

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2020
THURSDAY, MARCH 19, 2020
6:00 P.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

- March 5, 2020 - Regular Meeting

APPROVAL OF REQUISITIONS

- March 19, 2020

APPROVAL OF ACCOUNTS PAYABLE

- March 12, 2020
- March 19, 2020

APPROVAL OF MANUAL CHECKS

- March 13, 2020
- March 20, 2020

APPROVAL OF PAYROLL

- March 5, 2020

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT (20 minutes)

PRESENTATIONS

1. 6:30 p.m. Public Hearing - Budget FY2021
2. 6:45 p.m. Stephen S. Allen, Director, Jefferson County Homeland Security and Emergency Management
 - 2018 EMPG application and request for payment - Discussion/Action
 - Regional COVID-19 update from Dr. Terrence Reidy, Jefferson County Health Department
 - Update from JCHSEM Director regarding COVID-19 county planning efforts
3. 7:00 p.m. Matthew Harvey, Prosecuting Attorney
 - Approval of new-hire, Kristina Shipley - part-time Victim Advocate position - Discussion/Action
4. 7:15 p.m. Debra Young, Jefferson County Victim Assistance Program
 - Approval of 2020-2021 VOCA Grant Application - Discussion/Action
5. 7:30 p.m. **BREAK**
6. 7:45 p.m. Elizabeth Wheeler, Director of the Jefferson County Farmland Protection Board
 - Approval of purchase of one Agricultural Conservation Easement - Discussion/Action
7. 8:00 p.m. Jeffrey A. Polczynski, ENP-Director of Communications
 - Resolution - 9-1-1 Public Safety Telecommunications as First Responders - Discussion/Action
 - Appointment Requests - Five Full-Time Public Safety Dispatchers - Discussion/Action
8. 8:15 p.m. Appointments to the following:
 - Water Advisory Committee - two three year terms ending January 31, 2023 - Discussion/Action
 - Property Safety Enforcement Agency - two two-year terms ending February 8, 2022 - Discussion/Action
 - Eastern Panhandle Transit Authority - two three-year terms ending January 31, 2023 - Discussion/Action
9. 8:30 p.m. Stacie Rohn, Boys & Girls Club of the Eastern Panhandle
 - Jefferson County Club Update and request for funding support - Discussion/Action
10. 8:45 p.m. Doug Estepp, West Virginia Mine Wars Museum, Coal Country Tours
 - Request donation or loan of the old jail cells that were removed from the Old Jefferson County Jail during restoration - Discussion/Action

11. 9:00 p.m. Christina M. Vogt, Eastern Panhandle NOW
- Support of Proclamation to make every March West Virginia Women in History Month - Discussion/Action
12. 9:15 p.m. Christine Wimer, The Sunshine Petition
13. 9:30 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues - Discussion/Action
- Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
- Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action
- Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1) - Discussion/Action
- Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues, and matters related thereto - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #17-C-174 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #20-C-26 - Discussion/Action

NEW BUSINESS

14. Legislative Updates
15. USDA updates crop yields based on farming history - Required to be signed by landowner not the producer - Discussion/Action
16. Approval of FY2021 Budget - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Discussion and update regarding Department Heads/Elected Officials COVID-19 meeting - Discussion/Action

COUNTY COMMISSION REPORTS

17. **ADJOURN**

CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Jefferson County Planning Commission

Notice of Intent to Appoint to the Jefferson County Development Authority

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, March 5, 2020

A meeting of the Jefferson County Commission was held on Thursday, March 5, 2020 during the first quarterly session 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, Ralph Lorenzetti, Patricia Noland and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; Jacqueline Shadle, Clerk of the County Commission; and Jim Eddy, Bailiff. (An audio tape of the Thursday, March 5, 2020 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Compton led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the Board of Review and Equalization minutes for January 30 and February 4, 6, 11, 13, and 18, 2020 with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 4, 2020 FY21 Budget Public Forum minutes with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the February 20, 2020 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the requisitions for March 5, 2020 in the amount of \$214,188.60 to include requisition nos 20034, 20035, and 20036. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK #		VENDOR NAME		AMOUNT
82923		AHA-ARTS & HUMANITIES ALLIANCE		301.73
82924		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		3,213.06
82925		BRIANNA L. GUSTAFSON		152.50
82926		CHOICE STAFFING INC		1,340.00
82927		DELTA DENTAL OF WV		6,571.89
82928		EASTERN PANHANDLE INVESTIGATIONS		1,525.00
82929		ESS ELECTION SYSTEMS & SOFTWARE		44,241.00
82930		FEDEX		153.96
82931		GUTTMAN OIL CO		3,177.26
82932		INFORMER SYSTEMS LLC		4,836.00
82933		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		446.79
82934		JEFFERSON CO CONVENTION AND VISITORS BUREAU		7,543.26
82935		JEFF CO PARKS & RECREATION COMMISSION		6,794.74
82936		JEFFERSON RENTAL		25.46
82937		JESSICA CARROLL		809.88
82938		JOSEPH MURPHY		50.98
82939		LANGUAGE LINE SERVICES		108.30
82940		LAURA STORM		488.25
82941		MERRI MCINTYRE		3,250.00
82942		MICHAEL MONAGHAN		110.50
82943		MILLENIUM INSURANCE GROUP		900.00
82944		MILLER'S SUPPLIES AT WORK		516.00
82945		MOTOROLA SOLUTIONS INC		1,970.00
82946		NICOLE NOBREGA		618.55
82947		R.E. MICHEL CO. LLC		72.03
82948		RETIREE HEALTH BENEFIT TRUST		8,646.00
82949		RONALD GARZA		110.50
82950		SOFTWARE SYSTEMS INC		74.00
82951		STACI HOVERMALE		958.84
82952		STATE OF WEST VIRGINIA		40,000.00
82953		TERESA HENDRICKS		542.54
82954		TODD FAGAN		36.41
82955		TRACY P HERRON-RICE		380.00
82956		WV ENHANCED 911 COUNCIL		70.00
82957		WV STATE TAX DEPARTMENT		8,527.94
82958		XEROX CORPORATION		1,049.77

TOTAL				149,613.14
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Motion by Ms. Noland to approve the Accounts Payable for February 27, 2020 in the amount of \$129,613.14. Motion seconded and unanimously approved.

CHECK #	VENDOR NAME	AMOUNT
82960	BOLAND TRANE SERVICES INC	\$ 4,324.34
82961	BONDED APPLICATORS OF MD INC	\$ 612.00
82962	BUREAU OF CHILD SUPPORT	\$ 298.16
82963	CAPITAL LIGHTING & SUPPLIES LLC	\$ 1,076.86
82964	CHOICE STAFFING INC	\$ 536.00
82965	COLONIAL LIFE	\$ 163.20
82966	DODSON SEPTIC SERVICE LLC	\$ 300.00
82967	EFTPS IRS TAXES	\$ 98,630.95
82968	EMPOWER RETIREMENT	\$ 2,610.00
82969	FIFTH THIRD BANK	\$ 103,535.20
82970	GUTTMAN OIL CO	\$ 2,863.54
82971	HIGHMARK WV	\$ 198,813.20
82972	P/R DEDUCTION	\$ 2,057.57
82973	JEFFERSON CO EMERGENCY SERVICES AGENCY	\$ 88.45
82974	JEFFERSON SECURITY BANK	\$ 4,870.00
82975	JEFFERSON CENTER	\$ 100.00
82976	P/R DEDUCTION	\$ 473.57
82977	KONE INC.	\$ 688.24
82978	P/R DEDUCTION	\$ 215.79
82979	MATTHEW HARVEY	\$ 355.35
82980	MOTOROLA SOLUTIONS INC	\$ 37,298.15
82981	NATIONAL VISION ADMIN.	\$ 1,820.42
82982	NATIONWIDE RETIREMENT SOLUTIONS	\$ 849.00
82983	OLD CHARLES TOWN LIBRARY	\$ 1,500.00
82984	PATRIOT FIRE AND SECURITY LLC	\$ 1,250.00
82985	RICE TIRES CO	\$ 1,045.92
82986	ROGER GOODWIN	\$ 82.50
82987	P/R DEDUCTION	\$ 2,016.15
82988	SPECIALTY BUSINESS SUPPLIES	\$ 1,174.00
82989	THE HARTFORD	\$ 4,037.60
82990	VERIZON WIRELESS SERVICES LLC	\$ 50.00
82991	P/R DEDUCTION	\$ 547.80
82992	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 16,459.42
82993	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 45,762.80

82994		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 500.00
82995		WV UNITED HEALTH SYSTEM		\$ 26.48
82996		WV ASSOCIATION OF COUNTIES		\$ 705.00
82997		XEROX CORPORATION		\$ 206.00
82998		XEROX FINANCIAL SERVICES		\$ 249.81
82999		GLOBAL SCIENCE & TECH		\$ 1,800.00
TOTAL				\$ 539,993.47

Motion by Mr. Lorenzetti to approve the Accounts Payable for March 5, 2020 in the amount of \$539,993.47. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
687	HD/8	ATTENTI		\$ 4,259.20
688	HD/8	FIFTH THIRD BANK		\$ 57.38
322	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 66,471.92
772	AV/56	MILLER'S SUPPLIES AT WORK		\$ 2,730.96
773	AV/56	MILLER'S SUPPLIES AT WORK		\$ 1,221.50
774	AV/56	FIFTH THIRD BANK		\$ 823.00
1741	CO/246	TYLER TECH		\$ 3,187.50
TOTAL				78,751.46

Motion by Mr. Compton to approve the Manual Checks for February 28, 2020 in the amount of \$78,751.46. Motion seconded and unanimously approved.

6-Mar-20

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
775	AV/56	FIFTH THIRD BANK		\$ 690.35
776	AV/56	WV ASSOC CO		\$ 235.00
777	AV/56	WVAGP		\$ 90.00
1742	CO/246	TYLER TECH		\$ 637.50
TOTAL				\$ 1,652.85

Motion by Ms. Noland to approve the Manual Checks for March 6, 2020 in the amount of \$1,652.85. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for February 20, 2020 in the amount of \$265,047.24. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: David Tabb.

Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Virgie Moore, Church Without Walls Ministries of Jefferson County – requested a fee waiver for application related to C.U.P, Variance, and/or building permit.
 - It was the consensus of the Commission to postpone action on this item until further information was available.

2. Nikki Painter, Election – County Clerk’s Office – requested the approval of Poll Workers and Alternates for the 2020 Primary
 - **Motion by Ms. Tabb to approve the poll worker and alternate as presented for the 2020 Primary Election. Motion seconded and unanimously approved.**

3. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fees Program Specialist – Impact Fees 2020 Recalculation Study – Request for Proposals (RFPs)
 - **Motion by Ms. Tabb to authorize issuance of request for proposals to hire a consultant to recalculate the impact fees. Motion seconded and unanimously approved (Note: Commissioner Lorenzetti abstained from this vote as his wife is an employee of WVU Medical).**

4. Roger Goodwin, Chief County Engineer – requested the approval of two complete bond releases and a permit fee refund request.
 - a. Seneca Crossing, LLC – Seneca Crossing Early Grading Permit (Files #S18-25 & 19-522)
 - **Motion by Mr. Compton to authorize a complete release of Irrevocable Letter of Credit #300025580-44 with United Bank in the amount of \$157,946.00 construction bond amount for Seneca Crossing, LLC – Seneca Crossing Early Grading Permit (File #S18-25 & 19-522. Motion seconded and unanimously approved.**
 - b. Family Adventure Resort, LLC – River Riders/Clarion Hotel Connector Roads ((File #S17-04)
 - **Motion by Ms. Noland to authorize a complete release of Irrevocable Letter of Credit #4527941-44 with United Bank in the amount of \$72,065.00 construction bond amount for Family Adventure Resort, LLC – River Riders/Clarion Inn Connector Roads (File #S17-04)**
 - c. Julio A. Saenz permit fee refund request
 - **Motion by Ms. Noland to authorize a refund of the building permit fees paid by Julio A. Saenz in the amount of \$109.00.**
5. Public Hearing – FY2020 HOME Investment Partnership Program – Nancy Strine, CDBG & HOME Administrator. President Tabb opened the public hearing at 11:01 am, and Ms. Strine provided the Commission and audience with information regarding the HOME Consortium program. The floor was then open for public comment, which was given by resident Galene Boyd, as she was curious how the HOME funds could potentially be used to help the elderly. There being no further comment, the public hearing was closed at 11:16 am.
 - **Motion by Ms. Noland to approve the Resolution approving the County’s participation in the FY2020 HOME Investment Partnership Program. Motion seconded and unanimously approved.**
6. Steve Allen, Director, JCHSEM
 - a. Recommendation from JCHSEM Steering Committee for appointments to the JCHSEM Steering Committee
 - **Motion by Ms. Tabb to approve the recommendation of the JCHSEM Steering Committee for the appointments of the following two people to serve**

on the JCHSEM Steering Committee, per their letter dated February 27, 2020 for a term of two years beginning March 5, 2020 – Jesse Hott of the American Red Cross, representing Mass Care; and Lyn Goodwin, representing the Jefferson County Development Authority. Motion seconded and unanimously approved.

- b. Approval of OHSEM to apply for the 2020 State Homeland Security Grant
 - **Motion by Mr. Compton to approve the Jefferson County Office of Homeland Security and Emergency Management’s Initial application for the 2020 Homeland Security Grant Program for improvements to the Emergency Operation Center. Motion seconded and unanimously approved.**

7. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of Jefferson County Civil Action #17-C-282

-Discussion of Renewal of County Cable Franchise Agreement, resolution of franchise fee audit and related issues

- Discussion of Jefferson County Circuit Court Civil Action#18-C-171
- Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397
- Discussion of Jefferson County Circuit Court Civil Action #19-C-96
- Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282)
- Discussion of EPA Administrative Complaint #04R-19-R3
- Discussion of Jefferson County Circuit Court Civil Action #19-AA-1
- Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board and organization of Jefferson County Emergency Services Agency, including potential structure, financial issues, and matters related therero.

- **Motion by Ms. Noland to enter into Executive Session to receive legal advice regarding the above listed matters. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve the amendment to the Emergency Ambulance Service Fee Ordinance to add an additional citizen representative member to the ESA Board. Motion seconded and unanimously approved.**

8. The Commission recessed for lunch at 12:15 pm.

NEW BUSINESS

9. Legislative Updates

10. Discuss Commission Liaison to the Jefferson County Fire & Rescue Association – no action was taken on this item, and Commissioner Tabb remains the Commission liaison for the Jefferson County Fire and Rescue Association.

11. Continuation of FY21 Budget Deliberations

- **Motion by Mr. Lorenzetti to fund four Emergency Services Agency positions and temporarily remove the billing specialist position from the FY21 budget. Motion seconded and unanimously approved.**

12. The Commission adjourned at 2:40 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Jane M. Tabb, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

REQUISITIONS TO BE APPROVED

March 19, 2020

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
SHERIFF'S OFFICE	20038	\$147,380.00	Stephen's Auto Center	4 police cruisers
GRAND TOTAL		\$ 147,380.00		

Requisitions



- Back
- Add
- Excel
- Mass Allocate
- Duplicate
- Custom Interface
- Notes
- Actions/ Approvers
- Release
- Activate
- My Approvals
- Attach

Requisition: 2020/20038
Released, Deborah Lowe, 03/06/2020

Total Cost: \$147,380.00

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year* 2020 Requisition Number* 20038 Created Date* 03/06/2020

Type (N) NORMAL

- Project Accounts Applied
- Notify Originator When Converted or Rejected
- Notify Originator of Overages
- Receive by Amount
- Three Way Match Required
- Inspection Required

Department* (700) LAW ENFORCEMENT
(700) LAW ENFORCEMENT ... View

Purchase order

Commodity
... View

Review

Needed by
... View

by ...

Description 4 Police Cruisers

PO Expiration
... View

Buyer
... View

Items (1)

Add Item Shop Online Bid Items

Line	Description	Qty	UOM	Unit Price	Line Total	Project String	GL Account	Bid Item	Bid Number
1	4 Police Cruisers	4.00	EACH	\$36,845.00000	\$147,380.00		E (246980-445900) CAPITAL OUTLAY-EQUIPMENT	<input type="checkbox"/>	

User Defined Fields (0)

Item Details

Add Item Delete Item Contract Items (0) Notes (0) Line 1

DESCRIPTION	FUND 001 CO.	FUND 003 DOG	TOTAL
Gross Wages	\$412,297.58		\$412,297.58
2% Tax Payable OASDI	\$24,553.33		\$24,553.33
1.45% Tax Payable HI	\$5,742.43		\$5,742.43
Fed Withholding	\$38,039.43		\$38,039.43
WV State Withholding	\$17,710.04		\$17,710.04
PERS Retirement Deduct 4.5%	\$10,145.11		\$10,145.11
PERS Retirement Deduct 6%	\$4,902.44		\$4,902.44
Hosp. Pre-Taxed	\$13,956.00		\$13,956.00
Cancer/ICU Pre-Taxed	\$656.33		\$656.33
Cancer/ICU Not Pre-Taxed	\$950.20		\$950.20
Optional Life Not Pre Taxed	\$2,010.05		\$2,010.05
Christmas Club	\$4,870.00		\$4,870.00
Wage Attach #1	\$298.16		\$298.16
Wage Attach #2	\$26.48		\$26.48
Wage Attach #3	\$500.00		\$500.00
DSRS Retirement Deduct 8.5%	\$6,824.62		\$6,824.62
457 - Nationwide	\$849.00		\$849.00
457I - Empower	\$1,995.00		\$1,995.00
457R - Roth	\$615.00		\$615.00
MD State Tax	\$557.73		\$557.73
D/VF	\$1,663.90		\$1,663.90
VA State Tax	\$145.66		\$145.66
Colonial(Plus)	\$81.60		\$81.60
Uniforms			\$0.00
Total Deductions	\$137,092.51	\$0.00	\$137,092.51
Net Wages Total	\$275,205.07	\$0.00	\$275,205.07
Payroll Date	March 5, 2020		

**COUNTY COMMISSION OF JEFFERSON COUNTY
NOTICE OF PUBLIC HEARING
BUDGET FY2021**

The County Commission of Jefferson County will hold a public hearing on **Thursday, March 19, 2020, at 6:30 p.m.** in the County Commission Meeting Room located in the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of the public hearing is to receive public comment concerning the County's FY21 budget.

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

**By Order of The County
Commission of Jefferson County
Jane M. Tabb, President**

Jefferson County Commission
FY21 Budget

Date Prepared: 3/11/2020

Department	No.	FY2019 Actual	FY2020 Budget	FY2021 Submitted Budget	% Chg	Commission Additions / (Cuts)	Insurance Contra Account	Merit/ COLA Increase	FY2021 Adjusted Budget	% Chg
Expenditures by Dept										
Commission	401	1,928,689	2,060,608	2,069,641	20.61%	(96,348)	(122,254)	50,741	1,901,780	-7.44%
Merit Increase		-	-	195,000		(20,000)		(175,000)	-	
COLA		-	-	75,000		(5,000)		(70,000)	-	
New Req-Airport		-	-	22,649		(17,649)			5,000	
New Req-Conservation Dist		-	-	8,000		(7,500)			500	
Insurance Premium Increase 4-7%		-	-	115,001			(115,001)		-	
County Clerk	402	677,164	715,203	769,281	7.56%	(8,500)	(106,885)	9,378	663,274	-7.26%
Circuit Clerk	403	623,346	638,440	631,370	-1.11%		(129,996)	7,091	508,465	-20.36%
Sheriff's Tax Office	404	506,881	543,544	539,874	-0.68%		(48,882)	6,594	497,586	-8.46%
Prosecuting Attorney	405	1,806,652	1,816,077	1,952,571	7.52%		(265,598)	25,595	1,712,568	-5.70%
Assessor	406	530,016	537,199	533,755	-0.64%		(88,513)	4,090	449,332	-16.36%
Assesor Valuation Fund	407	508,508	529,664	528,199	-0.28%			8,076	536,275	1.25%
State Wide Computer Network	408	57,865	43,110	54,871	27.28%				54,871	27.28%
Agricultural Agent	412	122,803	136,777	137,637	0.63%		(21,001)	1,358	117,994	-13.73%
County Clerk Elections	413	311,982	303,533	307,338	1.25%		(20,635)	1,085	287,788	-5.19%
Magistrate Court	415	2,298	3,000	3,000	0.00%				3,000	0.00%
Insurance Program	423	-	-	-			2,383,624		2,383,624	#DIV/0!
Maintenance Dept	424	1,078,105	1,120,540	1,233,707	10.10%		(180,947)	15,024	1,067,784	-4.71%
Other Building	425	710,177	623,734	726,300	16.44%				726,300	16.44%
Data Processing (IT)	428	438,865	567,681	618,256	8.91%	(37,475)	(37,521)	4,211	547,471	-3.56%
RDA	429	19,794	19,795	19,795	0.00%	10,179			29,974	51.42%
EC Development	431	553,549	652,503	502,077	-23.05%		(47,691)	4,199	458,585	-29.72%
Engineering, Planning, Zoning, GIS	440	1,379,995	1,468,501	1,507,663	2.67%		(252,352)	20,411	1,275,722	-13.13%
Transfers to Other Entities	697	3,067	-	3,100	100.00%				3,100	
Law Enforcement	700	4,313,311	4,290,371	4,859,339	13.26%	(469,028)	(553,939)	51,962	3,888,334	-9.37%
Service of Process	701	18,700	19,100	18,900	-1.05%				18,900	-1.05%
Regional Jail	704	1,204,513	1,500,000	1,200,000	-20.00%	(150,000)			1,050,000	-30.00%
Homeland Security	711	238,496	270,436	268,164	-0.84%		(30,805)	3,044	240,403	-11.11%
Communication Center (911)	712	1,807,990	2,136,051	2,480,935	16.15%	(180,554)	(330,775)	27,676	1,997,282	-6.50%
JCESA - Ambulance	715	2,102,376	2,231,347	4,462,847	100.01%	(1,840,000)			2,622,847	17.55%
JCESA - Fire	713	665,000	577,500	577,500	0.00%				577,500	0.00%
Animal Control	716	283,849	261,889	249,938	-4.56%		(20,659)	3,701	232,980	-11.04%
Central Garage	717	301,626	325,280	322,285	-0.92%		(10,170)	764	312,879	-3.81%
Health Department	800	79,980	80,380	80,782	0.50%				80,782	0.50%
Landfill	808	-	-	-					-	
Parks and Recreation	900	742,886	771,280	818,892	6.17%	(15,000)			803,892	4.23%
Arts and Humanities	903	15,369	16,149	16,884	4.55%				16,884	4.55%
Community Center	908	-	-	12,000	100.00%	(12,000)			-	
Historical Commission	909	25,257	23,913	30,001	25.46%	(5,000)			25,001	4.55%
Visitors Bureau	911	384,213	411,225	422,100	2.64%				422,100	2.64%
Library	916	330,000	330,000	380,000	15.15%	(50,000)			330,000	0.00%
Senior Citizens	952	-	-	7,043	100.00%	(7,043)			-	
Public Transit	953	20,000	60,000	80,000	33.33%	(50,000)			30,000	-50.00%
Total Expenditures		\$ 23,793,322	\$ 25,084,830	\$ 28,841,695	14.98%	\$ (2,960,918)	\$ -	\$ -	\$ 25,880,777	3.17%
Revenue		\$ 25,346,564	\$ 25,449,593	\$ 25,929,206	1.88%	\$ 107,210			\$ 26,036,416	2.31%
Operating Surplus / (Deficit)		\$ 1,553,242	\$ 364,763	\$ (2,912,489)					\$ 155,639	
Contingencies										
Contingency for Emergencies	696	\$ -	\$ 200,000	\$ 200,000	0.00%				\$ 200,000	0.00%
Operating Surplus / (Deficit)										
After Contingency for Emergency		1,553,242	164,763	(3,112,489)					(44,361)	
Transfers to Other Funds										
Trns to Capital Fund (5% Gambling)	698	\$ 562,000	\$ 729,400	\$ 899,350		\$ (660,000)			\$ 239,350	
Trns to Capital Fund	698	38,755	938,198	-					-	
Subtotal Trns to C/O Fund		600,755	1,667,598	899,350	-46.07%	(660,000)			239,350	
Trns to Stabilization Fund	696	-	-	-					-	
Trns (from) to Other Funds	696	-	-	-					-	
Total Transfers Out of General Fund		\$ 600,755	\$ 1,667,598	\$ 899,350	-46.07%	\$ (660,000)			\$ 239,350	
Net Use of Funds - Surplus / (Deficit)		\$ 952,487	\$ (1,502,835)	\$ (4,011,839)		\$ 660,000			\$ (283,711)	
Beginning Fund Balance	699	\$ 5,186,147	\$ 6,138,634	\$ 4,635,799					\$ 4,635,799	
Net Change in Fund Balance		952,487	(1,502,835)	(4,011,839)					(283,711)	
Ending Fund Balance		\$ 6,138,634	\$ 4,635,799	\$ 623,960					\$ 4,352,088	
Fund Balance as a % of Oper Exp		25.80%	18.48%	2.16%					16.69%	
Fund Balance Reserve Policy										
JCC Policy Minimum of 16.67% of Exp		\$ 3,966,347	\$ 4,181,641	\$ 4,807,911					\$ 4,314,326	
JCC Goal of 20.00% of Expenditures		\$ 4,758,664	\$ 5,016,966	\$ 5,768,339					\$ 5,176,155	
State Required 10.0% of Expenditures		\$ 2,379,332	\$ 2,508,483	\$ 2,884,170					\$ 2,588,078	

