 2020 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:

Ralph Lorenzetti	_____
Jane Tabb	_____
Patricia Noland	_____
Caleb Hudson	_____
Josh Compton	_____

Whereupon, Commissioner Noland declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patricia Noland, 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.

Patricia Noland, President
Jefferson County Commission

Jefferson County Commission
State Budget Revision Entry

Budget Revision #1 of Coal Severance Fund FY20

Description	GL acct	Increase	Decrease
Approval granted 4-1 on 8/29/19 to fund professional services needed to update and reorganize the JC Zoning and Land Dev Ordinance & Subdivision and Land Dev Regulations.			
Engineering Prof Services	002440.422300	48,600	
Co Comm Prof Services	002401.422300		48,600
Totals		48,600	48,600

AGENDA REQUEST FORM
www.jeffersoncountywv.org

Fy20
had Coal Sev
BR.



8/29/19

Name: Jennifer Brockman, County Planner; Roger Goodwin, Director, Engineering, Planning and Zoning; and Steve Stolipher, Vice President Planning Commission

Department or Organization: Office of Planning and Zoning

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: August 29, 2019

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

Date Requested – 2nd Choice:

Jane move
Pat. 2nd
4 to 1 approval.
Josh's No.

Subject (Wording to be placed on agenda):

Approval of the Planning and Engineering Services Proposal from Greenway Engineering (attached) to update the Jefferson County Zoning and Land Development Ordinance and Subdivision and Land Development Regulations

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

At the May 2, 2019 County Commission meeting, the Planning Commission requested authorization to advertise a Request for Qualifications for a land use consultant to assist with a comprehensive update to the County's Zoning and Land Development Ordinance and Subdivision and Land Development Regulations. They noted that while their work plan continues to include numerous amendments to these ordinances, as development has picked up in Jefferson County, staff is needed to focus on the current planning tasks related to site plans and subdivisions and applications before the Board of Zoning Appeals and Planning Commission and therefore cannot focus on these needed amendments. The Request for Qualifications was advertised in multiple locations in late May with a due date of response by June 14, 2019.

Planning Commission formed a Committee which reviewed the applications and prioritized them by qualifications. Three firms were interviewed by the Committee and Engineering, Planning, and Zoning staff on July 19, 2019 and a top candidate was chosen the following week. The Committee and Staff held a scoping meeting with the top candidate on August 1, 2019 to review the required amendments and discuss the consultant's proposed process. The consultant's proposal and cost estimate was sent to the Committee and staff on August 9, 2019 and is now being forwarded to the County Commission for discussion and approval.

Is this a funding request? Y/N If so, how much? \$48,600 Provide exact financial impact/request:

See attached proposed scope of work and cost proposal.

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

I move to approve the proposal dated 8/9/19 submitted by Greenway Engineering to update and reorganize the Jefferson County Zoning and Land Development Ordinance and Subdivision and Land Development Regulations and authorize _____ to sign the scope of services contract.

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: planningdepartment@jeffersoncountywv.org Phone Number: 304-728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable Josh is it time sensitive? ie. next FY Bud rather than Coal Sev depletion Jennie-needed now due to cadence error
Ralph - any major conflict w/ active projects in Co?
Greenway - No.



704 Foxcroft Avenue
Martinsburg, WV 25401

August 9, 2019

Jefferson County Planning Commission
116 East Washington Street, Suite 200
Charles Town, WV 25414

**Re: Jefferson County Land Development Ordinance Update
Planning & Engineering Services Proposal**

Dear Commissioners:

On behalf of Greenway Engineering please find the enclosed proposal for Professional Planning/Consulting Services associated with the tasks required to update and reorganize the current Jefferson County Subdivision and Land Development Regulations and Zoning Land Development Ordinance. We would be honored to work as an extension of Jefferson County Planning Staff to facilitate the amendment, reorganization, and update of the Ordinance(s) to make them more efficient, orderly, and user-friendly. A summary of our services is shown below, with detailed scope of services to follow:

SUMMARY OF SERVICES	FEES
Item 1: Review, Research, & Executive Summary	\$6,680.00 (Lump Sum)
Item 2: Greenway Draft Ordinance	\$13,460.00 (Lump Sum)
Item 3: County Draft Ordinance-Revisions	\$8,260.00 (HNTE)
Item 4: Public Processing	\$10,200.00 (HNTE)
Item 5: Meetings, Correspondence, & Coordination	\$10,000.00 (Hourly Allowance)

Engineers Surveyors Planners Environmental Scientists Laboratory QC Inspection Services
Telephone 304.620.5111 Fax 540.722.9528
www.greenwayeng.com

ITEM 1 – (22EX) REVIEW, RESEARCH, AND EXECUTIVE SUMMARY

Greenway Engineering will review the Zoning Ordinance and Subdivision Ordinance for the County to identify language and/or sections that should be relocated from one ordinance to the other, identify language and/or sections that should be relocated within the existing code, and to determine how the structure of both ordinance documents can be revised to make the ordinances more user-friendly and more organized. Greenway will also review all written suggestions provided by Jefferson County Planning Commission and Planning and Engineering Staff during this phase. Once this has been determined by Greenway, we will prepare an executive summary and an outline of our recommendations, specific to both ordinances, that will be provided to the Jefferson County Planning Commission Subcommittee for information and comment.

FEE: \$6,680.00

Lump Sum

Item 1

ITEM 2 – (22OA) GREENWAY DRAFT ORDINANCE

The scope of this task will include receiving comments from the Planning Commission Subcommittee regarding our recommendations from Item #1 above. Once written comments have been provided, Greenway will prepare necessary revisions and will create the draft information and reorganized documents in Microsoft Word. The scope of this task entails the required time for Greenway to develop one (1) working draft of the land development ordinance, which will include proposed updates to the Subdivision and Zoning Ordinances, based on written comments received. The deliverable for this task will be a draft ordinance to be delivered to the Jefferson County Planning Commission Subcommittee, for dissemination as they deem fit, in preparation for item #3 outlined below.

FEE: \$13,460.00

Lump Sum

Item 2

ITEM 3 – (22OA) COUNTY DRAFT ORDINANCE REVISIONS

The scope of this task will include working in collaboration with the Planning Commission Subcommittee to finalize the revisions to the Zoning Ordinance and the Subdivision Ordinance that have been deemed necessary. These recommendations will become part of the draft ordinance to be utilized for the public process (Item #4 below). The scope of this task will include time associated with the collaborative process between Greenway Engineering and the Jefferson County Planning Commission Subcommittee. The scope of this item is based on the acceptance of Item(s) #1 and #2, outlined above. The scope of this task will include up to two (2) rounds of revisions from the Jefferson County Planning Commission Subcommittee and/or Jefferson County Planning and Engineering Staff to the Greenway working draft ordinance that will be created with the scope outlined in Item #2. This item assumes that revision requests will be submitted to Greenway in writing, or by email. The scope of this task assumes that the client and Greenway will reach a client accepted draft of the ordinance in two (2) rounds of revisions. The scope of this item does not include public hearings or work sessions. Public hearings, work sessions, stakeholder meetings are included in the scope of Item(s) #4 and #5 below. If additional rounds of revisions are required, Greenway can provide these services with additional scope and a signed addendum.

FEE: \$8,260.00

HNTE

Item 3

ITEM 4 – (11PX) PUBLIC PROCESSING

The scope of this task encompasses the work associated with attending planning commission meetings, public hearings, and county commission meetings, for the purpose of gaining input from Jefferson County Planning Commission Members, Jefferson County Commissioners, and the general public on the proposed ordinance draft that will be drafted as a result of Item #3. Greenway will assist the Planning Commission Subcommittee to present and facilitate discussion at public meetings and work sessions. Greenway anticipates the following meetings:

1. Planning Commission Work Session Meeting;
2. Planning Commission Public Comment Meeting;
3. Planning Commission Public Hearing;
4. County Commission Work Session;
5. County Commission Public Hearing