Jefferson County Commission
 FY21 Commission Revisions to Proposed Budget

3/12/2020

<u>Department</u>	<u>Account</u>	<u>Comm Rev</u>	<u>Dept Total</u>
Expenditure Adjustments			
401-Commission	568-001 Day Report Center	(34,841)	
	56800-EPCD Fund only Em Ash Bore	(7,500)	
	56802-Airport Cut	(3,315)	
	56802-Airport -move to Coal Sev	(14,334)	
	Cut Grant Coordinator	(61,507)	
	Cut Cola & MI Amount	(25,000)	(146,497)
402-County Clerk	Professional Services	(8,500)	(8,500)
428-IT	216-Maint Repair Equip	(1,500)	
	223-Professional Services	(12,500)	
	354-Computer Hardware	(21,000)	
	355-IT Support	(1,500)	
	356-License & Annual Fees	(975)	(37,475)
429-RDA	Late Request	10,179	10,179
696-Transfers to Capital Outlay			-
700-Sheriff Law Enf	Wages & Benefits 9 Positions	(603,036)	
	Wages & Benefits 2 Grant Positions	134,008	(469,028)
704-Regional Jail Fees	344-Jail Fees	(150,000)	(150,000)
712-Communication Ctr	Wages & Ben-cut 3 new Dispatch	(167,968)	
	Wages & Benefits Asst Sup	(12,586)	(180,554)
713-Fire	Cut Contribution		
715-JCESA-Amb Auth	Cut 23 new FT Staff (keep 4 new)	(1,840,000)	(1,840,000)
900-Parks & Recreation	567-Cut 50% of new position request	(15,000)	(15,000)
908- Community Center	568-JC Ministries-Move to Coal Sev	(12,000)	(12,000)
909-Historical Commission	567-Cut Trust request	(5,000)	(5,000)
916-Libraries	567-Cut to PY Funding Level	(50,000)	(50,000)
952-Senior Citizens	567-Correct Request amount	8,920	
	567-Move to Coal Sev	(15,963)	(7,043)
953-Public Transit	567-Cut Marc Train Funding	(80,000)	
	567-Add Request Amount	30,000	(50,000)
Total Increase (Decrease) to Expenditures		(2,960,918)	(2,960,918)
Revenue Adjustments			
Federal Grant Funding	001.323IG0 75% of 2 LEO Positions	100,506	100,506
Property Tax Revenue	001.301 Per Cert of Valuation	(1,372)	(1,372)
Assessor Valuation Fund	001.399TR0 Transfer In	8,076	8,076
		107,210	107,210

Jefferson County Commission
Coal Severance Fund 002

3/12/2020

Description	FY19	FY20			FY21
	Actual	Budget	YTD	Projected	Budget
Revenues					
Coal Severance Tax	118,407	90,000	102,639	103,000	105,000
Interest	922	900	526	950	975
Total Revenue	119,329	90,900	103,165	103,950	105,975
Expenditures					
401 County Commission	25,651	119,520	-	40,000	151,348
440 Engineering	-	48,600	3,766	48,600	-
715 Ambulance Authority	-	17,000	-	17,000	-
800 Health Department	-	3,600	3,600	3,600	-
801 Mental Health	12,050	15,000	7,650	15,000	15,000
908 Community Center	4,000	10,000	7,500	1,000	12,000
909 Historical Commission	500	-	-	-	-
950 CASA	-	5,000	5,000	5,000	-
952 Senior Citizens	-	-	-	-	15,963
953 Public Transit	30,000	1,100	-	-	14,334
Total Expenditures	72,201	219,820	27,516	130,200	208,645
Excess / (Deficiency) of Revenues over Expenditures	47,128	(128,920)	75,649	(26,250)	(102,670)
Transfers from (to) General Fund	(77,528)	-	-	-	-
Excess / (Deficiency) of Revenues over Expenditures and Transfers to Other Funds	(30,400)	(128,920)	75,649	(26,250)	(102,670)
Fund Bal Beginning	159,320	128,920	128,920	128,920	102,670
Net Change in Fund Bal	(30,400)	(128,920)	75,649	(26,250)	(102,670)
Fund Bal Ending	128,920	-	204,569	102,670	-

Jefferson County Commission
 Position Count History (FT Employees)

Dept	Description	FY2018	FY2019	FY2020	FY2021	<i>Inc / (Dec)</i>
						<i>FY20-21</i>
401	County Commission	6	6	6	7	1
402	County Clerk	10	10	10	10	0
403	Circuit Clerk	9	9	9	9	0
404	Sheriff's Tax Office	7	6	6	6	0
405	Prosecuting Attorney	19	19	19	20	1
406	Assessor	6	6	6	6	0
407	Assr/Valuation	6	7	7	7	0
412	Ag Agent	2	2	2	2	0
413	Voter Reg	2	2	2	2	0
424/717	Maint/Garage	15	15	15	15	0
428	IT	2	2	3	3	0
431	Development Authority	5	5	4	4	0
440	Engineering	18	18	18	18	0
700	Sheriff's Law	37	38	38	41	3
700	Bailiffs	3	6	7	7	0
711	Homeland Security	3	3	3	3	0
712	911 Communications	24	26	27	28	1
716	Animal Control	5	4	4	4	0
	Elected Officials	10	10	10	10	0
	Totals	189	194	196	202	6
	<i>Count Inc / (Dec)</i>	<i>8.5</i>	<i>5</i>	<i>2</i>	<i>6</i>	
	<i>% Inc / (Dec)</i>	<i>5%</i>	<i>3%</i>	<i>1%</i>	<i>3%</i>	

Jefferson County Government FY2020-2021 Annual Salaries Effective 7/1/2020

(Paid Bi-weekly Based on Hours Worked per Period)

0.7% COLA

Revised 03-11-2020

New Grade	Bi-Wkly Hrs	Annual Minimum	Annual Maximum	New Range	Per Hour Minimum	Per Hour Maximum	% Between Grades
1	70	22,197	35,515	60.0%	12.1963	19.5141	
	80	25,368	40,589	60.0%	12.1963	19.5141	
2	70	27,615	44,184	60.0%	15.1727	24.2764	24.4%
	80	31,559	50,494	60.0%	15.1727	24.2764	24.4%
4	70	33,032	52,851	60.0%	18.1492	29.0387	8.9%
	80	37,750	60,400	60.0%	18.1492	29.0387	8.9%
5	70	38,448	61,517	60.0%	21.1252	33.8003	16.4%
	80	43,940	70,304	60.0%	21.1252	33.8003	16.4%
6	70	44,525	71,240	60.0%	24.4640	39.1424	15.8%
	80	50,886	81,418	60.0%	24.4640	39.1424	15.8%
7	70	47,862	76,579	60.0%	26.2976	42.0762	7.5%
	80	54,699	87,519	60.0%	26.2976	42.0762	7.5%
8	80	70,951	113,522	60.0%	34.1111	54.5778	29.7%
9	80	81,787	130,859	60.0%	39.3204	62.9127	15.3%
10	80	103,454	165,526	60.0%	49.7375	79.5801	26.5%

Jefferson County Sheriff's Deputies

DEPUTY	Uncertified 44,183	Certified 47,833	Annual Minimum	Annual Maximum	New Range	Per Hour Minimum	Per Hour Maximum	% Between Grades
			49,283	73,924	50.0%	21.2418 23.6935	22.9963 35.5403	11.5%
CORPORAL			54,568	81,853	50.0%	26.2347	39.3521	10.7%
SERGEANT			59,853	89,780	50.0%	28.7755	43.1632	9.7%
LIEUTENANT			65,139	97,708	50.0%	31.3167	46.9750	8.8%
CHIEF DEPUTY			75,708	113,562	50.0%	36.3982	54.5973	16.2%

CERTIFICATE OF VALUATION

County Commission

Jefferson

(Levying Body)

(County)

TO: **County Commission President**

(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County do hereby certify the assessed value of the various classes of real estate, personal property and public utility property for the assessment year **2020**

	Column A Assessed Value Including Back Tax And New Property (Total)	Column B All Other Exempt Value (excluding P U)	Column C Gross Assessed (Col A Plus Col B) (County Classification Purposes Only)	Column D Homestead Exempt Value	Column E Assessed Valuation For Tax Purposes (w/o Homestead & Exempt) (Col A Minus Col D)
Class I					
Personal Property	0	0	0		0
Public Utility Property	0	0	0		0
Total Class I	0	0	0		0
Class II					
Real Estate	2,620,922,260	579,700	2,621,501,960	85,142,500	2,535,779,760
Personal Property	3,373,700	0	3,373,700	463,800	2,909,900
Total Class II	2,624,295,960	579,700	2,624,875,660	85,606,300	2,538,689,660
Class III					
Real Estate	520,841,030	200,101,680	720,942,710		520,841,030
Personal Property	257,385,310	4,405,950	261,791,260		257,385,310
Public Utility Property	143,793,334	0	143,793,334		143,793,334
Total Class III	922,019,674	204,507,630	1,126,527,304		922,019,674
Class IV					
Real Estate	316,391,610	166,803,550	483,195,160		316,391,610
Personal Property	78,776,990	0	78,776,990		78,776,990
Public Utility Property	23,157,810	0	23,157,810		23,157,810
Total Class IV	418,326,410	166,803,550	585,129,960		418,326,410
TOTAL FOR LEVYING BODY	3,964,642,044	371,890,880	4,336,532,924	85,606,300	3,879,035,744

Given under our hands this 19th day of February, 2020


County Clerk


Assessor

NOTE: The above certificate must be in the hands of the levying body no later than March 3. (Section 6, Article 3, Chapter 11, Code of 1931, as amended.) The Assessor is required to certify the valuation of real estate and personal property and the County Clerk is required to certify the value of public utility property as assessed by the Board of Public Works. To avoid confusion this joint certificate is to be used.

When completed, submit original copy to the levying body, printed copy to the Department of Tax and Revenue, Property Tax Division, P.O. Box 2389, Charleston, WV 25328-2389, printed copy to the State Auditor's Office, Local Government Services Division, 153 W Main St, Suite C Clarksburg, WV 26301, and retain a printed copy for your office file. Only a printed copy of the Board of Education page should be forwarded to the State Department of Education.

Original signed copy - Levying Body
Photocopy - Tax Dept.

Photocopy - Auditor's Office
Photocopy - Retain

Photocopy - Board of Ed. Only - State Dept. of Education

**ASSESSED VALUES FOR CALCULATING
REDUCED (ROLLED BACK) LEVY RATES**

County Commission

Jefferson

(Levying Body)

(County)

TO:

County Commission President

(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County, do hereby certify the assessed value of the various classes of real estate, personal property and public utility property FOR THE CALCULATION OF THE REDUCED (ROLLED BACK) LEVY RATE for the assessment year 2020

	Column A	Column B	Column C	Column D
	Assessed Valuation For Tax Purposes <small>(w/o Homestead & Exempt)</small>	New Property and Back Tax Property <small>(Excluding TIF)</small>	TIF Tax Incremental Financing V alue	Assessed Valuation For Tax Purposes Minus New Property, Back Tax Property & TIF <small>(Col A Minus Col B and C)</small>
Class I				
Personal Property	0	0	0	0
Public Utility Property	0	0	0	0
Total Class I	0	0	0	0
Class II				
Real Estate	2,535,779,760	32,976,100	0	2,502,803,660
Personal Property	2,909,900	0	0	2,909,900
Total Class II	2,538,689,660	32,976,100	0	2,505,713,560
Class III				
Real Estate	520,841,030	1,315,900	0	519,525,130
Personal Property	257,385,310	2,969,640	0	254,415,670
Public Utility Property	143,793,334	4,693,227	0	139,100,107
Total Class III	922,019,674	8,978,767	0	913,040,907
Class IV				
Real Estate	316,391,610	3,370,800	0	313,020,810
Personal Property	78,776,990	4,614,100	0	74,162,890
Public Utility Property	23,157,810	607,951	0	22,549,859
Total Class IV	418,326,410	8,592,851	0	409,733,559
TOTAL FOR LEVYING BODY	3,879,035,744	50,547,718	0	3,828,488,026

Given under our hands this 19th day of February, 2020


County Clerk


Assessor

The valuations above do not include values attributable to back-tax property, homestead property, new construction and improvements or new personal property.

THE VALUATIONS ARE TO BE USED ONLY FOR THE CALCULATION OF A REDUCED LEVY RATE as required by W.Va. Code § 11-8-6e and 6f. This rate must be applied to the CERTIFICATE OF VALUATIONS (enclosed) for budgeting purposes. These values, like the Certificate of Valuation, are to be in the hands of the levying body not later than March 3.

Print on BLUE paper - Levying Body
Photocopy - Tax Dept.
Photocopy - Auditor's Office
Photocopy - Retain
Photocopy -
Board of Ed. Only - State Dept. of Education

When completed, submit blue copy to the levying body, photocopy to the Department of Tax and Revenue, Property Tax Division, P.O. Box 2389, Charleston, WV 25328-2389, photocopy to the State Auditor's Office, Local Government Services Division, 153 W Main St, Suite C Clarksburg, WV 26301, and retain a photocopy for your office file. Only a photocopy of the Board of Ed. page should be forwarded to the State Dept. of Education.



State of West Virginia

John B. McCuskey

State Auditor

Office of the State Auditor
Local Government Services
153 West Main Street, Suite C
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148
Telephone: (304) 627-2415
Fax: (304) 627-2417
www.wvsao.gov

TO: All West Virginia County Commissions

FROM: Ora L. Ash, *Ora L. Ash*
Deputy State Auditor
Local Government Services Division

DATE: March, 2020

RE: Property Tax Levy Rates and Taxes Levied 2020-2021

Received

MAR 03 2020

Jefferson County Commission

This office has calculated the property tax rates to generate the maximum revenue authorized pursuant to W. Va. Code § 11-8-6e for each county commission and municipal corporation. In addition, we have applied the reduced rate to the values certified by the county assessor (Column E) and extended the taxes levied on the enclosed levy page worksheet.

Keep in mind we are not suggesting what your actual levy rate should be. We are only assisting you in determining the maximum rates authorized without a public hearing.

If you choose to use the electronic budget format on our web-site, these calculations will be done automatically for you.

Please understand that because of the magnitude of the task at hand errors may exist. The enclosed information should be used to confirm the accuracy of the calculations prepared by your entity. If differences exist and you cannot determine the reason for the discrepancy, please contact us at 304-627-2415.

Enclosure: Rate Calculation
Levy Page

JEFFERSON COUNTY
CALCULATING REDUCED LEVY RATE
2020 - 2021

CLASS	ROLL BACK VALUE (Column D)	X	WEIGHTING	WEIGHTED ASSESSED VALUE
Class 1	\$ <u>0</u>	X	0.01	\$ <u>0</u>
Class 2	<u>2,505,713,560</u>	X	0.02	<u>50,114,271</u>
Class 3	<u>913,040,907</u>	X	0.04	<u>36,521,636</u>
Class 4	<u>409,733,559</u>	X	0.04	<u>16,389,342</u>
Total All Classes	\$ <u>3,828,488,026</u>		(Total WA)	\$ <u>103,025,249</u>

2
 Previous year's projected revenue X 101% + % for Assessor: 1.80%
 \$ 14,614,894 102.80% \$ 15,024,111

Divide by the **TOTAL WEIGHTED ASSESSED VALUE (Total WAV)**
 (use 4 decimal places here) \$ 0.1430

The result of this division is then multiplied x 100 (use 2 decimal places here)
 and this will = the Class 1 Levy Rate in cents per \$100 of assessed value 14.30

The Class 2, 3, and 4 Levy Rates are determined by multiplying the Class 1
 Rate as follows:

Class 1 Rate	<u>14.30</u> ¢	X 2	Class 2 Rate: 28.60
Class 1 Rate	<u>14.30</u> ¢	X 4	Class 3 & 4 Rate: 57.20

DO NOT USE RATES IN EXCESS OF 2 DECIMAL PLACES

Divide by the TOTAL WEIGHTED ASSESSED VALUE (TOTAL WAV) USE 4 DECIMAL POINTS HE **0.1458**

FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

Jefferson

County Commission

CLASS: 1

TOTAL ASSESSED VALUE: 4,336,532,924

**LEVY ESTIMATE
OFFICIAL BUDGET DOCUMENT**



**Prescribed and furnished by the
West Virginia State Auditor**

The Levy Estimate shall be made on this form between March 7 and March 28. ONE (1) certified copy is forwarded to:
West Virginia State Auditor's Office, Attn: Ora Ash
200 West Main Street, Clarksburg, West Virginia 26301
Phone: 627-2415 / Toll Free 1-877-982-9148

ROSTER

COUNTY Jefferson County Commission Mailing Address: P.O. Box 250
 City, State Zip Code: Charles Town, WV 25414

COMMISSION MEETS Monthly: 1st, & 5th Thursday at 9:30am; and the 3rd Thurs at 6PM Courthouse Hours 9-5 Monday thru Friday

PRESIDENT	Jane Tabb	PHONE	304-728-3282	ext.	FAX	E-MAIL	vinemont.farm@gmail.com
COMMISSIONER	Caleb Wayne Hudson	PHONE	304-728-3282	ext.	FAX	E-MAIL	calebhudsonforjeffersonwv@gmail.com
COMMISSIONER	Ralph Lorenzetti	PHONE	304-728-3282	ext.	FAX	E-MAIL	rlorenzetti@jeffersoncountywv.org
COMMISSIONER	Patricia Noland	PHONE	304-728-3282	ext.	FAX	E-MAIL	patsynol@gmail.com
COMMISSIONER	Joshua Compton	PHONE	304-728-3282	ext.	FAX	E-MAIL	jjcompton05@gmail.com
COUNTY CLERK	Jacqueline Shadle	PHONE	304-728-3347	ext.	FAX	E-MAIL	jshadle@jeffersoncountywv.org
CIRCUIT CLERK	Laura Storm	PHONE	304-728-3398	ext.	FAX	E-MAIL	laura.storm@courtsww.gov
ASSESSOR	Angela Banks	PHONE	304-728-3224	ext.	FAX	E-MAIL	abanks@jeffersoncountywv.org
SHERIFF	Peter Dougherty	PHONE	304-728-3205	ext.	FAX	E-MAIL	pdougherty@jcsdww.com
PROSECUTING ATTY	Matthew Harvey	PHONE	304-724-6279	ext.	FAX	E-MAIL	mharvey@jeffersoncountywv.org
ADM. ASSISTANT	Sandy Slusher McDonald	PHONE	304-728-3282	ext.	FAX	E-MAIL	sandy@jeffersoncountywv.org
TAX OFFICE	Teresa Hendricks	PHONE	304-728-3220	ext.	FAX	E-MAIL	jenkinsteresa@hotmail.com

PERSON TO CONTACT FOR BUDGET INFORMATION

Michelle Gordon	Finance Director	304-724-8425	304-725-7916	mgordon@jeffersoncountywv.org
Name	Title	Phone	Fax	Email

ANY QUESTIONS ABOUT COMPLETING THESE FORMS SHOULD BE DIRECTED TO LOCAL GOVERNMENT SERVICES, WEST VIRGINIA STATE AUDITOR'S OFFICE, 200 WEST MAIN STREET, CLARKSBURG WEST VIRGINIA 26301 OR TELEPHONE 627-2415 (TOLL FREE) 1-877-982-9148.

CERTIFICATE OF VALUATION

Jefferson County Commission

(Levying Body)

Jefferson

(County)

TO: County Commission President

(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County do hereby certify the assessed value of the various classes of real estate, personal property and public utility property for the assessment year 2020.

	Column A	Column B	Column C	Column D	Column E
	Assessed Value Including Back Tax And New Property (Total)	All Other Exempt Value (excluding P U)	Gross Assessed (Col A Plus Col B) (County Classification Purpose Only)	Homestead Exempt Value	Assessed Valuation For Tax Purposes (w/o Homestead & Exempt) (Col A Minus Col D)
Class I					
Personal Property					
Public Utility Property					
Total Class I					
Class II					
Real Estate	N/A	N/A	N/A	N/A	2,535,779,760
Personal Property	N/A	N/A	N/A	N/A	2,909,900
Total Class II					2,538,689,660
Class III					
Real Estate	N/A	N/A	N/A		520,841,030
Personal Property	N/A	N/A	N/A		257,385,310
Public Utility Property	N/A	N/A	N/A		143,793,334
Total Class III					922,019,674
Class IV					
Real Estate	N/A	N/A	N/A		316,391,610
Personal Property	N/A	N/A	N/A		78,776,990
Public Utility Property	N/A	N/A	N/A		23,157,810
Total Class IV					418,326,410
TOTAL FOR LEVYING BODY	N/A	N/A	4,336,532,924	N/A	3,879,035,744
Previous Year Total	N/A	N/A	N/A	N/A	3,778,152,046

Jefferson County Commission
SUPPLEMENTAL INFORMATION
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

Percentage for Assessor's Valuation Fund.	<u>1.80%</u>
Percentage for Delinquencies and Exonerations.	<u>4.08%</u>
Percentage for Tax Discounts.	<u>1.92%</u>
Previous Year's Projected Revenue.	<u>14,614,894</u>

(Previous Years Projected Revenue from LAST YEAR'S "Levy page" tab: 'REGULAR CURRENT EXPENSE LEVY' Page, cell I31)

ASSESSED VALUES FOR CALCULATING REDUCED (ROLLED BACK) LEVY RATES

Jefferson County Commission

Jefferson

(Levying Body)

County

TO: County Commission President

(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County do hereby certify the assessed value of the various classes of real estate, personal property and public utility property FOR THE CALCULATION OF THE REDUCE (ROLLED BACK LEVY RATE for the assessment year 2020.

	Column A	Column B	Column C	Column D
	Assessed Valuation For Tax Purposes (w/o Homestead & Exempt	New Property and Back Tax Property (Excluding TIF)	TIF Tax Incremental Financing Value	Assessed Valuation For Tax Purposes Minus New Property, Back Tax Property & TIF (Col A Minus Col B and C)
Class I				
Personal Property				
Public Utility Property				
Total Class I				
Class II				
Real Estate	N/A	N/A		2,502,803,660
Personal Property	N/A	N/A		2,909,900
Total Class II				2,505,713,560
Class III				
Real Estate	N/A	N/A		519,525,130
Personal Property	N/A	N/A		254,415,670
Public Utility Property	N/A	N/A		139,100,107
Total Class III				913,040,907
Class IV				
Real Estate	N/A	N/A		313,020,810
Personal Property	N/A	N/A		74,162,890
Public Utility Property	N/A	N/A		22,549,859
Total Class IV				409,733,559
TOTAL FOR LEVYING BODY				3,828,488,026
Previous Year Total	N/A	N/A	N/A	3,723,067,522

JEFFERSON COUNTY, WEST VIRGINIA CALCULATING REDUCED LEVY RATE 2020 - 2021

CLASS	ROLL BACK VALUE (Column D)	X	WEIGHTING	=	WEIGHTED ASSESSED VALUE
Class 1	\$ _____	X	0.01	=	\$ <u>0</u>
Class 2	<u>2,505,713,560</u>	X	0.02	=	<u>50,114,271</u>
Class 3	<u>913,040,907</u>	X	0.04	=	<u>36,521,636</u>
Class 4	<u>409,733,559</u>	X	0.04	=	<u>16,389,342</u>
Total All Classes	\$ <u>3,828,488,026</u>		(Total WAV)		\$ <u>103,025,249</u>

Assessor's Valuation % per PVC: 1.80%
 Previous year's projected \$ 14,614,894 102.80% % \$ 15,024,111

Divide by the **TOTAL WEIGHTED ASSESSED VALUE (Total WAV)**
 (use 4 decimal places here) \$ 0.1430

The result of this division is then multiplied x 100 (use 2 decimal places here)
 and this will = the Class 1 Levy Rate in cents per \$100 of assessed value 14.30

The Class 2, 3, and 4 Levy Rates are determined by multiplying the Class 1 Rate as follows:

Class 1 Rate 14.30 ¢ X 2 = **Class 2 Rate:**
28.60

Class 1 Rate 14.30 ¢ X 4 = **Class 3 & 4 Rate:**
57.20

DO NOT USE RATES IN EXCESS OF 2 DECIMAL PLACES

Divide by the **TOTAL WEIGHTED ASSESSED VALUE (TOTAL WAV) USE 4 DECIMAL POINTS HERE** **0.1458**

JEFFERSON COUNTY, WEST VIRGINIA

CALCULATING REDUCED LEVY RATE

Maximum with Hearing

2020 - 2021

CLASS	ROLL BACK VALUE (Column D)	X	WEIGHTING	=	WEIGHTED ASSESSED VALUE
Class 1	\$ _____	X	0.01	=	\$ _____ 0
Class 2	<u>2,505,713,560</u>	X	0.02	=	<u>50,114,271</u>
Class 3	<u>913,040,907</u>	X	0.04	=	<u>36,521,636</u>
Class 4	<u>409,733,559</u>	X	0.04	=	<u>16,389,342</u>
Total All Classes	\$ <u>3,828,488,026</u>		(Total WAV)		\$ <u>103,025,249</u>

Assessor's Valuation % per PVC: 1.80%
 Previous year's project \$ 14,614,894 111.80% % \$ 16,339,451

Divide by the **TOTAL WEIGHTED ASSESSED VALUE (Total WAV)**
 (use 4 decimal places here) \$ 0.1430

The result of this division is then multiplied x 100 (use 2 decimal places here)
 and this will = the Class 1 Levy Rate in cents per \$100 of assessed value 14.30

The Class 2, 3, and 4 Levy Rates are determined by multiplying the Class 1 Rate as follows:

Class 1 Rate 14.30 ¢ X 2 = 28.60 **Class 2 Rate:**

Class 1 Rate 14.30 ¢ X 4 = 57.20 **Class 3 & 4 Rate:**

DO NOT USE RATES IN EXCESS OF 2 DECIMAL PLACES

Divide by the **TOTAL WEIGHTED ASSESSED VALUE (TOTAL WAV) USE 4 DECIMAL POINTS HERE** 0.1586

**JEFFERSON COUNTY, WEST VIRGINIA
LEVY PAGE
REGULAR CURRENT EXPENSE LEVY
2020 - 2021**

	Column E	Levy	Taxes
Current Year	Certificate of Valuation	Rate/\$100	Levied
	Assessed Value for Tax Purposes	Rate/\$100	Levied
Class I			
Personal Property	\$ _____	14.30	\$ _____
Public Utility	_____		_____
Total Class I	\$ _____		\$ _____
Class II			
Real Estate	\$ 2,535,779,760	28.60	\$ 7,252,330
Personal Property	2,909,900		8,322
Total Class II	\$ 2,538,689,660		\$ 7,260,652
Class III			
Real Estate	\$ 520,841,030	57.20	\$ 2,979,211
Personal Property	257,385,310		1,472,244
Public Utility	143,793,334		822,498
Total Class III	\$ 922,019,674		\$ 5,273,953
Class IV			
Real Estate	\$ 316,391,610	57.20	\$ 1,809,760
Personal Property	78,776,990		450,604
Public Utility	23,157,810		132,463
Total Class IV	\$ 418,326,410		\$ 2,392,827
Total Value & Projected Revenue	\$ 3,879,035,744		\$ 14,927,432
Less Delinquencies, Exonerations & Uncollectable Taxes		4.08%	609,039
Less Tax Discounts		1.92%	274,913
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)		_____
Total Projected Property Tax Collection		14,043,480
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		1.80%	252,783
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes (Transfer amount to Worksheet GCRev - Account No. 301-01)			\$ 13,790,697

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021**

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues (Including Revisions)	Budgeted Revenues
		2019 - 2020	2020 - 2021
295	Nonspendable Fund Balance		
296	Restricted Fund Balance		
297	Committed Fund Balance		
298	Assigned Fund Balance		
299	Unassigned Fund Balance	6,138,631	4,635,799
301 01	Property Taxes - Current Expense (Page 3-Net)	13,501,959	13,790,697
301 02-05	Prior Year Taxes	784,900	809,700
301 06	Supplemental Taxes	293,781	316,000
301 07	Surplus		
301 08	Delinquent & Nonentered Land Fund	30,000	28,000
301 09	Redemptions from State Auditor		
301 10	Prior Years Fifth and Other Prior Years		
301 11	Tax Lien Surplus		
301 12	Tax Loss Restoration		
301 90	Property Taxes - Excess Levy (Page 4-Net)		
301 91	Property Taxes - Excess Levy (Page 4-Net)		
301 92	Property Taxes - Excess Levy (Page 4-Net)		
302	Tax Penalties, Interest & Publication Fees	313,100	311,080
303	Dog Taxes		
304	Property Transfer Tax	1,084,070	1,007,000
306	Gas and Oil Severance Tax	88,130	103,570
307	Horse and Dog Racing Tax	10,440	10,500
308	Wine & Liquor Tax	11,650	130,810
309	Hotel Occupancy Tax	807,450	847,300
310	Waste Coal Producing Counties		
311	Payment in Lieu of Taxes		
312	Synthetic Fuel Tax		
313	Miscellaneous Energy Tax (Coal Bed Methane)		
317	Licenses	65	110
318	Building Permits	357,500	386,400
319	Miscellaneous Permits	130	130
322	Federal Grants	270,000	370,506
323	State Grants		
324	Other Grants		
325	Federal Payment in Lieu of Taxes	20,000	20,000
327	Charges for Services	41,400	
328	Magistrate Court Clerk		
329	Sheriff's Service of Process	19,100	18,900
330	Sheriff's Earnings	192,600	190,500
331	County Clerk's Earnings	207,000	198,800

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021**

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues (Including Revisions)	Budgeted Revenues
		2019 - 2020	2020 - 2021
332	Circuit Clerk's Earnings	58,770	60,000
333	Prosecuting Attorney's Earnings	1,554	1,841
334	Accident Reports	4,200	4,300
335	Motor Vehicle License Fee		
336	Map Sales		
337	Clerk Deed Fees		
339	Parks & Recreation Fees		
340	Rents & Concessions	313,987	316,484
341	Landfill/Incinerator Fees		
342	Airport Revenue		
343	Cemetery Revenue		
344	Ambulance Fees		
345	Emergency Services Fees		
346	Emergency 911 Fee	1,962,900	1,962,900
347	Special Patrol/Security Systems		
348	Franchise Agreement	554,900	566,000
349	Inspection Fees		
350	IRP Fees (Interstate Registration Plan)	15,800	17,200
351	Jail Fees		
361	Fines, Fees & Court Costs		
362	Regional Jail Operations Partial Reimbursement	98,000	98,000
365	Interest Earned	32,871	33,413
366	Miscellaneous Revenue	42,172	41,100
367	Sheriff's Commission	11,600	11,600
368	Confiscated Property		
369	Commissions		
370	Gaming Income	479,400	564,400
371	Recycling Programs		
372	Filing Fees		
373	Video Lottery	2,868,000	2,834,600
374	Planning Commission Revenue		
375	Sale of Materials		
376	Royalties		
377	Sale of Bonds		
378	Proceeds from Bond Restructuring		
379	Lease Purchase Revenue		
380	Contributions/Transfer from Other Entities		
381	Charges to Other Entities		
382	Refunds/Reimbursements (External Sources)	178,500	184,300
383	Parking		

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021**

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues <small>(Including Revisions)</small>	Budgeted Revenues
		2019 - 2020	2020 - 2021
384	Sale of Fixed Assets		
385	Gain/Loss on Sale of Fixed Assets		
388	Transfers From Other Funds		
390	Emergency 911 Reimbursement		
391	Dog & Kennel Reimbursement		
392	Concealed Weapons Reimbursements		
393	Home Confinement Reimbursements		
394	General School Reimbursements	264,000	264,000
395	Magistrate Court Reimbursements		
396	Worthless Check Reimbursements		
397	Payroll Reimbursements		
398	Transfers from Rainy Day Fund		
399	Transfers Assessor's Valuation Fund	529,664	536,275
01	Grand Totals -General Fund Revenues	31,588,224	30,672,215

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021**

Account Number	02 COAL SEVERANCE TAX FUND	Budgeted Revenues 2019 - 2020	Budgeted Revenues 2020 - 2021
298	Assigned Fund Balance	128,920	102,670
305	Coal Severance Tax	90,000	105,000
365	Interest Earned on Investment	900	975
382	Refunds/Reimbursements		
02	Grand Totals - Coal Severance Tax Fund Revenues	219,820	208,645

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021**

Expenditures	General Fund		Coal Severance Fund	
	General Budget	General Budget	Coal Budget	Coal Budget
	(Including Revisions) 2019 - 2020	2020 - 2021	(Including Revisions) 2019 - 2020	2020 - 2021
GENERAL GOVERNMENT #401 - 699				
401 County Commission	2,060,608	1,907,280	124,520	151,348
402 County Clerk	715,203	663,274		
403 Circuit Clerk	638,440	508,465		
404 Sheriff - Treasurer	543,544	497,586		
405 Prosecuting Attorney	1,816,077	1,712,568		
406 Assessor	537,199	449,332		
407 Assessor's Valuation Fund	529,664	536,275		
408 Statewide Computer Network	43,110	54,871		
409 Sheriff's Tax Processing				
410 County Surveyor				
411 Fiduciary Supervisor				
412 Agricultural Agent	136,777	117,994		
413 Elections - County Clerk	303,533	287,788		
415 Magistrate Court	3,000	3,000		
416 Circuit Court				
417 County Administrator				
418 Purchasing Department				
419 Personnel Office				
420 Custodial				
421 Civil Service				
422 Capital Planning				
423 Insurance Program (Self Insured)		2,383,624		
424 Courthouse	1,120,540	1,067,784		
425 Other Buildings	623,734	726,300		
426 Printing				
427 Microfilm				
428 Data Processing	567,681	547,471		
429 Regional Development Authority	19,795	29,974		
430 Community Development				
431 Economic Development	652,503	458,585		
432 Industrial Development				
433 Geographic Information Systems (GIS)				
434 Airports				
435 Public Works Department				
436 Rehabilitation of Property				
437 Acquisition of Property				
438 Building Inspection				
439 Planning & Zoning				
440 Engineering	1,468,501	1,275,722	48,600	

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021**

Expenditures	General Fund		Coal Severance Fund	
	General Budget	General Budget	Coal Budget	Coal Budget
	<small>(Including Revisions)</small> 2019 - 2020	2020 - 2021	<small>(Including Revisions)</small> 2019 - 2020	2020 - 2021
441 Housing Authority				
442 Federal Grants				
443 State Grants				
444 Other Grants				
445 Litigation Reserve				
446 Parking				
447 Finance Department				
448 Courthouse Annex				
449 Worthless Check				
450 Farm Preservation Program				
451 Zoning Board				
452 Teen Court				
460 County Clerk Operations				
696 Transfer to Financial Stabilization Fun	2,316,214	1,484,867		
697 Contributions to Comms/Authorities		3,100		
698 Transfers/Reimbursements	1,667,598	239,350		
699 Contingencies - Not to Exceed 10% of Budget	2,519,582	3,067,221		
TOTAL GENERAL GOVERNMENT	18,283,303	18,022,431	173,120	151,348

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021**

Expenditures	General Fund		Coal Severance Fund	
	General Budget	General Budget	Coal Budget	Coal Budget
	(Including Revisions) 2019 - 2020	2020 - 2021	(Including Revisions) 2019 - 2020	2020 - 2021
PUBLIC SAFETY #700 - 799				
700 Sheriff - Law Enforcement	4,290,371	3,888,334		
701 Sheriff - Service of Process	19,100	18,900		
702 County Jail - Reimbursable J/C				
703 County Jail - Nonreimbursable J/C				
704 Regional Jail	1,500,000	1,050,000		
705 Home Confinement				
706 Concealed Weapons				
707 Investigative Services				
708 Police Special Duty				
709 Juvenile Detention Center				
710 Civil Defense				
711 Emergency Services	270,436	240,403		
712 Communication Center	2,136,051	1,997,282		
713 Fire Department	577,500	577,500		
714 Fire Coordinator				
715 Ambulance Authority	2,231,347	2,622,847	17,000	
716 Dog Warden/Humane Society	261,889	232,980		
717 Central Garage	325,280	312,879		
718 Flood Control				
719 Watershed Project				
720 Dams & Dredging				
721 Local Law Enforcement Block Grant				
722 Public Safety Grant				
723 Public Safety Grant				
724 Public Safety Grant				
725 Public Safety Grant				
726 Public Safety Grant				
727 Public Safety Grant				
728 Public Safety Grant				
729 Public Safety Grant				
730 Courthouse Security				
731 Community Based Corrections Program				
732 Rapid Response				
733 Mapping and Addressing				
734 Local Emergency Planning Commission				
735 Project Lifesaver				
736 K-9				
737 Public Safety Grant				
TOTAL PUBLIC SAFETY	11,611,974	10,941,125	17,000	

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021**

Expenditures	General Fund		Coal Severance Fund	
	General Budget	General Budget	Coal Budget	Coal Budget
	(Including Revisions) 2019 - 2020	2020 - 2021	(Including Revisions) 2019 - 2020	2020 - 2021
HEALTH & SANITATION #800 - 899				
800 Local Health Department	80,380	80,782	3,600	
801 Mental Health			15,000	15,000
802 Other Health Programs				
803 Hospital				
804 Dental Clinic				
805 Vital Statistics				
806 Sewer				
807 Storm Sewer				
808 Solid Waste Authority				
809 Water				
810 Garbage Department				
811 Landfill/Incinerator				
812 Recycling Center				
813 Litter Control				
814 Federal Grants - H&S				
815 State Grants - H&S				
TOTAL HEALTH & SANITATION	80,380	80,782	18,600	15,000
CULTURE & RECREATION #900 - 949				
900 Parks & Recreation	771,280	803,892		
901 Swimming Pools				
902 4 - H Camp				
903 Arts & Humanities	16,149	16,884		
904 Museum Commission				
905 Fair Associations/Festivals				
906 Youth Camp				
907 Summer Youth Program				
908 Community Center			10,000	12,000
909 Historical Commission	23,913	25,001		
910 Civic Promotion				
911 Visitor's Bureau	411,225	422,100		
912 Travel Council				
913 Beautification				
914 Rails to Trails				
915 Hotel/Motel Promotion of Tourism				
916 Library	330,000	330,000		
917 Law Library				
918 Federal Grants				
919 State Grants				
TOTAL CULTURE & RECREATION	1,552,567	1,597,877	10,000	12,000

JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

Expenditures	General Fund		Coal Severance Fund	
	General Budget (Including Revisions) 2019 - 2020	General Budget 2020 - 2021	Coal Budget (Including Revisions) 2019 - 2020	Coal Budget 2020 - 2021
SOCIAL SERVICES #950 - 959				
950 Social Services				
951 Human Resources				
952 Senior Citizens				15,963
953 Public Transit	60,000	30,000	1,100	14,334
954 Federal Grants				
955 State Grants				
956 Homeless Shelter				
957 Family Court				
958 Community Council				
959 Cemeteries				
TOTAL SOCIAL SERVICES	60,000	30,000	1,100	30,297
CAPITAL PROJECTS #960 - 999				
960 General Government				
961 Public Safety				
962 Health & Sanitation				
963 Culture & Recreation				
964 Social Services				
965 Central Garage				
966 Geographic Information System (GIS)				
972 Federal Grants				
973 Federal Grants				
974 State Grants				
975 County Clerk				
976 Circuit Clerk				
977 Assessor				
978 Prosecuting Attorney				
979 Sheriff-Treasurer				
980 Sheriff-Law Enforcement				
981 Sheriff-Jail				
982 Data Processing				
983 Election - County Clerk				
984 Circuit Court				
985 Community Development				
986 County Commission				
987 Courthouse				
988 Other Buildings				
989 Extension Services				
990 Other Boards & Authorities				
991 Purchasing				

JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

Expenditures	General Fund		Coal Severance Fund	
	General Budget <small>(Including Revisions)</small> 2019 - 2020	General Budget 2020 - 2021	Coal Budget <small>(Including Revisions)</small> 2019 - 2020	Coal Budget 2020 - 2021
992 Communication Center				
993 Dog Warden				
994 Emergency Services				
995 Service of Process				
996 Ambulance				
997 Water				
998 Parks & Recreation				
999 Streets and Highways				
TOTAL CAPITAL OUTLAY				
Total Expenditures	31,588,224	30,672,215	219,820	208,645

JEFFERSON COUNTY, WEST VIRGINIA FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

Expenditures	General Fund		Coal Severance Fund	
	General Budget (Including Revisions) 2019 - 2020	General Budget 2020 - 2021	Coal Budget (Including Revisions) 2019 - 2020	Coal Budget 2020 - 2021

	Amount of Appropriation 2020 - 2021	Account Number
PREMIUM TO PROSECUTING ATTORNEY INSTITUTE:	4,800	401
AUDIT COST / ALL FUNDS:	35,000	401

Gas & Oil Expenditures

- General Government Expenditures
- Public Safety Expenditures
- Health & Sanitation Expenditures
- Culture & Recreation Expenditures
- Social Services Expenditures
- Capital Projects Expenditures
- Total

103,570
103,570

Gas & Oil total expenditures are tied to the total revenue budgeted. Money will be posted to the general government line unless it is posted in the other lines. Then the remaining balance will post to general government.

CHART FOR ACCOUNT #388 TRANSFERS FROM OTHER FUNDS

Funds:

\$	

Total

CHART FOR ACCOUNT 380 CONTRIBUTIONS/TRANSFERS FROM OTHER ENTITIES

Funds:

\$	

Total

**JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF SALARIES OF ELECTED OFFICIALS
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021**

County Classification:

1

FOR THE FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021, ALL COUNTY OFFICIALS SHOULD BE COMPENSATED BASED ON THE COUNTY'S CLASSIFICATION AS OF: JULY 1,

Office	Elected Official	Date Current Term Began	2020 - 2021 Salary	West Virginia Code Reference
County Commissioners:				
	Jane Tabb	January 1, 2019	41,395	§7-7-4
	Caleb Wayne Hudson	January 1, 2017	41,395	
	Ralph Lorenzetti	January 1, 2019	41,395	
	Patricia Noland	January 1, 2015	41,395	
	Joshua Compton	January 1, 2017	41,395	
County Clerk:				
	Jacqueline Shadle	January 1, 2017	62,093	§7-7-4
Circuit Clerk				
	Laura Storm	January 1, 2017	62,093	§7-7-4
Assessor				
	Angela Banks	January 1, 2017	50,266	§7-7-4
	Agricultural Report		5,027	§7-7-6c
	Supplemental Salary		15,000	§7-7-6b
Sheriff				
	Peter Dougherty	January 1, 2017	50,266	§7-7-4
	Sheriff's Commission on Taxes		11,600	§11A-1-17
Prosecuting Attorney				
	Matthew Harvey	January 1, 2017	108,192	§7-7-4
* Is the Prosecuting Attorney Full Time?				Yes

W.Va. Code § 7-7-4 Salary Schedule for Counties Approved for Salary Increase				
Class	County Commissioners	County & Circuit Clerks	Assessor & Sheriff	Prosecuting Attorney
Class 1	41,395	62,093	50,266	108,192
Class 2	40,656	61,354	49,526	105,728
Class 3	39,917	59,875	49,157	103,264
Class 4	39,178	59,532	48,787	100,800
Class 5	38,438	59,136	48,418	98,336
Class 6	31,786	55,440	48,048	66,528
Class 7	31,046	54,701	47,678	63,571
Class 8	28,090	53,962	47,309	60,614
Class 9	27,350	53,222	46,939	56,179
Class 10	22,176	47,309	42,874	51,744

JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF SALARIES OF ELECTED OFFICIALS
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

W. Va. Code §7-7-3 County Classification			Class	Assessor's Supplemental
Class	Minimum Property Value	Maximum Property Value		
			Class 1-5	15,000
			Class 6-7	10,000
Class 1	2,000,000,000	No Limit	Class 8-9	9,000
Class 2	1,500,000,000	1,999,999,999	Class 10	6,500
Class 3	1,000,000,000	1,499,999,999		
Class 4	700,000,000	999,999,999		
Class 5	600,000,000	699,999,999		
Class 6	500,000,000	599,999,999		
Class 7	400,000,000	499,999,999		
Class 8	300,000,000	399,999,999		
Class 9	200,000,000	299,999,999		
Class 10		199,999,999		

**JEFFERSON COUNTY, WEST VIRGINIA
RECAP AND CERTIFICATION**

FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

Account Number	REVENUE RECAP	General Fund		Coal Severance Tax		
		Budgeted Revenues		Budgeted Revenues		
		2019 - 2020	2020 - 2021	2019 - 2020	2020 - 2021	
280	299	Beginning Balance, July 1st	6,138,631	4,635,799	128,920	102,670
301	302	Taxes	14,923,740	15,255,477		
303	312	Other Taxes	2,001,740	2,099,180	90,000	105,000
317	319	Licenses & Permits	357,695	386,640		
322	325	Intergovernmental	290,000	390,506		
327	350	Charges for Services	3,372,211	3,336,925		
361	361	Fines				
362	362	Regional Jail Op. Partial Reimb.	98,000	98,000		
363	365	Interest	32,871	33,413	900	975
366	385	Miscellaneous	3,579,672	3,636,000		
388	399	Transfers	793,664	800,275		
		Grand Totals - Revenues	31,588,224	30,672,215	219,820	208,645

Account Number	EXPENDITURE RECAP	General Fund		Coal Severance Tax		
		Budgeted Expenditures		Budgeted Expenditures		
		2019 - 2020	2020 - 2021	2019 - 2020	2020 - 2021	
401	699	General Government Expenditures	16,615,705	17,783,081	173,120	151,348
698	698	Transfers	1,667,598	239,350		
700	799	Public Safety Expenditures	11,611,974	10,941,125	17,000	
800	899	Health & Sanitation Expenditures	80,380	80,782	18,600	15,000
900	949	Culture & Recreation Expenditures	1,552,567	1,597,877	10,000	12,000
950	959	Social Services Expenditures	60,000	30,000	1,100	30,297
960	999	Capital Projects Expenditures				
		Grand Totals - Expenditures	31,588,224	30,672,215	219,820	208,645

Budget Basis of Accounting:

Modified Accrual

STATE OF WEST VIRGINIA
JEFFERSON COUNTY, WEST VIRGINIA, WEST VIRGINIA

I, Jacqueline Shadle, CLERK OF THE COUNTY COMMISSION OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING ARE TRUE COPIES FROM THE RECORD OF ORDERS MADE AND ENTERED BY SAID COMMISSION ON THE ____ DAY OF MARCH 2020.