Greenway will work in collaboration with the PC Subcommittee to finalize the revisions to the Zoning Ordinance and the Subdivision Ordinance that they deem necessary to recommend for the public process. We will coordinate with staff representative to have meetings recorded and we will develop detailed summary of items gleaned from public process through the PC Public Comment Meeting. We will provide information to County Commission and PC to determine items deemed appropriate for consideration and prepare final revisions for consideration during the PC Public Hearing and County Commission Public Hearing. The scope of this task includes two (2) Greenway representatives' attendance at up to five (5) public meetings/work sessions/stakeholder meetings. The scope of this task will also include up to three (3) rounds of revisions to the draft ordinance. If additional rounds of revisions are required, Greenway can provide these services with additional scope and a signed addendum.

FEE: \$10,200.00
HNTE
Item 4

ITEM 5 – (10MC) MEETINGS AND CONFERENCES, CLIENT CORRESPONDENCE, AND PROJECT COORDINATION

Unless specifically outlined in Items #1 through #4 above, any meetings either in house or offsite, as requested by the Planning Commission, County Commission, Jefferson County Staff, necessary for completion or approval of this project, will be billed hourly. This task also includes time associated with client correspondence and project coordination, necessary for the completion of the project, that is outside of the scope of Items #1 through #4 above. All time will be billed hourly in accordance with our current hourly rate schedule, which is attached for ease of reference. If we reach this budget threshold, we will meet with the County to review scope and determine if an addendum is needed.

FEE: \$10,000.00
Hourly Allowance
Item 5

ADDITIONS/REVISIONS/EXCLUSIONS

The fees listed above are in effect from the date on this proposal until 60 days thereafter. If the proposal has not been executed within the 60 days, Greenway Engineering, Inc. has the right to reevaluate scope and associated fees and present the client with an updated proposal. Upon contract ratification, a percentage increase in fees may be applied for contract durations over 12 months.

Greenway Engineering, Inc. also reserves the right to obtain an adjustment in the fee due to changes in the scope of services not provided for herein and outside our control and beyond our view. Our proposal is predicated on the exhibits and information presented to us and the applicable ordinances and regulations in effect as of the date of this proposal. Any modifications to the scope of the project which require Greenway Engineering, Inc. to perform additional work will be billed on an hourly basis or a lump sum fee, as agreed upon by the client.

Any other work not specifically stated herein is excluded from the scope of this proposal. Additionally, all application fees required for submittal or processing any Items identified in this proposal will be the responsibility of the client.

We understand that in the preparation of this scope of services, we will have assistance (if necessary) from the client(s)/developer's consultants, i.e., architect, mechanical engineer, electrical engineer, structural engineer, soils or geotechnical engineer, soils testing laboratory, underground utility location specialist, and an attorney if necessary. Greenway Engineering, Inc. shall be held harmless from errors or omissions by these consultants.

PRINTS, FEDERAL EXPRESS, DELIVERIES, MAILINGS, ETC.

Prints, Federal Express charges, deliveries and mailing costs for plans, exhibits and reports will be billed to you as ordered through the appropriate service item listed above in addition to the quoted fee. If you have an account setup with a local printing company, we can have that company bill you directly for these printing costs.

PAYMENT/COLLECTIONS/INTEREST

Payment is due 30 days from the invoice date unless prior written arrangements have been made. Account balances past 30 days of invoice date are considered "delinquent accounts" and are subject to interest accruing on the past due amounts at a rate of 1% per month from the date(s) such balance(s) is/are 30 days past due. Should default of any or all payments occur related to the agreed services in this proposal and the account is referred to "collections", it will then be your obligation to pay all collection costs, including, but not limited to, court costs, attorney's fees equal to 40% of the balance due (which 40% shall be deemed to be reasonable attorney's fees hereunder), lien fees, and collection company fees, accrued interest and any other costs incurred for the collection of this debt.

We reserve the right to stop services and withhold the issuance of documents for delinquent accounts. Services and the issuance of documents will resume when delinquent accounts are made current.

Payment should be sent to 151 Windy Hill Lane, Winchester, Virginia 22602.