JEFFERSON COUNTY, WEST VIRGINIA
058 FINANCIAL STABILIZATION / RAINY DAY FUND
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

Account Number	REVENUES	Actual Amount	Budgeted Revenues
		6/30/2019	2020 - 2021
299	Unassigned Fund Balance	400,000	200,000
365	Interest Earned		
366	Miscellaneous Revenue		
380	Contributions/Transfer from Other Entities		
388 001	Transfers From Other Funds		
398	Transfers From General Fund		1,484,867
058	Totals -Financial Stabilization / Rainy Day Fund Revenues	400,000	1,684,867

Account Number	EXPENDITURES	Actual Amount	Estimated Budget
		6/30/2019	2020 - 2021
696	Transfers to General Fund	200,000	-
698	Transfers/Reimbursements		200,000
699	Contingencies	200,000	1,484,867
	Totals - Financial Stabilization / Rainy Day Expenditures	400,000	1,684,867

Amount of Financial Stabilization Fund	\$	1,684,867
Less: 30% of General County Fund		9,201,665
Amount over /under 30% of General Fund Budget	\$	(7,516,798)
Financial Stabilization is within the allowed 30% of General Fund Budget		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stephen S. Allen, Director

Department or Organization: Jefferson County Office of Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: March 19, 2020

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

Date Requested – 2nd Choice: April 2, 2020

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

1. 2018 EMPG application and request for payment
2. Regional COVID-19 update from Dr. Terrence Reidy from the Jefferson County Health Department. Update of COVID-19 county planning efforts from Stephen Allen from JC OHSEM.

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

1. The Emergency Management Performance Grant pays for a portion of the Emergency Management salaries, planning, etc. each year.
2. Dr. Terrence Reidy serves as the Health Officer for Jefferson County. He will be providing a regional update on the Novel Coronavirus (COVID-19). Mr. Allen will be sharing information on county planning efforts.

Is this a funding request? No

If so, how much? N/A

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

1. I move to approve the application for the 2018 EMPG grant and associated request for payment.
2. No motion necessary.

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

If not attached, explain:

Attachment:

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

Contact information:

Email address: sallen@jeffersoncountywv.org. Phone Number: 304-728-3290

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

WV Division of Homeland Security and Emergency Management

Billing for Local Expenditures

Jurisdiction: Jefferson Co Commission

Address: P.O. Box 250

Charles Town, WV 25414-0250

Grant: Emergency Management Performance Grant

Date: _____

Performance Period: January 1, 2018 to December 31, 2018

Financial Contribution Request Certification

I CERTIFY THAT THIS BILLING IS CORRECT AND JUST AND IS BASED UPON ACTUAL PAYMENT(S) OF RECORD TO VENDOR(S) BY THE POLITICAL SUBDIVISION; THAT PAYMENT HAS NOT BEEN RECEIVED; THAT THE POLITICAL SUBDIVISION COMPLIES WITH ALL STATUTES, REGULATIONS, AND ORDINANCES APPLICABLE TO PROCUREMENT.

Signature of Authorized Official

Title

Date

	Total Cost	Local Share	Federal Share
Approved Application	\$170,040	\$85,020	\$85,020
Amount Claimed	\$212,992	\$106,496	\$106,496
For DHSEM Use Only Below			
Approved Amount	[]	[]	[]
DHSEM Approval	[]	[]	[]

Authorization for Payment

DHSEM Director

Date

Amount Approved

WEST VIRGINIA DHSEM Homeland Security State Administrative Agency (SAA) Homeland Security Grant Program	REQUEST FOR REIMBURSEMENT
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<p style="text-align: center;">DHSEM/SAA APPROVAL</p> <p>I have reviewed the attached documentation and believe this expenditure falls within grant guidelines and that sufficient funds exist to process and pay.</p> <p>Homeland Security Grant Specialist _____</p> <p>I have reviewed the attached documentation and to the best of my knowledge and belief this expenditure falls within West Virginia's HS Strategy, Goals and Objectives and/or grant guidelines. I authorize this request for reimbursement to be processed and paid.</p> <p>HS SAA Representative _____</p> <p>I certify that this report presents actual receipts and expenditures of funds in accordance with the approved budget for this sub-grant.</p> <p>Grant Accountant/Auditor _____</p> <p>This RFR Corresponds with Financial Report # _____</p> <p>State Agencies: Please indicate the account that you would like the funding transferred to via IET.</p>	<p>Sub-grantee: Jefferson Co Commission</p> <p>Address: PO Box 250 Charles Town, WV 25414-0250</p> <hr/> <p>Subgrant Number: EMPG-18-19</p> <hr/> <p>Funds are hereby requested to cover expenditures</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">FROM:</td> <td style="width: 50%;">TO:</td> </tr> <tr> <td>Planning:</td> <td>\$ _____</td> </tr> <tr> <td>Equipment:</td> <td>\$ _____</td> </tr> <tr> <td>Training:</td> <td>\$ _____</td> </tr> <tr> <td>Exercises:</td> <td>\$ _____</td> </tr> <tr> <td>Organization:</td> <td>\$ 85,020</td> </tr> <tr> <td>TOTAL Requested Amount:</td> <td>\$ 85,020</td> </tr> </table> <hr/> <p>DHSEM/SAA:</p> <p>OASIS - GRTAWD Document ID: _____</p> <p>OASIS - IN Document ID: _____</p>	FROM:	TO:	Planning:	\$ _____	Equipment:	\$ _____	Training:	\$ _____	Exercises:	\$ _____	Organization:	\$ 85,020	TOTAL Requested Amount:	\$ 85,020
FROM:	TO:														
Planning:	\$ _____														
Equipment:	\$ _____														
Training:	\$ _____														
Exercises:	\$ _____														
Organization:	\$ 85,020														
TOTAL Requested Amount:	\$ 85,020														

CERTIFICATION:

I certify that this report contains actual receipts and expenditures of funds for the period covered, made in complete accordance with the grant guidelines and the approved budget for this sub-grant.

BY:

TYPED NAME & TITLE <i>Authorized Official or Grant Financial Officer ONLY</i>	SIGNATURE	DATE
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State of West Virginia

Division of Homeland Security and Emergency Management

Emergency Management Performance Grant

CFDA Number:
97.042

OASIS - GRTAWD Document ID

Sub-Grant #
18-EMPG-19

Federal Grant Number
EMP-2018-EP-00003

Sub-Grant Period
From: 1/1/2018
To: 12/31/2018

Grant Award
Amount: \$85,020

Sub-Grant Award

Sub-Grantee Name and Address

Jefferson Co Commission
P.O. Box 250

Charles Town, WV 25414-0250

OASIS #
000000211969

FEIN
556000333001

DUNS
077414548

By signing and accepting this award the sub-grantee agrees to comply with all conditions and assurances included in the application. I certify that this project will be implemented as described in the attached application or procedures will be followed to modify the award. We understand the required performance measures to receive funding as outlined in the grant guidance.

Sub-Grantee Authorized Official (printed name): _____

Sub-Grantee Authorized Official (signature): _____

(Commission President or Mayor)

Title: _____

Date: _____

For DHSEM Use Only Below

Emergency Management Performance Grant

The attached application has been reviewed, and the proposed project and expenditures as described in the application are within all state and federal guidelines, policies, and procedures which govern the Emergency Management Performance Grant.

I have reviewed this sub-grant award and there are sufficient funds to make this award.

EMPG Grant Representative: _____

Date: _____

I hereby authorize the awarding of funds to support the project as described in the attached application.

WV DHSEM Director: _____

Date: _____

2018 Emergency Management Performance Grant

Applicant: Jefferson County Commission

Project Title: 2018 Jefferson County, WV Homeland Security and Emergenc

	<u>Total Approved</u>
Planning	\$0
Organizational	\$85,020
Equipment	\$0
Training	\$0
Exercise	\$0
	\$85,020

	<u>Matching Funds</u>
Direct	\$85,020.00
In-Kind	\$0.00
Total	\$85,020.00

Balance \$0

Grant Amount: \$85,020

Project Period: January 1, 2018 to December 31, 2018

Stipulations and Restrictions No restrictions. Please submit signed paperwork by April 30.

Applicant Information

Recipient Name: Jefferson County Commission

Type of Agency: County

Address: P.O. Box 250

City, State, Zip: Charles Town, WV 25414-0250

Phone: (304) 728-3282

WV DHSEM Region: Region 3

Project Director: Stephen S. Allen

Address: 28 Industrial Blvd., Suite 101

City, State, Zip: Charles Town, WV 25414-2740

Phone: (304) 728-3290

Email: sallen@jeffersoncountywv.org

Fiscal Officer: Michelle Gordon

Fiscal Agent: Jefferson County Commission President

Address: P.O. Box 250

City, State, Zip: Charles Town, WV 25414-0250

Phone: (304) 724-8425

Email: mgordon@jeffersoncountywv.org

OASIS #: 000000211969

Applicant DUNS: 077414548

Applicant FEIN: 556000333001

Project Narrative

Project Title:

2018 Jefferson County, WV Homeland Security and Emergency Management Program

Overview

This grant will enhance and maintain all phases of the homeland security and emergency management program for our department (mitigation, preparedness, prevention, response, and recovery). Our county of 54,000 + residents continues to grow at an alarming rate, presenting us with unique needs in order to keep pace with the demands of our ever-growing population. The funds will primarily fund the salaries, in that our 3 full-time employees pay and benefits consume all, if not more, than the allotted funds available to us through the grant. With that said, we have a comprehensive emergency management program that meets the criteria for this grant.

Planning

Jefferson County will continue to participate in the Threat Hazard Identification and Risk Assessment (THIRA) using the "whole-community" approach to the planning process, engaging various stakeholders through the process. We will include utilizing LEPC meetings, planning meetings, one-on-one discussions as well as, reviewing previous AAR's and Improvement Plans. The Emergency Operations Plan (EOP) will be reviewed and, if deemed necessary, based upon the findings of CPG-101 evaluation matrix, and other information gained through "whole community" stakeholder information participation, will be updated to continue to revise our plan to "ESF-based" format. We expect to review the Basic Plan including the Direction and Control Annex for appropriateness for our needs, as well as the Public Health and Medical Services (ESF-8) this year. For 2018 we are also updating our Multi-Jurisdiction Hazard Mitigation Plan.

Organization

For the year 2018, Jefferson County employs a full time director (Stephen Allen), a full time deputy director/planner/program manager (James Sager) and a full time administrative assistant/public information officer/volunteer coordinator (Brianna Gustafson). All staff personnel have successfully passed a background investigation, have been sworn in per WV State Code 5-15-5, and each have been issued a state PIV-I Credential. We are all users of ETeam, HSIN, and have internet access, email support, and use ETeam during actual events and exercises, as well as, for weekly and monthly ETeam training requirements. The grant will allow for the salary and benefits for the 3 full-time employees as well as for cell phones for the employees and a "hot spot" for use by the Director for access to Computer Aided Dispatch (CAD) from his vehicle.

Equipment

We have a designated emergency operations center (EOC) complete with laptop computers and phones available for use by up to 17 representatives of our partner organizations which staff the EOC in the event of activations. We hope to update our audiovisual equipment (TV/monitors) by purchasing 4 new TV/monitors to enhance our ability to keep situational awareness and a common operating picture available to the EOC staff. Software contracts are also needed for the EOC and day-to-day emergency management for NIXLE, our alert notification system, Orion Damage Assessment software, and CERVIS, which helps us with volunteer management.

Training

Item 1-Public Information: We will complete at least 24 hours of training for the community this year, to include winter weather hazards training, Disaster Ready Kids training, having a booth for 7 days at the Jefferson County Fair, Disaster Preparedness for Senior Citizens and activities within our annual Program for Public Information.

Item 2-Training for Emergency Management Personnel
All JCHSEM staff has completed all required NIMS training and the FEMA Professional Development Series. All staff has completed IPAWS training. All emergency management staff will complete, at least, one training course during the year.

Exercise

Jefferson County will participate in the WV Homeland Security Region 3 Exercise Series: Derecho Super Cell (Planning Meetings, TTX, FE, FS, and AAR/IP meetings). All of these exercises are HSEEP-compliant and an AAR/IP is developed for them.

Matching

Direct Cash Match

Justification/Explanation

Matching Funds

DHSEM Use Only

Approved Amount

County Commission	Cash match provided by the Jefferson County Commission	\$0	\$85,020
		\$0	\$0
		\$0	\$0
Total Direct Cash Match		\$0	\$85,020

In-Kind Match

Justification/Explanation

Matching Funds

Approved Amount

		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
In-Kind Totals		\$0	\$0

Totals

		\$0	\$85,020
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Planning

EOP Annexes Being Updated

Justification/Explanation

Requested Funds

DHSEM Use Only

Approved Amount

		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0

Proposed Activity

Justification/Explanation

Requested Funds

Approved Amount

		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0

Totals

		\$0	\$0
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Organization

Proposed Activity

Justification/Explanation

Requested Funds

DHSEM Use Only
Approved Amount

Cell telephone bills	Cell phones for each full time employee. Director, Deputy director, and Administrative assistant/PIO. Normal cost annually is \$2,400.	\$1,200	Approved
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0

Name

Position Title

Total Salary

Total Benefits

Total Salary/Benefits

Requested Funds

Approved Amount

Barbara J. Miller	Director	\$9,996	\$956	\$10,952	\$5,476	approved
Stephen S. Allen	Director	\$71,894	\$23,107	\$95,002	\$47,501	approved
Brandon Vallee	Administrative Asst/PIO/Volunteer Coordinator	\$42,676	\$16,843	\$59,520	\$29,760	approved
James M. Sager	Deputy Director/Planner/Program Manager	\$20,845	\$12,080	\$32,925	\$16,463	approved
					\$0	\$0
					\$0	\$0
					\$0	\$0
					\$0	\$0
Totals				\$198,399	\$100,400	\$85,020

**Total
represents
entire award**

Equipment

Equipment Item

AEI

Requested Quantity

Justification/Explanation

Requested Funds

DHSEM Use Only

Approved

50" TV/Monitor	04MD-03-DISP	4	Video Displays for Common Operating Picture for keeping EOC personnel aware of conditions. \$2000	\$1,000	Approved
Mounting brackets for 50" TV/Monitors	04MD-03-DISP	4	Wall mounting brackets for video displays. \$115	\$58	Approved
Martin-Yale folder machine	21GN-00-OCEQ	1	For folding documents which are distributed to the public, businesses, and other governmental agencies. \$1376	\$688	Approved
Nixle Engage Notification System	04AP-09-ALRT	1	Mass Notification System. \$3800	\$1,900	Approved
CERVIS Volunteer Management System	21GN-00-CCEQ	1	Volunteer Management System for CERT and EOC staffing. \$1500	\$750	Approved
Futurity/ORION Damage Assessment System	04AP-03-GISS	1	Damage Assessment Software for disasters. \$1000	\$500	Approved
Totals				\$4,896	\$0

Total
represents
entire
award

Conditions and Assurances

This program is conditioned upon and subject to compliance with the following Conditions and Assurances. By attaching a signature to page one (1), item ten (10), of this grant application, the applicant certifies and assures that it will comply with the following Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of WVDHSEM, as further clarified in the Administrative Manual for this program; and with U.S. Department of Homeland Security and all other relevant Federal/State Regulations, Policies and Guidelines. These Conditions and Assurances apply to all EMPG federal and matching funds expended for purposes associated with this award.

All correspondence to the WVDHSEM, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any WVDHSEM grant program, should be addressed to;

WV Division of Homeland Security and Emergency Management
ATTN: Emergency Management Performance Grant
1703 Coonskin Drive
Charleston, WV 25311

1 LAWS OF WEST VIRGINIA:

This application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by WVDHSEM. In accordance with W, Va. Code Chapter 15-5-15, all emergency services staff must have undergone criminal background checks.

2 LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3 RELATIONSHIP:

The relationship of the sub-grantee to the WVDHSEM shall be that of an independent contractor, not that of a joint enterprise. The sub-grantee shall have no authority to bind the WVDHSEM for any obligation or expense without the express prior written approval from WVDHSEM.

4 OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a statement to WVDHSEM explaining the delay in implementation. Upon receipt of the 90-day letter, WVDHSEM may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

5 WRITTEN APPROVAL OF CHANGES:

The sub-grantee must obtain prior written approval from WVDHSEM for all project changes (programmatic, fiscal or otherwise). Additionally, any budget revisions greater than 10% in aggregate must be approved by WVDHSEM.

6 CIVIL RIGHTS COMPLIANCE:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et seq.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq.
4. The Age Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et seq.
5. Americans with Disabilities Act of 1990 (ADA); All recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12101-12213).

7 PRESS RELEASE:

Release of information pertaining to this sub-grant must include the following information:

1. Grant amount;
2. State involvement (WV Division of Homeland Security and Emergency Management, WVDHSEM); and,
3. Federal involvement (U.S. Dept. of Homeland Security), along with the name of the Federal Source (EMPG) including the CFDA # 97.042

8 COMPLIANCE WITH FEDERAL RULES AND REGULATIONS:

Sub-grantee will comply with Title 2, Part 200 of the Code of Federal Regulations (*Super Circular*). The Super Circular supersedes Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133.

9 ACCESS TO RECORDS AND EQUIPMENT:

WVDHSEM, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, and equipment related to the sub-grant and to relevant books and records of contractors.

10 CONFLICT OF INTEREST:

No public official or employee of the sub-recipient agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can be expected to result in any benefit to that individual or that individual's immediate family.

11 POLITICAL ACTIVITY:

The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.

12 RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to WVDHSEM. These records and other documents submitted to WVDHSEM and its sub-grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5 U.S.C. §552.

WVDHSEM recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to requests made pursuant to the Freedom of Information Act, 5 U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the US Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.

Sub-recipient must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult the WVDHSEM regarding concerns or questions about the release of potentially sensitive information under state and local laws.

13 NATIONAL AND STATE EVALUATION EFFORTS:

The Sub-grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

14 OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from WVDHSEM, be obligated prior to the effective start date or subsequent to the termination date of the project period.

15 USE OF FUNDS:

Funds awarded through WVDHSEM may be expended ONLY for the purposes and activities specifically covered by the approved project description and budget. Further, this applies to funds awarded through budget revisions by WVDHSEM.

16 COMPLIANCE WITH FEDERAL PROCEDURES:

Sub-recipient agrees to comply with all requirements as set forth in the Financial Guidance which governs this program.

17 ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with the Super Circular and the WVDHSEM Allowable Cost Guidance.

18 NON-SUPPLANTING:

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds. Approved full-time positions must hire an additional individual to "backfill" the position.

19 MATCHING CONTRIBUTION:

If matching funds are allocated, the applicant assures that those funds shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Cash matching contributions are subject to the same expenditure guidelines established by WVDHSEM and the U.S. Department of Homeland Security for this grant program. All sub-recipients must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

20 PROJECT INCOME:

All income earned by the sub-recipients as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by WVDHSEM and the U.S. Department of Homeland Security for this grant program. All sub-recipients must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

21 CONSULTANT FEES:

Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with WVDHSEM.

22 SUSPENSION OF FUNDING:

WVDHSEM may suspend, in whole or in part, terminate, or impose other sanctions on any sub-grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other just cause.

23 SANCTIONS FOR NONCOMPLIANCE:

In the event of the sub-grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, WVDHSEM shall impose such contract sanctions as it may deem appropriate, including but not limited to:

- Withholding of payments to the sub-grantee until the sub-grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the sub-grantee until satisfactory assurance of future compliance has been received.

24 SUBMISSION/RELEASE OF PROPOSED PUBLICATIONS:

The sub-recipient shall submit one copy of all reports and proposed publications resulting from this agreement to WVDHSEM twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantees or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the United States Department of Homeland Security, and the WV Division Homeland Security and Emergency Management. Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security, nor the WV Division Homeland Security and Emergency Management."

25 **PROPERTY ACCOUNTABILITY:**

The sub-recipient shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a sub-grant by WVDHSEM. This obligation continues as long as the property is retained by the sub-recipient, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from WVDHSEM. Sub-recipient assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the WVDHSEM. The WVDHSEM reserves the right to inspect and review any equipment purchased with this sub-grant.

26 **REPORTS:**

Each sub-recipient shall submit such reports as WVDHSEM shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

Programmatic Reporting: Sub-recipient must complete and remit for Quarterly Reports.

Financial Reporting: Sub-recipient **MUST** submit to WVDHSEM complete requests for reimbursements with all backup documentation. Sub-recipient must include signed AEL equipment list, financial recap sheets, form 85-20, and all relevant documentation for your requests. Instructions will be provided separately.

27 **PURCHASING:**

When making purchases relevant to the sub-grant, the sub-recipient will, at a minimum, abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government.

28 **PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:**

Sub-recipient acknowledges that WVDHSEM, and subsequently the U.S. Department of Homeland Security, reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes; (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support. Sub-Grantee agrees to consult with the WVDHSEM regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

29 **ENVIRONMENTAL AND HISTORIC PRESERVATION:**

Subgrantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.

30 **INFORMATION SYSTEMS & COMMUNICATIONS EQUIPMENT:**

The sub-grantee agrees:

a. That all computer programs (software produced under this grant) will be made available to WVDHSEM for transfer to authorized users in the criminal justice/homeland security community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.

b. To provide a complete copy of the computer programs and documentation, upon requests, to WVDHSEM. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.

c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.

With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV State Interoperable Radio Network. Per Executive Order 5-14 all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator.

31 TIME EXTENSIONS:

In general, time extensions for this program are unallowable. Unexpended sub-grant funds remaining at the close of the sub-grant period shall be deobligated.

32 USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Sub-recipient understands and agrees that it cannot use any sub-grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

33 PROGRAM ACCOUNTABILITY - FEDERAL AUDIT REQUIREMENTS:

If an audit must be conducted pursuant to the Super Circular, a copy of the audit shall be submitted to SAA as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearinghouse is as follows:

Federal Audit Clearinghouse

Bureau of the Census

1201 E. 10th Street

Jeffersonville, IN 47132

34 PROGRAM ACCOUNTABILITY - STATE AUDIT REQUIREMENTS:

I.) Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by SAA are appropriated by the WV Legislature; therefore all funds disbursed by the WVDSEH are considered state funds. The WVDSEH will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.

As of 9/13/05, the requirements set forth by §12-4-14 are as follows: Any corporation, partnership, association, individual or other legal entity (not to include a state spending unit or a local government as defined in § 6-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with WVDHSEM a Report of the disbursement of these state funds. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the Report. The Report shall be filed within two years of the end of the fiscal year in which the grant or subgrant closes. The Report shall be made by an independent certified public accountant and the scope of the Report is limited to showing how the state grant or subgrant funds were spent. The Report does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required Report is barred from subsequently receiving state grant or subgrant funds until the Report is filed and is otherwise in compliance with the provisions of West Virginia Code. If a Report is not required under this section of the WV Code then the grantee or sub-recipient shall file with SAA a sworn statement of expenditures made under the grant or sub-grant.

The Sub-recipient assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.

35 EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Each sub-recipient certifies that it has executed and has on file, an Equal Employment Opportunity Plan.

36 VETERANS PREFERENCE:

This program includes a provision that grantees utilizing funds to hire additional personnel give suitable preference in employment to military veterans. WVDHSEM defines "suitable preference" as the requirement that a sub-grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

37 IMMIGRATION AND NATURALIZATION VERIFICATION:

The sub-grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of Federal funds to verify that employees are eligible to work in the United States.

38 PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act that, as well as the desire of WVDHSEM, to the greatest extent practicable, all equipment and products purchased with Federal funds made available under this grant should be American-made.

39 PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, the WVDHSEM reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant funded equipment must be provided, if applicable.

40 ACCOUNTING REQUIREMENTS:

Sub-recipient agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the sub-recipient's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, must be retained and be available for audit purposes.

41 OFFICE OF GRANT OPERATIONS FINANCIAL GUIDE:

Sub-recipient agrees to comply with all requirements as set forth in the Financial Guidance which governs this program.

42 EQUIPMENT:

Sub-recipient purchasing equipment with grant funds are required to adhere to the established bidding procedures for their respective units of government and or agencies. All equipment must have a primary function of being used in support the EMPG program.

43 MARKING OF EQUIPMENT AND PUBLICATIONS:

Sub-recipient will ensure that, when practicable, any equipment purchased and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and WVDHSEM."

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

O.M.B. No. 1660-0025
Expires July 31, 2008

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. Paperwork Reduction Project (1660-0001). NOTE: Do not send your completed form to this address.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperative agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities" attached
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default, and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEE OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about-

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

- (1) Abide by the term of the statement; and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such convictions;



Payroll Department

100 East Washington Street, Charles Town, West Virginia 25414
304-728-3340 (office) 304-728-3279 (fax)
sgran@jeffersoncountywv.org

January 2, 2019

West Virginia Department of Homeland Security
And Emergency Management
1900 Kanawha Blvd East.
Building 1, Room EB80
Charleston, West Virginia 25305

Dear Madam or Sir,

Enclosed you will find the information required for Jefferson County Actual wages/benefits for 2018 Calendar Year in order to receive reimbursement from the Emergency Management Planning Grant.

The payroll data and the county's contribution of benefits have been estimated for the following employee:

Barbara J. Miller	Jan 1, 2018 – Dec 31, 2018	Salary = \$ 9,996.00 Benefits = \$ <u>956.38</u> Total = \$ 10,952.38
Stephen Allen	Jan 1, 2018 – Dec 31, 2018	Salary = \$ 71,894.38 Benefits = \$ <u>23,107.37</u> Total = \$ 95,001.75
James M. Sager	Jan 1, 2018 – Dec 31, 2018	Salary = \$ 20,845.22 Benefits = \$ <u>12,080.26</u> Total = \$ 32,925.48
Brandon Vallee	Jan 1, 2018 – Dec 31, 2018	Salary = \$ 42,676.40 Benefits = \$ <u>16,843.21</u> Total = \$ 59,519.61

If further information is required, please contact me at 304-728-3340 or by e-mail at sgran@jeffersoncountywv.org.

Very Truly Yours,

Sally Gran
Jefferson County Finance Dept/Payroll

In Person County Emergency Services
January 1, 2018 - December 31, 2018 Actual

Barbara L. Miller - JCHSEM Director retired 12/25/17 pd in 2018

Gross Salary (vacation \$0,325.00)	9,996.00
Total Benefits	956.38
Total Salary and Benefits	10,952.38

OASDI - 6.20%	619.75
HI - 1.45%	144.94
Health Insurance	-
Dental/Vision	-
Life Insurance	-
Retirement 11%	181.70
Wkrs. Comp	29.99
Total Benefits	956.38

Stephen Allen - JCHSEM Director - promoted 1/15/18

Gross Salary	71,884.38
Total Benefits	21,107.37
Total Salary and Benefits	92,991.75

OASDI - 6.20%	4,418.23
HI - 1.45%	1,032.53
Health Insurance	9,384.18
Dental/Vision	364.68
Life Insurance	152.40
Retirement 10/11%	7,342.68
Wkrs. Comp	215.68
Total Benefits	23,107.37

James M. Seger - Deputy Director - start 7/16/2018

Gross Salary	29,843.23
Total Benefits	12,080.26
Total Salary and Benefits	41,923.49

OASDI - 6.20%	1,140.64
HI - 1.45%	266.78
Health Insurance	8,310.30
Dental/Vision	152.00
Life Insurance	63.50
Retirement 10%	2,084.50
Wkrs. Comp	67.54
Total Benefits	12,080.26

Brandon Vollee - Admin. Asst. CO

Gross Salary	42,676.40
Total Benefits	16,843.21
Total Salary and Benefits	59,519.61

OASDI - 6.20%	2,631.06
HI - 1.45%	613.01
Health Insurance	8,580.56
Dental/Vision	334.40
Life Insurance	139.70
Retirement 10/11%	4,428.45
Wkrs. Comp	128.03
Total Benefits	16,843.21

Calculations Used:	
Medical EE-Only	
6 @ 780.41	4,682.46
6 @ 801.61	4,811.72
	9,494.18
Dental/Vision	
6 @ 30.40	182.40
6 @ 30.40	181.40
	364.80
Life	
12.70 x 12	152.40
	152.40
Family Medical	
5 @ 1,662.06	8,310.30
0	0.00
	8,310.30
W. Comp 7/16-6/17	0.30%
W. Comp 7/17 - 7/18	0.30%

Jan-June 11% retirement
 July-Dec 10% retirement

Summary:		OASDI - 6.20%	8,796.68
Gross Wages	\$ 145,412.00	HI - 1.45%	2,057.36
Total Benefits	\$ 52,987.21	Health Insurance	26,375.04
	\$ -	Dental/Vision	851.08
Grand Total Wages & Benefits	\$ 198,399.21	Life Insurance	358.60
		Retirement	14,215.33
		Workers Comp	438.23
			0.00
		Total Benefits	52,987.21



CERVIS Technologies, Inc.
P.O Box 64181
Colorado Springs, CO 80962
(888) 549-3601
billing@cervistech.com

INVOICE

Invoice No: 19708

Date: 05/30/2018

Due Date: 06/30/2018

Bill To:

**Jefferson County Homeland
Security & Emergency Mgmt
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430**

Item	Amount
Premier Edition Annual Renewal	\$1,500.00

TOTAL \$1,500.00

PAYMENTS/CREDITS

BALANCE DUE \$1,500.00

*Okay for pay
[Signature]*

001-711-02-230-000-PS-000

Martin Yale Industries
251 Wedcor Ave
Wabash IN 46992
USA

Phone: 260-563-0641
Fax: 260-563-4575

Pack Slip: 190861
190861

Pack Slip

Page: 1 of 1

Ship To:
JEFFERSON COUNTY HOMELAND SECURITY.
EMERGENCY MNGEMENT
SUITE 101
28 INDUSTRIAL BLVD
KEARNEYSVILLE WV 25430
USA

Phone:
Fax:

Bill To:
INDEPENDENT STATIONERS
I.S. GROUP
P.O. BOX 681310
INDIANAPOLIS IN 46268
USA

Phone: 703-968-8200
Fax: (703)968-4905

Ship Date: 5/21/2018 F.O.B.:

Ship Via: UPS Ground
SCAC: UPSG

Tracking No: 1Z69X0590303028611
Freight Terms: SHIP

PO Line	Part Number/Description	Planned Qty	Rev	Shipped Qty	PO Line
---------	-------------------------	-------------	-----	-------------	---------

Sales Order: 675808 Your PO: 258361

Line 1	Rel 1
1217A/12X17 FOLDER 1.00000000 EA	1.00000000 EA

Mark For:
GUERNSEY OFFICE PRODUCTS P001
45070 OLD OX ROAD
DULLES VA 20168
USA

Mtl. Duration 12 MONTHS
Labor Duration 90 DAYS
Serial Number: 39565.01146.Q12

Total Qty: 1.00



Sales Order

[Print Page](#) [Close Page](#)

Order ID: S-1265332

Bill To:

Acct #: C001792
 Jefferson County Homeland Security & Emergency Management
 Suite 101
 28 Industrial Blvd
 KEARNEYSVILLE, WV 25430
 USA

Status:

Order Date: 5/18/2018
Sales Rep Name: Steve Batts
 Jefferson County Homeland Security & Emergency Management

Payment Information:

Method of Payment: Credit Card
Card Type: Visa
Card Number: *****6828
Card Exp. Date: 8 / 2020

Contact Person:
Purchase Order:
Order Type: Sales Order
Sales Pool:
Billing Code:
Special Instructions:

Ship To:

Acct #: C001792
 Jefferson County Homeland Security & Emergency Management
 Stephen Allen
 Suite 101
 28 Industrial Blvd
 Steve Allen
 KEARNEYSVILLE, WV 25430
 USA

Header Note:

Item	Description	Order Qty	Pack	Unit	Your Price	Total
NFSUPPLIES 1217A	NFSUPPLIES	1		EA	\$1,331.00	\$1,331.00
FREIGHT	FREIGHT CHARGE	1		EA	\$45.00	\$45.00

Order Totals
Subtotal: 1376.00
Freight/Misc: 0.00
Tax: 0.00
Order Total: 1376.00

HARBOR FREIGHT TOOLS

HAGERSTOWN MD 200568
1455 WESEL BLVD
HAGERSTOWN, MD 21740
Telephone: (301) 739-7274

SALE

61807 LARGE TILT FLAT PANEL TV
4 @ \$26.99 \$107.96

Subtotal \$107.96
Sales Tax 6.0000% \$6.48
Total \$114.44
Visa \$114.44

Card No. XXXXXXXXXXXX6629

Expiration Date XX/XX

Auth. No 025778

VISA CREDIT

Chip Read

Signature Verified

Mode: Issuer

AID: A0000000031010

TVR: 800008000

IAD: 06010A03A00000

TS1 6800

ARC: 00

Please Retain for Your Records

Store: 00568 Reg: 01 Tran: 190876
Date: 6/26/2018 3:29:23 PM Assoc: XXXXXX
Ticket: 01190876

Item(s) Sold: 4

Item(s) Returned: 0

LA served you today.

Thank you for shopping at

HAGERSTOWN MD 200568

Proof of Purchase Required for Returns/
Exchanges Within 90 Days of Purchase.

GET MORE COUPONS

Text TOOLS1 to 222377

for Coupons and Sale Alerts

Up to 4 coupon messages per month. Message
and data rates may apply. Consent not
required for purchase. Text TEXTSTOP to
cancel.

Or sign up at

www.harborfreight.com



**JEFFERSON COUNTY PURCHASING CARD
PROCUREMENT LOG**

CARDHOLDER NAME: Jeffrey Polczynski
 DEPARTMENT: Jefferson County Emergency Communications

Transaction Date	Vendor	Item Description	Quantity	Total Amount	Date Received	*Account to be charged	*Explanation/Notes - reason for Purchase
6/25/2018	Best Buy	50" Samsung TV Model #UN50MU6070FXZA	3	\$1,335.57	6/25/2018	712-02-216	Televisions for EDC / Perkins 1040 WMS
6/26/2018	Best Buy	Credit for Sales Tax		-\$75.60	6/25/2018	712-02-216	

- * Include documentation if per diem is issued for travel or other charges are made and not included on this statement
- * Include documentation if it is related to the explanation/notes section of this form
- * Include related documents to explain reason for purchase (ex. Agenda or registration form)
- * Receipts must have a list of all items purchased (WV Code 12-3-18)
- * Account to be charged is required

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment and I have attached the required documents.


 Purchasing Cardholder _____ Date _____

Department Head/Elected Official/Supervisor _____ Date _____
 Reviewed by: County Commissioner _____ Date _____

Jun
25
2018

Order Status: Complete
3 Items

Order Number: 88Y01-805549428348

Order Summary

Billing Address

Jeffrey Polczynski
PO BOX 250
CHARLES TOWN, WV 25414 US

Product Total	\$1,268.97
Sales Tax, Fees & Surcharges Taxes have been updated	\$78.60
Order Total	\$1,347.57

Payment Method

Visa ****1293

\$1,347.57

Item Details

Samsung - 50" Class - LED - MU6070 Series -
2160p - Smart - 4K Ultra HD TV with HDR

Model: UN50MU6070FXZA
SKU: 6029002
Quantity: 1

Store Pickup

MARTINSBURG WV

Pickup Person
Jeffrey Polczynski
jpolczynski@jeffersoncountywv.org

Item Total	\$448.18
Product Price	\$418.99
Sales Tax, Fees & Surcharges	\$29.20

Status: Picked Up

Picked up on Mon, June 25 at MARTINSBURG WV.

Samsung - 50" Class - LED - MU6070 Series -
2160p - Smart - 4K Ultra HD TV with HDR

Model: UN50MU6070FXZA
SKU: 6029002
Quantity: 1

Store Pickup

MARTINSBURG WV

Pickup Person
Jeffrey Polczynski
jpolczynski@jeffersoncountywv.org

Item Total	\$448.18
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SKU: 6029002
Quantity: 1

Store Pickup

MARTINSBURG WV

Pickup Person
Jeffrey Polczynski
jpolczynski@jeffersoncountywv.org

Item Total	\$448.18
Product Price	\$418.99
Sales Tax, Fees & Surcharges	\$29.20

Status: Picked Up

Picked up on Mon, June 25 at MARTINSBURG WV.

If you need to make a return or exchange,
please review our [Return and Exchange
Policy](#).

We appreciate your business and look
forward to seeing you again soon.

Sincerely,

Your Customer Care Team

i YOUR BEST BUY RECEIPT

KEEP FOR YOUR RECORDS



000083224047836406127201889373311

***** Duplicate Receipt *****

***** START RECEIPT *****

Welcome to Best Buy #1528
276 RETAIL COMMONS PKWY
MARTINSBURG, WV 25403
(304) 262-5538

Val #:000083-224047-936406-127201-889373-311

1528 041 6189 06/25/18 14:17

EXCHANGE

Original Order #BBY01-805549428348

RETURN ITEMS

6029002	UN50MU6070F	419.99-
	SAMSUNG UN50MU6070FX2A 2160P	
	Serial # 072Y3CAK507917	
	Sales Tax	25.20-
6029002	UN50MU6070F	419.99-
	SAMSUNG UN50MU6070FX2A 2160P	
	Serial # 072Y3CHK400809	
	Sales Tax	25.20-
6029002	UN50MU6070F	419.99-
	SAMSUNG UN50MU6070FX2A 2160P	
	Serial # 072Y3CVK505795	
	Sales Tax	25.20-

SALE ITEMS

6029002	UN50MU6070F	419.99
---------	-------------	--------

<hr/>		
SAMSUNG UNS0MU6070FXZA	2160P	
Sales Tax	0.00	
6029002 UNS0MU6070F	419.99	
SAMSUNG UNS0MU6070FXZA	2160P	
Sales Tax	0.00	
6029002 UNS0MU6070F	419.99	
SAMSUNG UNS0MU6070FXZA	2160P	
Sales Tax	0.00	
<hr/>		
Subtotal	0.00	
Sales Tax	75.60	
<hr/>		
Total	75.60	

TEC Cert.Key: 1227503
 *****1293 Keyed USDS .75.60
 REFUND VISA
 Manual
 Approval 000000

My Best Buy
 Member ID 3313044891

JEFFREY,
 Thanks for shopping at Best Buy today!
 Your My Best Buy balance as of 07/05/2017
 Posted points: 112
 Go to BestBuy.com for more info

Devices that can be activated and
 cell phones have a 14-day return
 policy for all customers.
 15-day return period on
 almost everything else.

Restocking fee applies on select items

A valid receipt is required for all
 returns. Except where prohibited, we may
 request an ID. ID info may be stored in a
 secure, encrypted database used for
 tracking returns and exchanges.

Returned items missing accessories are
 subject to a missing part fee. Best Buy
 reserves the right to deny any return.

For return policy details and a complete
 list of exceptions, ask for a policy
 brochure or go to www.BestBuy.com>Returns.

To learn about our privacy practices

OK to pay - Stephen J. Cole
001-711-02-280-000.15.
000



Futurity IT, Inc.
PO Box 461746
Aurora, CO 80046
888-384-0970
www.futurityit.com

BILL TO

Jefferson County EMA
28 Industrial Blvd, Suite 101
Keameysville, WV 26430

2018-634

DATE 08/01/2018 TERMS Net 30

DUE DATE 08/31/2018

SHIP VIA
Electronic

SALES REP
HH

DATE	ACTIVITY	DESCRIPTION	AMOUNT
08/01/2018	Annual Renewal	Orion Software Solution: September 2018 through August 2019	1,000.00

Thank you for your continuing business. Please remit payment to the above address.

TOTAL DUE \$1,000.00

**JEFFERSON COUNTY PURCHASING CARD
PROCUREMENT LOG**

CARDHOLDER NAME: Stephen S. Allen
 DEPARTMENT: 711-Homeland Security and Emergency Management

Transaction Date	Vendor	Item Description	Quantity	Total Amount	Date Received	* Account to be charged	* Explanation/Notes - Reason for purchase
6/25/18	Best Buy	Samsung 50" TV	1	445.19	6/25/18	001-711-02-216-000-PS-000	TV/Monitor to replace current ones in EOC
6/25/18	Harbor Freight Tools	Large Tilt Flat Panel TV mounting brackets	4	114.44	6/25/18	001-711-02-216-000-PS-000	Brackets to mount replacement TV's to wall in EOC

- *Include documentation if per diem is issued for travel or other charges are made and not included on this statement
- *Include documentation if it is related to the explanation/notes section of this form
- *Include related documents to explain reason for purchase (ex. Agenda or registration form)
- *Receipts must have a list of all items purchased (WV Code §12-3-18)
- *Account to be charged is required

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment and I have attached the required documents.

Stephen S. Allen
 Purchasing Cardholder

Date: 6/25/18

Stephen S. Allen
 Department Head/Elected Official/Supervisor

Date: 6/25/18

Reviewed by: County Commissioner
 Date: _____

Date:

PCard Coordinator

Attachment – F



Quotation

Prepared for:
Steve Allen
Jefferson County Homeland Security and Emergency
Management WV
28 Industrial Blvd, Suite 101
Kearneysville WV 25430
United States
Ph: 304-728-3290
Fax:
Email: sallen@jeffersoncountywv.org

Quote #: Q-11085
Date: 1/5/2018
Expires On: 8/31/2018
Confidential

Salesperson: David Gonzalez
Phone: 781-859-4041
Email: david.gonzalez@everbridge.com

Contract Summary Information:	
Contract Period:	12 Months
Contract Start Date:	9/1/2018
Contract End Date:	8/31/2019
Note: **Quantity on this quote represents the population count	

QTY	DESCRIPTION	PRICE
56,000	Nixle Engage	USD 3,713.15

Pricing Summary:

Year One Fees:	USD 3,713.15
One-time Implementation and Setup Fees:	USD 0.00
Professional Services:	USD 0.00
Total Year One Fees Due:	USD 3,713.15

1. Additional rates apply for all international calls.
2. This Quote and the Service(s) provided are subject to the Everbridge, Inc. –Nixle Solutions service agreement entered into by and between Everbridge and the client identified above (the "Service Agreement").
3. Subject to sales taxes where applicable.
4. Except for currency designation, the supplemental notes below, if any, supplied in this Quote are for informational purposes and not intended to be legally binding or override the language of the Service Agreement.

(*Year One Fees are the total of the first year annual subscription fees and any one-time fees, i.e., Professional Services.)

Authorized by Everbridge:

Signature:

Date:

Name (Print):

Title:

To accept this quote, sign, date and return:

Signature:

Stephanie F. Grove

Date:

08/15/18

Name (Print):

Stephanie F. Grove

Title:

County Administrator

155 North Lake Avenue, Suite 900
Pasadena, CA 91101 USA
Tel: +1-818-230-9700
Fax: +1-818-230-8505

THANK YOU FOR YOUR BUSINESS!



Account Overview

Subscribers on Account: 111

Account Name: JEFFERSON COUNTY EMERGENCY
 Account Number: 157840814
 Invoice Number: 157840814-123

3 of 114
 Bill Date: Feb 07, 2018
 Bill Period: Jan 04 - Feb 03, 2018

USAGE CHARGES													
Page	Plans	Misc. Changes & Adjustments	Equipment	Voice/Usage Mins	Directory Assistance	Direct Connect/Usage	Text/Usage	Data/Usage	Sprint Premium Services	Third Party Charges	Sprint Surcharges	Gov Taxes & Fees	Totals (\$)
p.11			12.00										12.00
Account Breakdown													
157840814, JEFFERSON COUNTY EMERGENCY COM													
Department Breakdown													
Homeland Security - 155563855													
▶ Homeland Security - 155563876													
p.14	20.00										2.39		22.39
(304) 270-0995, JEFFERSON COUNTY EM													
Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.14	50.00	-1.50		60300			34	1.4609MB 1.4502GB			3.60	3.34	55.44
(304) 279-8135, BRANDON VALLEE													
New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
p.14	50.00	-1.50		275300			475	0.0244MB 1.5561GB			3.60	3.34	55.44
(304) 279-8223, STEPHEN ALLEN													
New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
p.15	50.00	-1.50		0.40 336300			56	0.1016MB 0.3229GB			3.60	3.34	55.84
(304) 283-4227, BARBARA MILLER													
New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
	170.00	-4.50		0.40 336300			565	1.5806MB 3.3292GB			13.19	10.02	189.11
Total DAC Charges for Homeland Security													
Total Department Usage for Homeland Security													
	170.00	-4.50		0.40 336300			565	1.5806MB 3.3292GB			13.19	10.02	189.11
JEFFERSON COUNTY EMERGENCY													
COMMUNICATION - 155090469													
▶ Charles Town Police Dept. - 158643242													
p.20	20.00										2.39		22.39
(304) 240-6090, JEFFERSON COUNTY EM													
Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.20	20.00							0.5376GB			2.39		22.39
(304) 240-6091, JEFFERSON COUNTY EM													
Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.20	20.00							0.1506GB			2.39		22.39
(304) 240-6092, JEFFERSON COUNTY EM													
Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.20	20.00							0.2164GB			2.39		22.39
(304) 240-6093, JEFFERSON COUNTY EM													
Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.20	20.00							0.2928GB			2.39		22.39



Account Overview

Subscribers on Account: 111

Account Name: JEFFERSON COUNTY EMERGENCY
 Account Number: 157840814
 Invoice Number: 157840814-124

3 of 116
 Bill Date: Mar 07, 2018
 Bill Period: Feb 04 - Mar 03, 2018

USAGE CHARGES													
Page	Plans	Misc. Charges & Adjustments	Equipment	Voice/Usage Mins	Directory Assistance	Direct Connect/Usage	Text/Usage	Data/Usage	Sprint Premium Services	Third Party Charges	Sprint Surcharges	Gov Taxes & Fees	Totals (\$)
Account Breakdown													
157840814, JEFFERSON COUNTY EMERGENCY COM													
Department Breakdown													
Homeland Security - 155563855													
▶ Homeland Security - 155563878													
	p.14	20.00	-	-	-	-	-	-	-	-	2.39	-	22.39
(304) 270-0995, JEFFERSON COUNTY EM													
Biz Adv Choice M8B 1GB Pool - 3G/4G Combined D													
	p.14	50.00	-1.50	80.00	-	-	73	0.58 1.9765GB	-	-	3.60	3.34	56.02
(304) 278-8135, BRANDON VALLEE													
New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
	p.14	50.00	-1.50	274.00	-	-	545	2.75 1.1456GB	-	-	3.60	3.34	58.19
(304) 278-8233, STEPHEN ALLEN													
New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
	p.15	50.00	-1.50	4.00 33.00	-	-	60	0.13 0.2221GB	-	-	3.60	3.34	59.57
(304) 283-4227, BARBARA MILLER													
New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
		170.00	-4.50	4.00 387.00	-	-	678	3.46 3.3442GB	-	-	13.19	10.02	196.17
Total DAC Charges for Homeland Security													
Total DAC Usage for Homeland Security													
		170.00	-4.50	4.00 387.00	-	-	678	3.46 3.3442GB	-	-	13.19	10.02	196.17
Total Department Charges for Homeland Security													
Total Department Usage for Homeland Security													
JEFFERSON COUNTY EMERGENCY													
COMMUNICATION - 155080468													
▶ Charles Town Police Dept - 156432342													
	p.21	20.00	-	-	-	-	-	-	-	-	2.39	-	22.39
(304) 240-6090, JEFFERSON COUNTY EM													
Biz Adv Choice M8B 1GB Pool - 3G/4G Combined D													
	p.21	20.00	-	-	-	-	-	0.4722GB	-	-	2.39	-	22.39
(304) 240-6091, JEFFERSON COUNTY EM													
Biz Adv Choice M8B 1GB Pool - 3G/4G Combined D													
	p.21	20.00	-	-	-	-	-	0.1621GB	-	-	2.39	-	22.39
(304) 240-6092, JEFFERSON COUNTY EM													
Biz Adv Choice M8B 1GB Pool - 3G/4G Combined D													
	p.21	20.00	-	-	-	-	-	0.2982GB	-	-	2.39	-	22.39
(304) 240-6093, JEFFERSON COUNTY EM													
Biz Adv Choice M8B 1GB Pool - 3G/4G Combined D													
	p.22	20.00	-	-	-	-	-	-	-	-	2.39	-	22.39
(304) 240-6094, JEFFERSON COUNTY EM													
Biz Adv Choice M8B 1GB Pool - 3G/4G Combined D													