MEDIATION

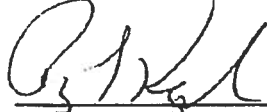
You agree that any dispute that may arise regarding the meaning, performance or enforcement of this contract will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the contract. Any mediation initiated as a result of this contract shall be administered within Frederick County, Virginia, by a mediator mutually selected by the parties. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding (but not including attorney's fees) shall be shared equally by the participating parties. In the event mediation does not result in an agreement between the parties, then any ensuing litigation shall be conducted within said Frederick County, according to

Virginia law, and the parties agree and consent that venue and jurisdiction shall be proper in the General District Court or the Circuit Court of Frederick County, Virginia.

We appreciate the opportunity to submit this proposal. Please contact me should you have any questions or wish to change the scope of services.

Sincerely,
Greenway Engineering, Inc.

 8/4/19
Jamie Rogers MacLean, CZO, CFM Date
Director of Planning, WV

 9-AUG-2019
Randy L. Kepler, PE Date
Director of Engineering

Signature of representative responsible for payment of services is required for execution of the contract.

The scope of services and terms of this proposal are accepted:

Print Authorized Representative Responsible for Payment of Services Name and Title

Signature of Authorized Representative Responsible for Payment of Services Date

***Refer to the BILLING INFORMATION sheet attached for additional information needed for our billing purposes.**

BILLING INFORMATION

Please provide all applicable information that applies to your company for billing purposes.

The following information is required for execution of the contract.

Verification of Land Ownership

Legal Property Owner: _____

Company: _____

Address: _____

Contact No.: _____

Email: _____

Responsible Billing Party (if different from landowner)

Responsible Individual: _____

Company: _____

Address: _____

Contact No.: _____

Email: _____

The following information is optional if applicable to your company.

Required Documents

Check below, if any, the documents your company requires for billing purposes.

- Purchase Order
- On-site Signed Purchase Order
- Signed Time Tickets
- Certification of Insurance
- W-9
- Waivers
- Accounts Payable Registration
- _____
- _____
- _____

GREENWAY ENGINEERING, INC.

Reimbursable Rate Schedule 2019

PRINT TYPE

8 ½ x 11 Black and White	\$0.10
8 ½ x 14 Black and White	\$0.15
11 x 17 Black and White	\$0.20
18 x 24 Black and White	\$2.00
24 x 36 Black and White	\$3.00
30 x 42 Black and White	\$4.00
36 x 48 Black and White	\$5.00
8 ½ x 11 Color	\$0.35
8 ½ x 14 Color	\$0.70
11 x 17 Color	\$1.00
24 x 36 Color	\$15.00
30 x 42 Color	\$25.00
18 x 24 Mylar	\$7.00
24 x 36 Mylar	\$12.00
30 x 42 Mylar	\$16.00

COMPILATIONS

Computer Disk	\$10.00
USB Flash Drive	\$10.00
Spiral Bound Binder	\$5.00
<i>This price is strictly for the binder and does not include the price of the individual prints.</i>	
3-Hole Binder	\$10.00
<i>This price is strictly for the binder and does not include the price of the individual prints.</i>	

COURIER SERVICE

Berkeley & Jefferson County Areas	\$20.00
Frederick County & Winchester City Areas	\$25.00
Clarke, Warren, Loudoun & Shenandoah County Areas	\$30.00
<i>Overnight and other area deliveries are available and billed on a per usage basis</i>	

Prints, Federal Express charges, deliveries and mailing costs for plans, exhibits and reports will be billed to you as ordered in addition to any contracted or quoted fees. Large submittals will be sent out to our printing company and will be billed with an additional 15% to you as needed. If you have an account setup with a local printing company, we can have that company bill you directly for these printing costs.

All travel costs (mileage, lodging, meals, etc.) are on a per diem basis.

Subcontractual services are billed with a 15% markup

The rates appearing in this Schedule are accurate and effective as of January 1, 2019. Service charges are subject to change at any time and upon occurrence, notification will be given at time of new work request from client.

If you have any questions or require current rate and fee information on your account(s), please contact our accounting department at (540) 662-4185

GREENWAY ENGINEERING, INC.