Account Overview

Subscribers on Account: 111

Account Name: JEFFERSON COUNTY EMERGENCY
 Account Number: 157840814
 Invoice Number: 157840814-125

3 of 115
 Bill Date: Apr 07, 2018
 Bill Period: Mar 04 - Apr 03, 2018

USAGE CHARGES																							
Page	Plans	Misc. Charges & Adjustments	Equipment	Voice/ Usage Min	Directory Assistance	Direct Connect/ Usage	Text/ Usage	Data/ Usage	Sprint Premium Services	Third Party Charges	Sprint Surcharges	Gov Taxes & Fees	Totals (\$)										
Account Breakdown																							
157840814, JEFFERSON COUNTY EMERGENCY COM																							
Department Breakdown																							
Homeland Security - 155563855																							
▶ Homeland Security - 155563876																							
p.14	20.00	-	-	-	-	-	-	0.0054GB	-	-	2.90	-	22.90										
(304) 270-0895, HSEM DIRECTOR Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D																							
p.14	50.00	-1.50	-	29.00	-	-	48	0.4365MB 3.9322GB	-	-	4.04	3.34	55.88										
(304) 270-8135, BRANDON VALLEE New Sprint Bus Fusion 2GB SMT - 3G/4G Combined																							
p.14	50.00	-1.50	-	384.00	-	-	385	2.3477MB 1.4564GB	-	-	4.04	3.34	55.88										
(304) 270-8230, STEPHEN ALLEN New Sprint Bus Fusion 2GB SMT - 3G/4G Combined																							
p.15	50.00	-1.50	-	7.00	-	-	19	0.7734MB 0.0679GB	-	-	4.04	3.34	55.88										
(304) 280-4227, BARBARA MILLER New Sprint Bus Fusion 2GB SMT - 3G/4G Combined																							
Total DAC Charges for Homeland Security												170.00	-4.50	-	-	449	3.5576MB 5.4619GB	-	-	16.02	10.02	190.54	
Total DAC Usage for Homeland Security																							
Total Department Charges for Homeland Security												170.00	-4.50	-	-	449	3.5576MB 5.4619GB	-	-	16.02	10.02	190.54	
Total Department Usage for Homeland Security																							
JEFFERSON COUNTY EMERGENCY COMMUNICATION - 159590469																							
▶ Charles Town Police Dept. - 156432342																							
p.20	20.00	-	-	-	-	-	-	0.2221GB	-	-	2.90	-	22.90										
(304) 240-6090, CIAMPA Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D																							
p.20	20.00	-	-	-	-	-	-	0.291GB	-	-	2.90	-	22.90										
(304) 240-6091, OLUNNAM Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D																							
p.20	20.00	-	-	-	-	-	-	0.3846GB	-	-	2.90	-	22.90										
(304) 240-6092, KNOTT Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D																							
p.20	20.00	-	-	-	-	-	-	-	-	-	2.90	-	22.90										
(304) 240-6093, CTFD SPARE Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D																							



Account Overview

Subscribers on Account: 111

Account Name: JEFFERSON COUNTY EMERGENCY
 Account Number: 157840814
 Invoice Number: 157840814-126

3 of 112
 Bill Date: May 07, 2018
 Bill Period: Apr 04 - May 03, 2018

		USAGE CHARGES										Totals (\$)
Page	Plans	Misc. Charges & Adjustments	Equipment	Voice/Usage Mins	Directory Assistance	Direct Connect/Usage	Text/Usage	Data/Usage	Sprint Premium Services	Third Party Charges	Sprint Surcharges	Gov Taxes & Fees
Account Breakdown												
157840814, JEFFERSON COUNTY EMERGENCY COM												
Department Breakdown												
Homeland Security - 155533855												
▶ Homeland Security - 155533876												
p.14	20.00	-	-	-	-	-	-	-	-	-	2.90	-
(304) 270-0995, HSEM DIRECTOR Blz Adv Choice MBB 1GB Pool - 3G/4G Combined D												
p.14	50.00	-1.50	-	30.00	-	-	53	9.0418GB	-	-	4.04	3.34
(304) 279-8135, BRANDON VALLEE New Sprint Bus Fusion 2GB SMT - 3G/4G Combined												
p.14	50.00	-1.50	-	173.00	-	-	631	2.9357GB	-	-	4.04	3.34
(304) 279-8233, STEPHEN ALLEN New Sprint Bus Fusion 2GB SMT - 3G/4G Combined												
p.15	50.00	-1.50	-	1.00	-	-	69	0.0659GB	-	-	4.04	3.34
(304) 283-4227, BARBARA MILLER New Sprint Bus Fusion 2GB SMT - 3G/4G Combined												
	170.00	-4.50	-	204.00	-	-	793	12.0443GB	-	-	15.02	10.02
Total DAC Charges for Homeland Security												
Total DAC Usage for Homeland Security												
	170.00	-4.50	-	204.00	-	-	793	12.0443GB	-	-	15.02	10.02
Total Department Charges for Homeland Security												
Total Department Usage for Homeland Security												
JEFFERSON COUNTY EMERGENCY COMMUNICATION - 155990469												
▶ Charles Town Police Dept. - 156432342												
p.20	20.00	-	-	-	-	-	-	-	-	-	2.90	-
(304) 240-6090, CJAMPA Blz Adv Choice MBB 1GB Pool - 3G/4G Combined D												
p.20	20.00	-	-	-	-	-	-	0.35418GB	-	-	2.90	-
(304) 240-6091, QUINN JAM Blz Adv Choice MBB 1GB Pool - 3G/4G Combined D												
p.20	20.00	-	-	-	-	-	-	0.3067GB	-	-	2.90	-
(304) 240-6092, KNOTT Blz Adv Choice MBB 1GB Pool - 3G/4G Combined D												
p.20	20.00	-	-	-	-	-	-	0.3591GB	-	-	2.90	-
(304) 240-6093, CTPD SPARE Blz Adv Choice MBB 1GB Pool - 3G/4G Combined D												
p.21	20.00	-	-	-	-	-	-	0.2471GB	-	-	2.90	-
(304) 240-6094, ANDERSON Blz Adv Choice MBB 1GB Pool - 3G/4G Combined D												



Account Overview

Subscribers on Account: 111

Account Name: JEFFERSON COUNTY EMERGENCY
 Account Number: 157840814
 Invoice Number: 157840814-128

3 of 117
 Bill Date: Jul 07, 2018
 Bill Period: Jun 04 - Jul 03, 2018

Page	Plans	Misc. Charges & Adjustments	Equipment	Voice/ Usage Mins	Directory Assistance	USAGE CHARGES				Third Party Charges	Sprint Surcharges	Gov Taxes & Fees	Totals (\$)
						Direct Connect/ Usage	Data/ Usage	Text/ Usage	Sprint Premium Services				
Account Breakdown													
157840814, JEFFERSON COUNTY EMERGENCY COM													
Department Breakdown													
Homeland Security - 155663855													
▶ Homeland Security - 16563878													
p.14	20.00										2.90		22.90
(304) 270-6895, HSEM DIRECTOR Bz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.14	50.00	-1.50		71.00							4.01	3.34	55.85
(304) 279-6135, BRANDON VALLEE New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
p.14	50.00	-1.50		294.00							4.01	3.34	55.85
(304) 279-8233, STEPHEN ALLEN New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
p.15	50.00	-1.50		12.00							4.01	3.34	55.85
(304) 263-4227, BARBARA MILLER New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
Total DAC Charges for Homeland Security													
Total DAC Usage for Homeland Security													
	170.00	-4.50		377.00							14.93	10.02	190.45
Total Department Charges for Homeland Security													
Total Department Usage for Homeland Security													
	170.00	-4.50		377.00							14.93	10.02	190.45
JEFFERSON COUNTY EMERGENCY COMMUNICATION - 155664489													
▶ Charles Town Police Dept. - 156432342													
p.20	20.00										2.90		22.90
(304) 240-6890, CHAMPA Bz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.20	20.00										2.90		22.90
(304) 240-6091, QUINNAM Bz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.20	20.00										2.90		22.90
(304) 240-6092, KNOITT Bz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.20	20.00										2.90		22.90
(304) 240-6093, CTFD SPARE Bz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.21	20.00										2.90		22.90
(304) 240-6094, ANDERSON Bz Adv Choice MBB 1GB Pool - 3G/4G Combined D													



Account Overview

Subscribers on Account: 111

Account Name: JEFFERSON COUNTY EMERGENCY
 Account Number: 157840814
 Invoice Number: 157840814-129

3 of 112
 Bill Date: Aug 07, 2018
 Bill Period: Jul 04 - Aug 03, 2018

USAGE CHARGES													
Page	Plans	Misc. Charges & Adjustments	Equipment	Voice/Usage Mins	Directory Assistance	Direct Connect/Usage	Text/Usage	Data/Usage	Sprint Premium Services	Third Party Charges	Sprint Surcharges	Gov Taxes & Fees	Totals (\$)
Account Breakdown													
157840814, JEFFERSON COUNTY EMERGENCY COM													
Department Breakdown													
Homeland Security - 155563855													
▶ Homeland Security - 155563876													
p.14	20.00	-	-	-	-	-	-	0.1826GB	-	-	2.90	-	22.90
(304) 270-0995, HSEM DIRECTOR Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.14	50.00	-1.50	-	49:00	-	-	55	7.407GB	-	-	4.01	3.34	55.85
(304) 270-8135, BRANDON VALLEE New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
p.14	50.00	-1.50	-	126:00	-	-	616	0.2314MB 5.002GB	-	-	4.01	3.34	55.85
(304) 279-8233, STEPHEN ALLEN New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
p.15	50.00	-1.50	-	17:00	-	-	31	0.9625GB	-	-	4.01	3.34	55.85
(304) 263-4227, BARBARA MILLER New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
Total DAC Charges for Homeland Security													
Total DAC Usage for Homeland Security													
	170.00	-4.50	-	191:00	-	-	702	0.2314MB 13.5641GB	-	-	14.93	10.02	190.45
Total Department Charges for Homeland Security													
Total Department Usage for Homeland Security													
	170.00	-4.50	-	191:00	-	-	702	0.2314MB 13.5641GB	-	-	14.93	10.02	190.45
JEFFERSON COUNTY EMERGENCY COMMUNICATION - 185090469													
▶ Charles Town Police Dept. - 156432342													
p.20	20.00	-	-	-	-	-	-	0.1963GB	-	-	2.90	-	22.90
(304) 240-6080, CIAMPA Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.20	20.00	-	-	-	-	-	-	0.56GB	-	-	2.90	-	22.90
(304) 240-6091, QUINNAM Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.20	20.00	-	-	-	-	-	-	0.2502GB	-	-	2.90	-	22.90
(304) 240-6092, KNOTT Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.20	20.00	-	-	-	-	-	-	-	-	-	2.90	-	22.90
(304) 240-6093, CTPD SPARE Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													



Account Name: JEFFERSON COUNTY EMERGENCY
 Account Number: 157840814
 Invoice Number: 157840814-130

3 of 113
 Bill Date: Sep 07, 2018
 Bill Period: Aug 04 - Sep 03, 2018

Account Overview

Subscribers on Account: 111

	Page	Plans	Misc. Charges & Adjustments	Equipment	Voice/Usage Mins	Directory Assistance	Direct Connect/Usage	Text/Usage	Data/Usage	Sprint Premium Services	Third Party Charges	Sprint Surcharges	Gov Taxes & Fees	Totals (\$)
USAGE CHARGES														
Account Breakdown														
157840814, JEFFERSON COUNTY EMERGENCY COM														
Department Breakdown														
Homelands Security - 15563855														
▶ Homelands Security - 15563876														
(304) 270-0995, HSEM DIRECTOR Blz Adv Choice MBB 1GB Pool - 3G/4G Combined D	p.14	20.00	-	-	-	-	-	-	0.0595GB	-	-	2.90	-	22.90
(304) 279-8135, BRANDON VALLEE New Sprint Bus Fusion 2GB SMT - 3G/4G Combined	p.14	50.00	-1.50	-	30.00	-	-	42	0.0977MB 14.9305GB	-	-	4.01	3.34	55.85
(304) 279-8233, STEPHEN ALLEN New Sprint Bus Fusion 2GB SMT - 3G/4G Combined	p.14	50.00	-1.50	-	158.00	-	-	653	3.7787GB	-	-	4.01	3.34	55.85
(304) 283-4227, BARBARA MILLER New Sprint Bus Fusion 2GB SMT - 3G/4G Combined	p.15	50.00	-1.50	-	49.00	-	-	69	0.3916MB 3.0085GB	-	-	4.01	3.34	55.85
Total DAC Charges for Homelands Security		170.00	-4.50	-	237.00	-	-	824	0.4893MB 21.7773GB	-	-	14.93	10.02	190.45
Total DAC Usage for Homelands Security														
Total Department Charges for Homelands Security		170.00	-4.50	-	237.00	-	-	824	0.4893MB 21.7773GB	-	-	14.93	10.02	190.45
Total Department Usage for Homelands Security														
JEFFERSON COUNTY EMERGENCY COMMUNICATION - 155099489														
▶ Charles Town Police Dept - 156432342														
(304) 240-6050, CIAMPA Blz Adv Choice MBB 1GB Pool - 3G/4G Combined D	p.20	20.00	-	-	-	-	-	-	0.2498GB	-	-	2.90	-	22.90
(304) 240-6091, CURNHAM Blz Adv Choice MBB 1GB Pool - 3G/4G Combined D	p.20	20.00	-	-	-	-	-	-	0.4478GB	-	-	2.90	-	22.90
(304) 240-6092, KNOTT Blz Adv Choice MBB 1GB Pool - 3G/4G Combined D	p.20	20.00	-	-	-	-	-	-	0.2448GB	-	-	2.90	-	22.90
(304) 240-6093, CTPD SPARE Blz Adv Choice MBB 1GB Pool - 3G/4G Combined D	p.20	20.00	-	-	-	-	-	-	-	-	-	2.90	-	22.90



Account Overview

Subscribers on Account: 111

Account Name: JEFFERSON COUNTY EMERGENCY
 Account Number: 157840814
 Invoice Number: 157840814-131

3 of 116
 Bill Date: Oct 07, 2018
 Bill Period: Sep 04 - Oct 03, 2018

USAGE CHARGES													
Page	Plans	Misc. Charges & Adjustments	Equipment	Voice/Usage Mins	Directory Assistance	Direct Connect/Usage	Text/Usage	Data/Usage	Sprint Premium Services	Third Party Charges	Sprint Surcharges	Gov Taxes & Fees	Totals (\$)
Account Breakdown													
157840814, JEFFERSON COUNTY EMERGENCY COM													
Department Breakdown													
Homeland Security - 15563855													
▶ Homeland Security - 15553876													
p.14	20.00							0.0272GB			2.80		22.80
(304) 270-0995, HSEM DIRECTOR Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.14	50.00	-1.50		88:00			171	1.8457MB 10.9672GB			4.19	3.34	58.03
(304) 278-8135 BRANDON VALLEE New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
p.14	50.00	-1.50		305:00			1324	2.4912GB			4.19	3.34	58.03
(304) 279-8233, STEPHEN ALLEN New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
p.15	50.00	-1.50		83:00			377	0.9385GB			4.19	3.34	58.03
(304) 283-4227, BARBARA MILLER New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
	170.00	-4.50		486:00			1872	1.8457MB 14.4241GB			15.47	10.02	190.99
Total DAC Charges for Homeland Security Total DAC Usage for Homeland Security													
	170.00	-4.50		486:00			1872	1.8457MB 14.4241GB			15.47	10.02	190.99
Total Department Charges for Homeland Security Total Department Usage for Homeland Security													
JEFFERSON COUNTY EMERGENCY COMMUNICATION - 155690469													
▶ Charles Town Police Dept. - 15843242													
p.21	20.00							0.3819GB			2.90		22.90
(304) 240-6090 CIAMPA Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.21	20.00							0.7274GB			2.90		22.90
(304) 240-6091, CURRYJAM Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.21	20.00							0.42GB			2.90		22.90
(304) 240-6092, KWOTT Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.21	20.00							0.0886GB			2.90		22.90
(304) 240-6093, CTFD SPARE Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													



Account Overview

Subscribers on Account: 111

Account Name: JEFFERSON COUNTY EMERGENCY
 Account Number: 157840814
 Invoice Number: 157840814-132

3 of 115
 Bill Date: Nov 07, 2018
 Bill Period: Oct 04 - Nov 03, 2018

	Page	Plans	Misc. Charges & Adjustments	Equipment	Voice/Usage Mins	Directory Assistance	Direct Connect/Usage	Tax/Usage	Data/Usage	Sprint Premium Services	Third Party Charges	Sprint Surcharges	Gov Taxes & Fees	Totals (\$)
USAGE CHARGES														
Account Breakdown														
157840814, JEFFERSON COUNTY EMERGENCY COM														
Department Breakdown														
Homeland Security - 155563855														
▶ Homeland Security - 155563876														
(304) 270-0895, HSEM DIRECTOR Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D	p.14	20.00	-	-	-	-	-	-	0.1216GB	-	-	2.90	-	22.90
(304) 278-8135, BRIAN DON VALLEE New Sprint Bus Fusion 2GB SMT - 3G/4G Combined	p.14	50.00	-1.50	-	92:00	-	-	39	12.6044GB	-	-	4.19	3.34	56.03
(304) 278-8233, STEPHEN ALLEN New Sprint Bus Fusion 2GB SMT - 3G/4G Combined	p.14	50.00	-1.50	-	233:00	-	-	610	3.0942GB	-	-	4.19	3.34	56.03
(304) 283-4227, BARBARA MILLER New Sprint Bus Fusion 2GB SMT - 3G/4G Combined	p.15	50.00	-1.50	-	105:00	-	-	21	2.5444GB	-	-	4.19	3.34	56.03
Total DAC Charges for Homeland Security		170.00	-4.50	-	430:00	-	-	670	16.3646GB	-	-	15.47	10.02	190.99
Total DAC Usage for Homeland Security		170.00	-4.50	-	430:00	-	-	670	16.3646GB	-	-	15.47	10.02	190.99
Total Department Charges for Homeland Security														
Total Department Usage for Homeland Security														
JEFFERSON COUNTY EMERGENCY COMMUNICATION - 155090468														
▶ Charles Town Police Dept. - 159432342														
(304) 240-6080, CIAMPA Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D	p.20	20.00	-	-	-	-	-	-	0.2015GB	-	-	2.90	-	22.90
(304) 240-6091, QUINNAM Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D	p.20	20.00	-	-	-	-	-	-	0.3056GB	-	-	2.90	-	22.90
(304) 240-6092, KNOTT Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D	p.20	20.00	-	-	-	-	-	-	0.3446GB	-	-	2.90	-	22.90
(304) 240-6093, CTFD SPARE Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D	p.20	20.00	-	-	-	-	-	-	0.0094GB	-	-	2.90	-	22.90
(304) 240-6094, ANDERSON Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D	p.21	20.00	-	-	-	-	-	-	0.6516GB	-	-	2.90	-	22.90



Account Name: JEFFERSON COUNTY EMERGENCY
 Account Number: 157840814
 Invoice Number: 157840814-133

3 of 111
 Bill Date: Dec 07, 2018
 Bill Period: Nov 04 - Dec 03, 2018

Account Overview

Subscribers on Account: 111

USAGE CHARGES													
Page	Plans	Misc. Charges & Adjustments	Equipment	Voice/ Usage Mins	Directory Assistance	Direct Connect/ Usage	Text/ Usage	Data/ Usage	Sprint Premium Services	Third Party Charges	Sprint Surcharges	Gov Taxes & Fees	Totals (\$)
Account Breakdown													
157840814, JEFFERSON COUNTY EMERGENCY COM													
Department Breakdown													
Homelands Security - 155563855													
▶ Homelands Security - 155563876													
p.14	20.00							0.2497GB			2.90		22.90
(304) 270-0995, HSEM DIRECTOR Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.14	50.00	-1.50		67.00			37	2.8047MB 8.515GB			4.19	3.34	56.03
(304) 279-8135, BRANDON VALLEE New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
p.14	50.00	-1.50		282.00			540	3.9554GB			4.19	3.34	56.03
(304) 279-8233, STEPHEN ALLEN New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
p.15	50.00	-1.50		106.00			99	2.5875GB			4.19	3.34	56.03
(304) 283-4227, BARBARA MILLER New Sprint Bus Fusion 2GB SMT - 3G/4G Combined													
	170.00	-4.50		455.00			676	2.8047MB 15.3339GB			15.47	10.02	190.99
Total DAC Changes for Homelands Security													
Total DAC Usage for Homelands Security													
	170.00	-4.50		455.00			676	2.8047MB 15.3339GB			15.47	10.02	190.99
Total Department Charges for Homelands Security													
Total Department Usage for Homelands Security													
JEFFERSON COUNTY EMERGENCY COMMUNICATION - 155090469													
▶ Charles Town Police Dept - 156432342													
p.21	20.00							0.3093GB			2.90		22.90
(304) 240-6080, CHAMPA Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.21	20.00							0.5347GB			2.90		22.90
(304) 240-6091, CURRIAM Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.21	20.00							0.2639GB			2.90		22.90
(304) 240-6092, KNOTT Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													
p.21	20.00										2.90		22.90
(304) 240-6093, GTFD SPARE Biz Adv Choice MBB 1GB Pool - 3G/4G Combined D													

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Matthew Harvey

Department or Organization: Prosecuting Attorney

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: March 19, 2020

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approval of new-hire, Kristina Shipley, for Part-time Victim Advocate position

Please provide the County Commission with a description of your request or presentation, including any background information:
Requesting approval of the hiring of Kristina Shipley, to fill the position of Part-time Victim Advocate, which is funded 100% by VOCA Grant Funds.

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. Resume Attached.

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

Appendix B

FY 2020 Victim of Crime Act (VOCA) Victim
Assistance Grant

State of West Virginia



Application Form

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	General Administrative Information Page 1
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<i>Applicant Agency:</i>	Jefferson County Commission	<i>Type of Agency</i>
<i>Address:</i>	PO Box 250 Charles Town, WV 25414	<input type="checkbox"/> State
<i>Phone:</i>	304-728-3284	<input checked="" type="checkbox"/> County
<i>Fax Number:</i>	304-728-7916	<input type="checkbox"/> Municipal
		<input type="checkbox"/> Non-Profit

<i>Project Director:</i> Matthew L. Harvey <i>Address:</i> PO Box 729 Charles Town, WV 25414 <i>Phone:</i> 304-728-3243 <i>Fax:</i> 304-728-3293 <i>Email:</i> mharvey@jeffersoncountywv.org	<i>Fiscal Officer:</i> Michelle Gordon <i>Address:</i> PO Box 250 Charles Town, WV 25414 <i>Phone:</i> 304-728-3284 <i>Fax:</i> 304-728-7916 <i>Email:</i> mgordon@jeffersoncountywv.org
---	---

Amount Requested: **\$111,273.00** Amount Awarded:
 Project Period: **October 1, 2020 – September 30, 2021**

Percent Breakdown by Crime Category:	Number of years previously funded: <u>22</u>	Geographic Area Served:
25% Domestic Violence	Estimated number of victims to be served by grant: <u>700</u>	County(ies): Jefferson
25% Sexual Assault		Population: 56,811
25% Child Abuse		Rural/Urban: Rural
25% Underserved Pop.		

Project Title: **Jefferson County Victim Assistance Program**

Project Description: The Program provides direct services to all victims of crime but places an emphasis on serving the needs of victims of violent crime and under-served populations. The Program will seek to prevent the re-victimization of crime victims by providing a host of services.

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

Authorized Official: Jane. M. Tabb	Title: President, Jefferson County Commission
Address: PO Box 250 Charles Town, WV 25414	Phone: 304-728-3243 Fax: 304-728-7916 E-Mail: Vinemont.farm@gmail.com
Signature:	Date:

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application

**Budget Summary
Page 2**

Applicant: Jefferson County Commission

FEIN Number: 55-6000333

DUNS Number: 077414548

Category	VOCA Requested Funds	Matching Funds	Total Budget
Personnel / Contractual	\$108,273.00	\$27,818.00	\$136,091.00
Travel / Training	\$3,000.00		\$3,000.00
Space			
Other			
Totals	\$111,273.00	\$27,818.00	\$139,091.00

Funding Strategy

Funding Source(s)	Amount	Status
VOCA Grant Funds	\$111,273.00	P
County Match	\$26,818.00	C
Total	\$139,091.00	

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source as follows:

P – Projected grant, loan or donation

A – Application submitted and under review

C – Funds Committed

R – Funds received, appropriated or on hand

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application

**Budget Detail by Category
Page 3**

Detailed Project Cost by Budget Category	Requested VOCA Funds	Matching Funds	Recommendation
<u>Personnel / Contractual</u>			JCS Use Only
1. F/T Advocate Salary Debra Young Salary -	\$30,727.00	\$10,844.00	
2. F/T Advocate Salary Rebecca Hall Salary -	\$36,056.00	\$10,844.00	
3. P/T Advocate – Dianne Batt 20 hrs. weekly @ 18.50 hourly FICA 7.65% W/C 0.17%	\$19,240.00 \$1,472.00 \$33.00		
4. P/T Advocate 20 hrs. weekly @ 18.50 hourly FICA 7.65% W/C 0.17%	\$19,240.00 \$1,472.00 \$33.00		
10% Match Support Staff Gail McMillion		\$3,630.00	
Volunteer Hours @ 10.00/Hour		\$2,500.00	
<u>Travel / Training</u>			
Training for Staff	\$3,000.00		
<u>Space:</u>			
<u>Other</u>			

**Victim of Crime Act (VOCA) Victim
Assistance Grant Program Application**

**Budget Detail by Category
Page 3**

Total Requested VOCA Funds	\$111,273.00		
Total Matching Funds		\$27,818.00	
Total of Recommendation (JCS Only)			

Project Director's Role

All sub-grantees are required to have a Project Director; the individual charged with facilitating the project **(the actual day-to-day operation and implementation)**. **This individual cannot also be the fiscal officer or authorized official and should not be a full-time grant funded staff person.**

The Project Director's role is as follows:

- ⊗ Be the main contact for JCS staff

- ⊗ Ensure all information is forwarded to all funded staff/agencies; this includes but is not limited to:
 - Goals and Objectives of the grant
 - Budgets
 - Special and standard conditions of the grant
 - Memos
 - Surveys
 - Changes in grant requirements
 - Forms
 - Training available

- ⊗ Ensure all reports are submitted on time to JCS

- ⊗ Inform JCS of changes in staff and Authorized officials

- ⊗ Request project changes and prior approval of attendance of training/travel not specified in budget.

- ⊗ The Project Director is the contact person for members of the West Virginians Against Violence Committee

- ⊗ The Project Director's presence is **MANADATORY** at on-site JCS monitoring visits.

I certify that I have read and understand my Role and Responsibilities:

Project Director:

Matthew L. Harvey

Title:

Prosecutor

Signature:



Date:

2/24/2020

Fiscal Officer's Role

All sub-grantee are required to have Fiscal Officer, the individual charged with the responsibility for the fiscal records of the project. **This individual cannot also be the authorized official or project director and should not be a VOCA funded staff person.**

The Fiscal Officer's role with JCS staff is as follows:

- ☞ The contact person for financial questions
- ☞ Review the approved budget for each grant
- ☞ Be aware of Special and Standard Conditions of the grant
- ☞ Review all monthly financial reports and ensure all required documentation is included
- ☞ Submit copies of audits to JCS and contact JCS if debarred
- ☞ The Fiscal Officer's presence is **MANDATORY** at on-site JCS monitoring visits.

I certify that I have read and understand my Role and Responsibilities:

Fiscal Officer:

Michelle Gordon
Michelle Gordon

Title:

Finance Director

Signature:

Michelle Gordon

Date:

3-9-2020

Provide here a justification and explanation of the budget items shown on pages 3 and 3a of this application. **This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed.** In completing the project budget narrative, please identify data by the major budget category involved (e.g., Personnel/Contractual, Travel/Training, Equipment, and Other). Please differentiate between project grant and matching funds (if applicable). For all Personnel/Contractual positions (salary, hourly, overtime) that are requesting Fringes please list the percentages (%) for each. **For all full-time hourly positions and part-time hourly positions (not salaried) please include an hourly rate x hours per month.** Please note that effective July 1, 2012 all salaried positions (whether it be 100%, 80%, etc.) may be reimbursed on a 12-month cycle. Example: If you are a salaried employee requesting 100% of your salary of \$35,000, the most you will be reimbursed for a month period is \$2,916.66. If you are a salaried employee requesting 80% of your total salary of \$35,000, the most you will be reimbursed per month will be \$2,333.33 over 12 months, not to exceed the \$28,000, or 80% of the \$35,000 salary. **Requested Increase in Grant Funds: If requesting an increase or change in grant funds from previous grant awarded amounts, applicants are to include a detailed description and justification for the increase/change in funds.**

Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.

Additionally, provide an identified breakdown of matching funds. **Be sure to label the matching funds breakdown as such.** Attach additional pages if necessary.

Funds requested from VOCA are to be used as Personnel/Contractual Salaries for the currently employed two Full-time Victim Advocates and hourly wages for two Part-Time Victim Advocates who would each work a maximum of twenty hours a week annually. The 23rd District Judicial Circuit includes Berkeley, Jefferson and Morgan counties; it is the largest circuit court district in West Virginia. In 2015, in response to the growing caseload in the Eastern Panhandle, the West Virginia Legislature added an additional Circuit Court Judge. As of January 1, 2017, Jefferson County now has two Circuit Court Judges and three Magistrates often holding court at the same time. Currently the West Virginia State Legislature is considering Senate Bill 653, which would add another Magistrate for Jefferson County due the increase in criminal and civil cases. The addition of a Part-Time Advocate has allowed the Program to meet the demands of notifying victims of hearings, accompanying victims to court or attending hearings on behalf of victims, keeping victims apprised of any relevant information regarding their cases, advocating on behalf of victims and generally providing all services to victims that the Full-Time Advocates are currently providing. The Program is requesting a ten percent increase in salary for the second Full-time Victim Advocate's position in an effort to retain this highly qualified current advocate and bring her salary to a more competitive wage for our geographical area and in respect to her education, training and experience. According to a 2018 U.S News article, Dr. Unk Christiadi, a research associate with West Virginia University's Bureau of Business and Economic Research noted a few counties in the Eastern Panhandle - such as Berkeley, Jefferson, Morgan and Hampshire have witnessed population increases because residents are moving there and commuting to the Washington, D.C. area for work. But the rest of the state is

still experiencing a decline. Although, Jefferson County's median income is \$76,503.00 compared to the State's overall median income of \$44,921.00, much of that income is derived from out-of-state employment. The job market is highly competitive with many of our more highly qualified people crossing the state border seeking higher paying positions in Maryland and Virginia. In addition, housing and living costs in our County are significantly higher in comparison to the rest of the State. The requested VOCA Funds are crucial to retain the current Program's staff and continue to provide quality direct services to the crime victims in Jefferson County. Please see the attached sheets for current specific breakdown of Personnel/Contractual funds and Match. (See Attachments).

Travel/Training: Funds requested from VOCA are to be used for registration, mileage, lodging or meals for two Full-time and two Part-Time Victim Advocates in order to fulfill VOCA's required 8-hour Trainings for Advocates. The Program's Advocates have attempted and will continue to attempt to find Trainings that are either free or cost-effective. The Program is requesting VOCA grant funds of three thousand dollars (\$3,000) to help defray Travel/Training costs.

Jefferson County Clerk's Office

Jacki Shadle, County Clerk

Gail Magaha
Nikki Painter
Shaun Pacetti
Katrina Clark
Deanna Davis
Heather Day



Edgar Conn
Lynn Fields
Karen Olden
Vivian Fields
Shari Carr
Bessie Nelson

2/25/2020

Ms. Debra Young
Victims Advocate
Prosecuting Attorney

RE: VOCA Grant Information

Dear Ms. Young,

For the Federal Gov't fiscal year ending September, 2020 estimate: the following is a salary breakdown plus VOCA Grant information:

<u>Debra Young</u>		<u>Rebecca Hall</u>
\$ 69,386.72	Salaries/Match	\$ 46,818.80
<u>\$(30,727.00)</u>	Less Grant – Salary	<u>\$(32,778.00)</u>
\$ 38,659.72		\$ 14,040.80
	Benefits/Match:	
\$ 4,301.98	6.2 % OASDI	\$ 2,902.77
\$ 1,006.11	1.45% HI	\$ 678.87
\$ 6,938.67	10% Retirement	\$ 4,681.88
\$17,178.48	Health/Life/Dental/Vision	\$20,479.68
<u>\$ 117.96</u>	WRKR Comp	<u>\$ 79.59</u>
\$29,543.19	County Pays – Benefits	\$ 28,822.79
\$68,202.91	County Paid Salary/Benefits Match	\$ 42,863.59

Sincerely,

Shari Carr
Deputy- Payroll
Jefferson County Clerk's Office
(304) 728-3914

Employee Name:

Rebecca Hall

Gross Salary	45,818.80
Total Benefits	28,822.79

Debra Young

Gross Salary	69,386.72
Total Benefits	29,543.19

OASDI - 6.20%	2,902.77
HI - 1.45%	878.87
Medical - EE + Family	19,882.48
Dental/Vision	364.80
Life Insurance	152.40
Rat - 10%	4,881.88
Wfr/Comp	79.59
Total Benefits	28,822.79

OASDI - 6.20%	4,201.98
HI - 1.45%	1,006.11
Medical - EE + Family	16,681.28
Dental/Vision	364.80
Life Insurance	152.40
Rat - 10%	6,038.87
Wfr/Comp	117.98
Total Benefits	29,543.19

Summary:		
Gross Wages	\$ 178,209.32	7,204.74
Total Benefits	\$ 59,365.98	1,684.88
		36,621.76
		729.80
		304.80
		11,620.55
		187.55
Grand Total Wages & Benefits	\$ 172,571.50	58,385.98

Calculations Used:			
Medical			
FY 2020 Estimate			
Single-	804.22	\$ 9,650.64	
Total		\$ 9,650.64	
Dental			
Vision	23.46	\$ 281.52	
Life	0.94	\$ 11.28	
Wfr/Comp		\$ 384.80	
EE + Family	12.70	\$ 192.40	
FY 2020 Estimate		\$ 152.40	
EE + Family	1,398.44	\$ 16,681.28	
Total		\$ 18,481.28	

Debra Young	69,386.72	Salaries	45,818.80
	(30,727.00)	Less Grant-Salary	(31,778.00)
	38,659.72		14,040.80

Debra Young	69,386.72	Benefits:	2,902.77
		6.2% FICA	878.87
		1.45% Medicare	4,501.88
		10% Retirement	20,479.68
		Health/Life/Dental/Vision	79.59
		Wfr/Comp	117.98
		County Pays	28,822.79
		Total Salary/Benefits	42,863.59

Jefferson County Clerk's Office

Jacki Shadle, County Clerk

Gail Magaha
Nikki Painter
Shaun Pacetti
Katrina Clark
Deanna Davis
Heather Day



Edgar Conn
Lynn Fields
Karen Olden
Vivian Fields
Shari Carr
Bessie Nelson

2/25/2019

Ms. Debra Young
Victims Advocate
Prosecuting Attorney

RE: VOCA Grant Information

Dear Ms. Young,

For the Federal Gov't fiscal year ending September, 2020 estimate: the following is a salary breakdown for requested VOCA Grant Funds (which is Fully Funded by VOCA):

Part-Time

\$ 19,240.00

Salary

\$ 19,240.00

Benefits:

\$ 1,192.88

6.2 % OASDI

\$ 278.98

1.45% HI

\$ 32.71

Workers Comp .17% Gross

\$ 1,504.57

VOCA Pays – Benefits

\$20,744.57

VOCA Grant Paid Salary/Benefits

Sincerely, *

Shari Carr
Deputy- Payroll
Jefferson County Clerk's Office
(304) 728-3914

Jefferson County VOCA
 October 1, 2019 - September 30, 2020 - Estimate

Employee Name:

Dianne Batt

Gross Salary	19,240.00
Total Benefits	1,504.57

OASDI - 6.20%	1,192.88
Hi - 1.45%	278.98
Medical - EE	0.00
Dental/Vision	0.00
Life Insurance	0.00
Ret -10%	0.00
Wrkr Comp	32.71
Total Benefits	<u>1,504.57</u>

Summary:		OASDI - 6.20%	1,192.88
Gross Wages	\$ 19,240.00	HI - 1.45%	278.98
Total Benefits	\$ 1,504.57	Health Insurance	0.00
		Family	0.00
Grand Total Wages & Benefits	<u>\$ 20,744.57</u>	Dental/Vision	0.00
		Life Insurance	0.00
		Retirement - 10.0%	0.00
		Wrkr Comp	32.71
		Total Benefits	<u>1,504.57</u>

Jefferson County Clerk's Office

Jacki Shadle, County Clerk

Gail Magaha
Nikki Painter
Shaun Pacetti
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Deanna Davis
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Edgar Conn
Lynn Fields
Karen Olden
Vivian Fields
Shari Carr
Bessie Nelson

2/25/2019

Ms. Debra Young
Victims Advocate
Prosecuting Attorney

RE: VOCA Grant Information

Dear Ms. Young,

For the Federal Gov't fiscal year ending September, 2020 estimate: the following is a salary breakdown for requested VOCA Grant Funds (which is Fully Funded by VOCA):

Part-Time

\$ 19,240.00

\$ 19,240.00

Salary

Benefits:

\$ 1,192.88

6.2 % OASDI

\$ 278.98

1.45% HI

\$ 32.71

Workers Comp .17% Gross

\$ 1,504.57

VOCA Pays – Benefits

\$20,744.57

VOCA Grant Paid Salary/Benefits

Sincerely,

A handwritten signature in cursive script that reads "Shari Carr".

Shari Carr
Deputy- Payroll
Jefferson County Clerk's Office
(304) 728-3914

Jefferson County VOCA
 October 1, 2019 - September 30, 2020 - Estimate

Employee Name:

Gross Salary	19,240.00
Total Benefits	1,504.57

OASDI - 6.20%	1,192.88
HI - 1.45%	278.98
Medical - EE	0.00
Dental/Vision	0.00
Life Insurance	0.00
Ret -10%	0.00
Wrkr Comp	32.71
Total Benefits	<u>1,504.57</u>

Summary:		OASDI - 6.20%	1,192.88
Gross Wages	\$ 19,240.00	HI - 1.45%	278.98
Total Benefits	\$ 1,504.57	Health Insurance	0.00
		Family	0.00
Grand Total Wages & Benefits	<u>\$ 20,744.57</u>	Dental/Vision	0.00
		Life Insurance	0.00
		Retirement - 10.0%	0.00
		Wrkr Comp	32.71
		Total Benefits	<u>1,504.57</u>



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE & COMMUNITY SERVICES SECTION
FEDERAL STANDARD CONDITIONS & ASSURANCES**

Effective: July 23, 2019
Revision History: N/A

All correspondence to the Division of Administrative Services, Justice and Community Services Section (JCS), which is required and/or occurs as a result or action of any of the following Assurances, or as a result of the administration of any JCS grant program, should be mailed to the following address:

Justice and Community Services Section
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301-1323

1. **CONSULTANT RATES:** Consultant rates in excess of \$650 per day, or \$81.25 per hour, require prior approval by JCS and DOJ is applicable prior to obligation or expenditure of such funds. All contracts must be submitted 90 days prior to training for approval.
2. **FRAUD, WASTE & ABUSE:** Reporting potential fraud, waste, and abuse, and similar misconduct. The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the Department of Justice (DOJ) Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct. Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: oig.hotline@usdoj.gov; and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://www.usdoj.gov/oig>.
3. **USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:** Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.
4. **LIMITED ENGLISH PROFICIENCY:** Title VI's prohibition of national origin discrimination includes discrimination against individual who are limited in their English proficiency (LEP) because of their national origin. Under Title VI (and the Safe Streets Act), recipients are required to take reasonable steps to ensure that LEP individuals have meaningful access to the recipient's programs and services. Providing "meaningful access" will generally involve

some combination of oral interpretation services and written translation of vital documents. More information can be found at <http://www.lep.gov>.

5. **PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:** Grantee must support public safety and justice information sharing. This grantee is required to use the Global Justice Data Model specifications and guidelines of this grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.
6. **PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:** Federal Office of Management and Budget (OMB) sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending **Federal** awards. If applicable, this grant shall adhere to the audit requirements set forth at the time of award. (2CFR Part 200 or OMB Circular A-133 – for further information go to OMB Uniform Guidelines at:

https://search.whitehouse.gov/search?affiliate=wh&form_id=usasearch_box&query=Indirect+Costs

§200.501(a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

Single audit. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub-recipient, approves in advance a program-specific audit.

Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

If an audit must be conducted pursuant to the Uniform Guidelines, a copy of the audit shall be submitted to JCS as well as to the Federal clearinghouse.

The Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census

1201 E. 10th Street
Jeffersonville, IN 47132

7. **CONFIDENTIALITY OF RESEARCH INFORMATION:** Research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).
8. **OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE:** Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the DOJ/OJP Financial Guide.
9. **CENTRAL CONTRACTOR REGISTRATION:** Grantee agrees to register with the System for Grants Management (SAM) at www.sam.gov and provide documentation to JCS with application for funding.
10. **DATA UNIVERSAL NUMBERING SYSTEM:** Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, www.dnb.com and provide documentation to JCS with application for funding.
11. **BIDDING PROCEDURES:** Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to \$100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.
12. **COMPLIANCE WITH FEDERAL PROCEDURES:** Grantee assures compliance with the following where applicable:
 - Part 11, Applicability of Office of Management and Budget Circulars.
 - Part 18, Administrative Review Procedures.
 - Part 20, Criminal Justice Information Systems.
 - Part 22, Confidentiality of Identifiable Research and Statistical Information.
 - Part 23, Criminal Intelligence Systems Operating Policies.
 - Part 30, Intergovernmental Review of Department of Justice Programs and Activities
 - Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures
13. **ADDITIONAL REGULATIONS AND PROCEDURES:** In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs - M 7100.1D manual, OMB Circulars No. A-21, A-110, A-

122, A-128, A-87, E.O. 12372, Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines:

National Environmental Policy Act of 1969 (NEPA).

National Historic Preservation Act of 1966.

Flood Disaster Protection Act of 1973.

Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.

Control Act Amendments of 1972.

Safe Drinking Water Act.

Endangered Species Act of 1973.

Wild and Scenic Rivers Act.

Fish and Wildlife Coordination Act.

Historical and Archaeological Data Preservation.

Coastal Zone Management Act of 1979.

Animal Welfare Act of 1970.

Impoundment Control Act of 1974.

Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.

Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended

Death in Custody Act of 2000.

To the best of my knowledge the applicant has and will comply with all the attached Conditions and Assurances.

Authorized Official [please print]: _____

Authorized Official Signature: _____

Date: _____



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE & COMMUNITY SERVICES SECTION
STANDARD CONDITIONS & ASSURANCES**

Effective: July 23, 2019
Revision History: N/A

The following Standard Conditions and Assurances apply to all Grant Programs that the Division of Administrative Services, Justice and Community Services (JCS) Section administers. The application of these Assurances is applicable regardless of the source of funding and/or whether the recipient receives an upfront allocation of funds or is operating under a request for reimbursement process.

All correspondence to JCS, which is required and/or occurs as a result or action of any of the following Assurances, or as a result of the administration of any JCS grant program, should be mailed to the following address:

Justice and Community Services Section
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301-1323

- 1. LAWS OF WEST VIRGINIA:** This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by JCS, regardless of the original funding source. At the sole discretion of JCS, this grant can be based on a "reimbursement basis" mechanism, or a mechanism which awards an "upfront allocation" of funds on a quarterly or semi-annual basis. Upon timely notification to the grantee, JCS reserves the express right to commute an upfront allocation mechanism to a request for reimbursement mechanism for a recipient of funds, at any time during a grant period.
- 2. LEGAL AUTHORITY:** The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required if applicable.
- 3. RELATIONSHIP:** The relationship of the grantee to JCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind JCS for any obligation or expense without the express prior written approval from JCS.
- 4. COMMENCEMENT WITHIN 60 DAYS:** This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by

letter to JCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. OPERATIONAL WITHIN 90 DAYS: If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to JCS explaining the delay in implementation.

6. SUSPENSION OF FUNDING: The grantee acknowledges that acceptance of an award is not a guarantee of funds. Further, by accepting this award, the grantee acknowledges and agrees that JCS may suspend in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- 60 or more days late in submitting reports;
- Failure to submit reports;
- High Risk Grantee as determined by the JCS High Risk Assessment; or
- Any other cause shown.

7. SANCTIONS FOR NONCOMPLIANCE: In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, JCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies or, if reports are more than 60 days late, the funding for that month is forfeited and may not be recouped or remedied;
- Cancellation, termination or suspension of the contract, in whole or in part;
- Refraining from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received;
- If the grantee is receiving funds on an upfront basis, JCS can commute the transfer of funds mechanism to a reimbursement only process for the remainder of the grant period;
- If the grantee is receiving funds on an upfront basis and a determination is made by JCS that funds were intentionally or unintentionally misused, misappropriated, misspent or otherwise not consistent with the intents and purpose of the grant, the grantee automatically forfeits any remaining funds from the grant program, and any other awarded funds from any other program, until a satisfactory resolution has been achieved;
- If a grantee is indebted to JCS for any amount of funds at the close of an applicable quarter, semi-annual or end of a grant period, and the debt is not resolved within 30 days following the close of those periods, the grantee acknowledges and agrees that it is automatically ineligible to receive or apply for funds from JCS for any grant program; and
- Grantee agrees and acknowledges that under no circumstances may it commute a debt to be applied as matching funds; or, will JCS reduce a future quarterly or semi-annual allotment or future award as repayment of the debt. Repayment must be from a general account or an account unrelated to the grant award.

8. **ACCOUNTING REQUIREMENTS:** Grantee agrees to record all project funds and costs following generally accepted accounting principles. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material must be retained and be available for audit purposes. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources; further, funds received on an upfront basis from JCS for one program may not be comingled with funds received on an upfront basis for another JCS program.
9. **REPORTS:** Regardless of an award being on an upfront or reimbursement basis, each grantee shall submit all reports as JCS requires necessary to the execution of monitoring, stewardship, and evaluation of programmatic and fiscal responsibilities.
10. **WRITTEN APPROVAL OF CHANGES:** The grantee must obtain prior written approval from JCS for all project changes (programmatic, fiscal or otherwise) before those changes are executed.
11. **OBLIGATION OF PROJECT FUNDS:** Funds may not, without prior written approval from JCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.
12. **USE OF FUNDS:** Funds awarded through JCS may be expended only for the purposes and activities specifically covered by the grantee's approved project scope and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.
13. **ALLOWABLE AND UNALLOWABLE COSTS:** Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards, state guidelines, and federal guidelines pursuant to the specific grant program.
14. **PURCHASING:** When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or another agency. See 148CSR1 of the West Virginia State Code.
15. **PROJECT INCOME:** All income earned by the grantee as a result of the conduct of this project must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established for grant funds by JCS. All grantees must maintain records that clearly show the source, the amount, and the timing of all project income. There is no waiver provision for the project income requirement.
16. **MATCHING CONTRIBUTION:** The grantee will have available, and will expend as required, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by JCS. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines as grant funds for this program. All grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions. In addition, Federal grant dollars from any source may not be utilized as matching funds.