Hourly Rate Schedule 2019

ENGINEER	
Professional Engineer V	\$180.00
Professional Engineer IV	\$170.00
Professional Engineer III	\$160.00
Professional Engineer II	\$150.00
Professional Engineer I	\$140.00
Engineer X	\$150.00
Engineer IX	\$140.00
Engineer VIII	\$130.00
Engineer VII	\$120.00
Engineer VI	\$110.00
Engineer V	\$100.00
Engineer IV	\$90.00
Engineer III	\$80.00
Engineer II	\$70.00
Engineer I	\$60.00
PLANNING	
Senior Certified Planner III	\$200.00
Senior Certified Planner II	\$180.00
Senior Certified Planner I	\$160.00
Planner III	\$140.00
Planner II	\$120.00
Planner I	\$100.00
ENVIRONMENTAL	
Certified Environmental Scientist III, AOSE	\$140.00
Certified Environmental Scientist II, AOSE	\$130.00
Certified Environmental Scientist I, AOSE	\$120.00
Environmental Scientist III	\$110.00
Environmental Scientist II	\$100.00
Environmental Scientist I	\$90.00
Environmental Scientist	\$60.00
SURVEY	
Certified Land Surveyor III	\$160.00
Certified Land Surveyor II	\$150.00
Certified Land Surveyor I	\$140.00
Land Surveyor V	\$140.00
Land Surveyor IV	\$130.00
Land Surveyor III	\$110.00
Land Surveyor II	\$90.00
Land Surveyor I	\$70.00

Expert Witness will be provided at 1.5 times the regular billing rate

The rates appearing in this Schedule are accurate and effective as of January 1, 2019. Service charges are subject to change at any time and upon occurrence, notification will be given at time of new work request from client.

If you have any questions or require current rate and fee information on your account(s), please contact our accounting department at (540) 662-4185

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 5, 2019**

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

Date Requested – 2nd Choice:

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

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

1. Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
2. Discussion of Jefferson County Circuit Court Civil Action #18-C-171. Discussion/Action.
3. Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
4. Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122. Discussion/Action.
5. Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
6. Report from counsel on opioid litigation and related issues. Discussion/Action.

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Pete Dougherty, Sheriff**

Department or Organization: **Jefferson County Sheriffs Office**

Estimation of amount of time needed for appointment: **20 minutes**

Date Requested – 1st Choice:

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

September 5, 2019

Date Requested – 2nd Choice:

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

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

1. Request to renew the Governor's Highway Safety Grant.

2. Request to increase the starting salaries for deputies effective January 1, 2020.

Is this a funding request? Y/N **YES**

If so, how much? \$Approximately 40,000

Provide exact financial impact/request:

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

[Item. 1] **I move that the Commission approve the renewal of the Governor's Highway Safety Grant for another year.**

[Item 2] **I move that the starting salary for deputies be set at \$44,000 effective January 1, 2020.**

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

If not attached, explain: Item 1 is a renewal of the Highway Safety Grant. This funds two deputies.

Item 2 – The starting salary for deputies have not been increased in 10 year. We have recently lost 2 deputies with more than 10 years' experience and the number of quality applicants continues to decline.

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 5, 2019**

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*):

- 1) Saint Margaret's Renovation for additional courtroom—Discussion Action**
- 2) Designation of an additional HIPAA Privacy Officer—Discussion Action**

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

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

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

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

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

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



AGENDA REQUEST FORM
www.jeffersoncountyv.wv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 5, 2019**

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

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

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

Discuss creating a Complete Count Committee for the Census 2020

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

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

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

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

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

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

NOTICE OF INTENT TO APPOINT

The Jefferson County Commission proposes to name two (2) citizens to the Jefferson County Broadband Committee on Thursday, September 19, 2019 or as soon thereafter as the Commission may decide.

The Jefferson County Commission received a Community Development Block Grant (CDBG) for a Broadband Plan to devise strategies to bring affordable service to the county's unserved and underserved areas. The Committee will meet and discuss goals and vision for the Jefferson County Broadband Plan by developing a scope of work and preparing an RFP for a consultant to be selected by the committee and approved by the County Commission.

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

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