17. **TIME EXTENSIONS:** In general, time extensions will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated. Funds remaining at the end of a project where an upfront allocation will, by the deadline of the final financial and progress report, be remitted back to JCS.
18. **NON-SUPPLANTING:** Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.
19. **TRANSFER OF FUNDS PROHIBITION:** The grantee is expressly prohibited from transferring funds between any JCS programs. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources.
20. **TRAINING:** For projects involving payment of personnel, JCS reserves the right to require training as a condition of the grant before or at any time during the project period.
21. **PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:** To the extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.
22. **MARKING OF EQUIPMENT:** Grantee will ensure that all equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by Justice and Community Services."
23. **PROPERTY ACCOUNTABILITY:** The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by JCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from JCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to JCS. Property must be used for the intended grant purposes. If the property is not being used in accordance with terms of the grant, said property will revert to JCS.
24. **COMPUTER EQUIPMENT:** Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. Computer equipment must adhere to minimum requirements established by the West Virginia Office of Technology.
25. **LEASE AGREEMENTS:** Grantee agrees to provide JCS with a copy of the lease arrangement if grant funds or match are being utilized.
26. **PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:** Grantee acknowledges that JCS, or any applicable parent federal agency, reserves a royalty-free, non-exclusive, and

irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support. Grantee agrees to consult with JCS regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

27. **ACCESS TO RECORDS:** JCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.
28. **CIVIL RIGHTS COMPLIANCE:** Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act (34 U.S.C. §20110(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38. Subrecipients of grants under the Violence Against Women Act (VAWA) of 1994, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity. These laws collectively prohibit grantees from discriminating on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation and gender identity. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of age, disability, race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and Justice and Community Services Section.
29. **RELIGIOUS ACTIVITIES:** Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.
30. **LOBBYING:** Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in the Uniformed Guidelines, Department of Justice Guidelines, and as outlined in §6B-2-5 of the West Virginia State code.
31. **CONFLICT OF INTEREST:** No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family as discussed in the W. Va. Code §§ 6B-1-1 through 6B-3-11).
32. **FREEDOM OF INFORMATION ACT:** All records, papers, and other documents kept by recipients of grant funds are required to be made available to JCS. These records and other

documents submitted to JCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code. JCS recognizes that some information submitted in the course of applying for funding under this program or provided in the course of its grant management activities, may be considered law enforcement, personnel, juvenile sensitive, or personal or otherwise important to national or state security interests. This may include threat, risk and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures.

While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, **all** determinations concerning the release of information of this nature are made on a case-by-case basis by JCS and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable federal, state, and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive or protected. Applicants may also consult JCS regarding concerns or questions about the release of potentially sensitive, protected or exempt information applicable to federal, state, and local laws and regulations.

JCS has the authority to release all information which does not meet an exemption to the public without a FOIA.

33. **NATIONAL AND STATE EVALUATION EFFORTS:** The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
34. **SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:** The grantee must submit one copy of all reports and proposed publications resulting from this agreement to JCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements: "This document [product] was prepared under a grant from the West Virginia Division of Administrative Services, Justice & Community Services Section (or simply "JCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia Division of Administrative Services, Justice & Community Services Section or any entity of the Department of Justice." In addition, the grantee agrees not to utilize the JCS logo without written permission.
35. **JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:** Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.
 - Deinstitutionalization of status offenders (DSO).
 - Separation of juveniles from adults in institutions (separation).
 - Removal of juveniles from adult jails and lockups (jail removal).
 - Reduction of disproportionate minority contact (DMC), where it exists.

As well as, 101CSR1 of the West Virginia code. This includes, but is not limited to, completing the annual WV Certification of Non-Secure Facilities and submitting to JCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

- 36. COLLABORATION W/OTHER FEDERAL AND STATE GRANTS:** Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment, and any other resources deemed necessary by JCS.
- 37. USE OF DATA/EXCHANGE OF INFORMATION:** With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:
- a. That all computer programs (software produced under this grant) will be made available to JCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
 - b. To provide a complete copy of the computer programs and documentation, upon requests, to JCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
 - c. That whenever possible all application programs will be written in standardized programming languages or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
 - d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916-392-2550) should be contacted to determine availability of software prior to any development effort.
- 38. NATIONAL AND STATE EVALUATION EFFORTS:** The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
- 39. EQUAL EMPLOYMENT OPPORTUNITY PLAN:** The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and JCS. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEOP Certification form and, if required, an EEOP Utilization Report, through the EEO Reporting Tool at <https://ojp.gov/about/ocr/eeop.htm>.
- 40. VETERANS PREFERENCE:** This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. JCS defines "suitable preference" as the requirement that a grantee agency

have in place a mechanism ensuring that veterans are given consideration in the hiring process.

41. **IMMIGRATION AND NATURALIZATION VERIFICATION:** The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.
42. **POLITICAL ACTIVITY:** The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government, and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.). Please reference West Virginia Code § 29-6-20 for state restricted activities.
43. **PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:** Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

Authorized Official [please print]: _____

Authorized Official Signature: _____

Date: _____

Appendix E

System for Award Management

SAM
Registration

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	System for Award Management Appendix E
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All sub-grantees are required to be registered with the System for Award Management and to submit documentation verifying a valid registration date with the application.

Attached

Debra Young

From: Sandra McDonald
Sent: Wednesday, February 19, 2020 11:26 AM
To: Debra Young
Subject: FW: Registration Activated for JEFFERSON, COUNTY OF / 077414548 / 5GQ64 in the U.S. Government's System for Award Management (SAM)

-----Original Message-----

From: Sandra McDonald
Sent: Wednesday, September 18, 2019 2:08 PM
To: Debra Young <dyoung@jcpawv.org>
Subject: FW: Registration Activated for JEFFERSON, COUNTY OF / 077414548 / 5GQ64 in the U.S. Government's System for Award Management (SAM)

For your records

-----Original Message-----

From: samadmin@sam.gov [mailto:samadmin@sam.gov]
Sent: Tuesday, September 03, 2019 11:47 AM
To: Sandra McDonald <Sandy@jeffersoncountywv.org>
Cc: Sandra McDonald <Sandy@jeffersoncountywv.org>
Subject: Registration Activated for JEFFERSON, COUNTY OF / 077414548 / 5GQ64 in the U.S. Government's System for Award Management (SAM)

This email was sent by an automated administrator. Please do not reply to this message.

Dear Sandra McDonald,

The registration for JEFFERSON, COUNTY OF / 077414548 / 5GQ64 is now active in the U.S. Government's System for Award Management (SAM). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

In order to remain eligible to do business with the Federal government, you must renew your entity's registration in SAM every year. The annual renewal date for the registration is 2020-09-02 11:17:51.178.

You may invite additional users to manage or review your entity registration by following these steps:

1. Go to www.sam.gov and log in.
2. Select Entity Users from the sub-navigation menu on the My SAM page.
3. Select Invite User from the Entity Users menu.
4. Select the desired entity from the Level List.
5. Provide invitee's email address.
6. Assign role(s) to be associated with the user account.
7. Select Submit.

All invitees will receive an email message from SAM with instructions on how to complete the process.

Remember, this process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration. Contact our supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), for FREE help.

In addition, if you are located in the U.S. and its outlying areas, you can also get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Go to <http://www.aptac-us.org/> to find your closest PTAC.

Thank you,
The System for Award Management (SAM) Administrator <https://www.sam.gov>

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Elizabeth Wheeler, Director

Department or Organization: **Jefferson County Farmland Protection Board**

Estimation of amount of time needed for appointment: 5- 10 minutes

Date Requested – 1st Choice: March 19, 2020

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of purchase of one Agricultural Conservation Easement**

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

The attached Deed of Easement (WW) has been approved by the Jefferson County Farmland Protection Board and reviewed and approved by the Planning and Zoning Office and the Office of the Prosecuting Attorney. The easement is ready to close. Funding is provided for the easement through the Jefferson County Farmland Protection Program. The LLL easement is for 14.545 acres with a cost to the Board of \$57,117.00. The County funds have been committed for this easement since November 2018.

Is this a funding request? Y/N NO

If so, how much? \$ 0

Provide exact financial impact/request:

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

That the Jefferson County Commission approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program conservation easement on the property in Jefferson County owned by T. L. Magaha and Sons, Inc. (Property LLL).

Attach supporting documents for request, or request may be denied. Map of easement location, Deed of Conservation Easement

If not attached, explain:

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

Contact information:

Email address: farmlandprotection@jcda.net

Phone Number: 304-724-1414

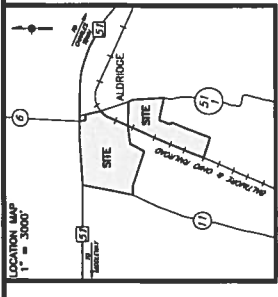
FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



PROJECT NO.:	3984-2
FILE NAME:	3984-2 TPO.DWG
DATE:	04-19-2018
DESIGNED BY:	X
DRAWN BY:	JSE
CHECKED BY:	AHE
DATE & INITIALS:	8-27-19 JSE
REVISION DESCRIPTION:	RESIDENTIAL DWELLING AREA
SCALE:	1" = 400'

EXHIBIT A PLAT SHOWING FARMLAND CONSERVATION EASEMENT

TO
JEFFERSON COUNTY FARMLAND
PROTECTION BOARD
ON LANDS OF
T.L. MAGAHA & SONS, INC.
DISTRICT 2 MAP 13 PARCEL 1
DISTRICT 2 MAP 13 PARCEL 3.1
DISTRICT 2 MAP 13 PARCEL 3.3
DEED BOOK 406 PAGE 165
MIDDLEWAY & CHARLES TOWN DISTRICTS, JEFFERSON COUNTY
WEST VIRGINIA

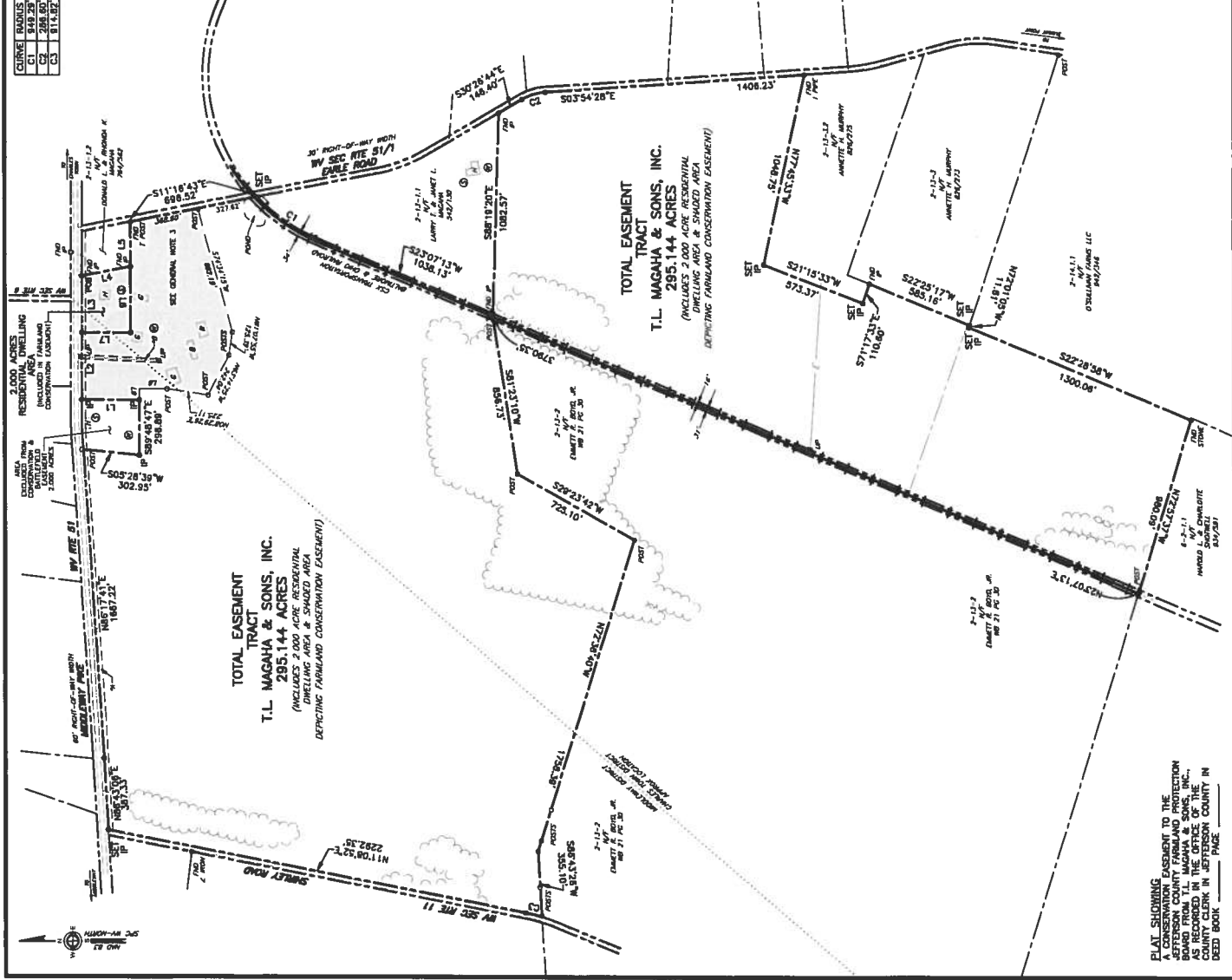
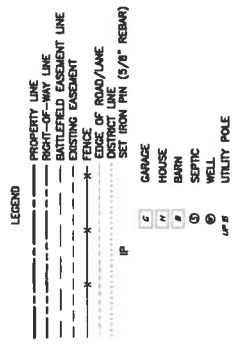


CURVE	BEGIN	END	CHORD	BEARING
C1	848.251	388.11	534.929	S34°49'56"W
C2	208.801	32.75	117.103	S6°36'36"W
C3	814.82	89.31	812.954	S12°54'44"E

LINE	BEARING	DISTANCE
L1	N00°10'11"E	310.87
L2	S88°48'48"E	362.41
L3	S15°51'31"E	267.58
L4	N89°52'30"E	241.85
L5	S88°57'38"W	358.27
L6	N00°09'24"W	263.85
L7	N89°57'11"E	168.67
L8	N89°49'17"E	162.02

CAUTIONS
 * ELECTRIC EASEMENT
 NO MOUNT CARRY
 * ELECTRIC EASEMENT
 450/7/13
 NO MOUNT CARRY

GENERAL NOTES:
 1. ACCORDING TO THE FLOOD INSURANCE RATE MAP FOR JEFFERSON COUNTY, PANEL 120 OF 245, MAP NUMBER 240370210Z WITH AN EFFECTIVE DATE OF DECEMBER 16, 2006, BOUNDARY PROPERTY BEING DESIGNATED AS BEING WITHIN ZONE "X".
 2. THIS PLAT CREATES A CONSERVATION EASEMENT ONLY AND DOES NOT CREATE INDIVIDUAL PARCELS OF GROUND. ANY FUTURE CONVEYANCES, DEVELOPMENT, SUBDIVISIONS OR CREATION OF INDIVIDUAL PARCELS OF THIS LAND MUST ADHERE TO ALL RULES AND REGULATIONS OF THE JEFFERSON COUNTY SUBDIVISION AND DEVELOPMENT DEPARTMENT. IN ADDITION, THE CONSERVATION EASEMENT AREA IS SUBJECT TO THE TERMS AND CONDITIONS OF THE CONSERVATION EASEMENT DEED.
 3. THE SHADED AREA INDICATES A 14.545 ACRE AREA (DEPICTED AS FARMLAND CONSERVATION EASEMENT ONLY, REFERRED TO AS "FARMLAND CONSERVATION EASEMENT BUT DEED OF EASEMENT") THAT IS INCLUDED IN THE FARMLAND CONSERVATION EASEMENT BUT DISTANCES DESCRIBE THE BATTLEFIELD EASEMENT WHERE IT DIFFERS FROM THE CONSERVATION EASEMENT.
 4. TOTAL AREA OF THE PROPOSED BATTLEFIELD EASEMENT DEPICTED ON A SEPARATE PLAT IS 280.598 ACRES.
 5. THE COMBINED AREA OF THE FARMLAND CONSERVATION EASEMENT (14.545 ACRES) AND PROPOSED BATTLEFIELD EASEMENT (280.598 ACRES) TO BE REDCORDED SEPARATELY IS 295.144 ACRES (INCLUDING THE 2,000 ACRE RESIDENTIAL DWELLING AREA).



PLAT SHOWING
 A CONSERVATION EASEMENT TO THE
 JEFFERSON COUNTY FARMLAND PROTECTION
 BOARD ON LANDS OF T.L. MAGAHA & SONS, INC.
 AS RECORDED IN THE OFFICE OF THE
 COUNTY CLERK IN JEFFERSON COUNTY IN
 DEED BOOK _____ PAGE _____

DEED OF CONSERVATION EASEMENT

This **DEED OF CONSERVATION EASEMENT** ("Easement") is made this _____ day of _____, 2020, by **T. L. MAGAHA AND SONS, INC.**, a West Virginia corporation, having an address at _____ ("Grantor"), and the **JEFFERSON COUNTY FARMLAND PROTECTION BOARD** ("JCFPB" or "Grantee") having its mailing address at P.O. Box 731, Charles Town, WV 25414. For purposes of this Easement, references to the rights, duties and obligations of Grantor and Grantee apply equally and in full force to any successors to the parties to this Easement.

WITNESSETH:

WHEREAS, Grantor is the sole owner in fee simple of certain real property in Jefferson County, West Virginia, consisting of 297.144 acres of land, more or less, described in a deed of record in the office of the Clerk of the County Commission, Jefferson County in Deed Book 406 Page 165 (the "Property");

WHEREAS, Grantor desires to convey a farmland conservation easement to Grantee on a portion of the Property consisting of 14.545 acres of land, more or less (the "Farmland Protection Property"), which is more particularly described by metes and bounds on Exhibit A attached hereto and incorporated herein by this reference, and which is shown on that certain plat titled "_____" recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia (the "Clerk's Office") in _____, and incorporated herein by this reference (the "Farmland Protection Plat");

WHEREAS, the Farmland Protection Property possesses agricultural values, including prime, unique and significant soils, open space and natural values (collectively, "Conservation Values") of great importance to Grantor, the people of Jefferson County, and the people of the State of West Virginia, and all current and future generations of mankind;

WHEREAS, JCFPB has provided \$57,118.00 to purchase a farmland conservation easement on the Farmland Protection Property;

WHEREAS, the specific Conservation Values of the Farmland Protection Property are documented in an inventory of relevant features of the Property, on file at the offices of Grantee and incorporated by reference ("Baseline Documentation Report"), which consists of reports, maps, photographs, and other documentation that the parties agree provide an accurate representation of the Property at the time of this contract and which is intended to serve as an objective information baseline for monitoring compliance with the terms of this Easement Deed;

WHEREAS, Grantor and Grantee have the exclusive common purpose of preserving the agriculture and open space character of the Farmland Protection Property;

WHEREAS, Grantor further intends, as owner of the Farmland Protection Property, to convey to Grantee the right to preserve and protect the Conservation Values of the Property in perpetuity;

DEED OF CONSERVATION EASEMENT

WHEREAS, the Legislature of the State of West Virginia ("Legislature") has recognized the importance and significant public benefit of conservation and preservation easements in its ongoing efforts to protect the natural, historic, agricultural, open-space and scenic resources of the State of West Virginia;

WHEREAS, the Legislature has declared that agriculture is a unique life support industry, and it recognizes the need to support the irreversible loss of agricultural land. The legislature authorizes the State of West Virginia and its counties so desiring to protect agricultural land and woodland as open-space land, to develop programs and to accept qualifying properties voluntarily entered into the farmland protection program;

WHEREAS, the County Commission of Jefferson County, West Virginia ("County Commission") has declared that the agriculture community of Jefferson County provides sources of agricultural products for the citizens of the state, enhances tourism, protects worthwhile community values, institutions and landscapes which are inseparably associated with traditional farming, and controls urban expansion which is consuming land, topsoil and woodland of Jefferson County;

WHEREAS, the County Commission has resolved to provide landowners in Jefferson County an opportunity to voluntarily protect agricultural land by creating JCFPB and authorizing it to create and administer the Jefferson County Farmland Protection Program;

WHEREAS, JCFPB is a public agency established to provide landowners with an opportunity to voluntarily protect agricultural land in Jefferson County by the voluntary placement of conservation or preservation easements on eligible property; and

WHEREAS, Grantee affirms that this Easement represents a unique and valuable asset to the quality of life in Jefferson County and the state of West Virginia and that by the acceptance of this Easement that it will act in good faith to uphold the conservation easement and not seek to benefit from its conversion or elimination. Grantee agrees by accepting this grant to honor the intentions of Grantor stated herein and to preserve and protect in perpetuity the Conservation Values of the Farmland Protection Property for the benefit of this generation and the generations to come in the future.

NOW, THEREFORE, in consideration of the above and the mutual covenants, good and valuable consideration, terms, conditions and restrictions contained herein, and pursuant to the laws of West Virginia, Grantor hereby voluntarily grants, bargains, and conveys to Grantee a conservation easement in perpetuity over the Farmland Protection Property of the nature and character and to the extent hereinafter set forth in this Easement. It is the purpose of this Easement to assure that the Farmland Protection Property will be retained forever in its natural, agricultural, and open space condition and to prevent any use of the Farmland Protection Property that will significantly impair or interfere with the Conservation Values of the Farmland Protection Property, including its qualifying prime, unique, state, locally important soils.

DEED OF CONSERVATION EASEMENT

To achieve these objectives, the terms, conditions, and restrictions of this Easement are hereinafter set forth.

I. TERMS, CONDITIONS AND RESTRICTIONS

Grantor reserves to itself, and to its successors and assigns, all rights accruing from its ownership of the Farmland Protection Property, including the right to engage in or permit or invite others to engage in all uses of the Farmland Protection Property that are not expressly prohibited herein and are not inconsistent with the purpose of this Easement. The following terms, conditions and restrictions clarify and govern the intent of Grantor and Grantee:

1. **Use and Quiet Enjoyment.** Grantor has the right to reside on the Farmland Protection Property and to benefit from all aspects of the quiet enjoyment of the Farmland Protection Property. Grantor has the right to engage in any and all personal recreational uses of the Farmland Protection Property, including but not limited to hiking, touring, swimming, camping, biking, horse-back riding, hunting, and fishing, so long as such uses require no development of the land and are consistent with the Conservation Values.

2. **Agricultural Uses of the Land.** Grantor may engage in any and all agricultural uses of the Farmland Protection Property. For example, the production of plants and animals useful to man, including, but not limited to, forage, grain and field crops; pasturage, dairy and dairy products; poultry and poultry products; equestrian uses; livestock and fowl uses and livestock and fowl products; bees and apiary products; fruits nuts and vegetables of all kinds; nursery, floral and greenhouse products; aquaculture; a grain mill; and the processing and storage of the agricultural products produced principally on the Farmland Protection Property are permitted. Any secondary agricultural activity, including but not limited to farm mechanics, blacksmithing, or related activities, shall be considered an agricultural activity. However, such activities or businesses must be undertaken in the permitted agricultural or residential structures and must be consistent with the Conservation Values.

3. **Agricultural Structures.** Grantor has the right to maintain, construct, and place agricultural structures contributing to the production, primary processing, direct marketing and storage of agricultural products produced principally on the Farmland Protection Property. Agricultural structures shall be limited by the maximum square footage as described in Part I - Section 10 (Maximum Impervious Surface Coverage) of this Easement.

4. **Wells and Septic System.** Grantor shall have the right to install well and septic drain fields solely on or under the Protected Property for agricultural benefit, for the benefit of the Existing Single Residential Dwelling or for the benefit of the existing single residential structure located outside of the Protected Property directly to the west and shown on the Easement Plat. The location of any well permitted hereunder shall be subject to the prior review and written approval of Grantee.

5. **Retail Sale of Farm Products.** Businesses directly related to the retail sale of farm products produced primarily on the Overall Property that are supportive and agriculturally

DEED OF CONSERVATION EASEMENT

compatible may be established on the Farmland Protection Property. Such businesses include roadside stands or structures to facilitate the direct sale to the public of agriculture products.

6. Activities for Religious, Charitable or Educational Purposes or to Foster Tourism.

Activities or businesses undertaken for charitable or educational purposes or to foster tourism may be conducted on the Farmland Protection Property in order to foster rural economic uses while protecting the rural character of the Farmland Protection Property. Such activities or businesses must be compatible with and supportive of the rural character of the Farmland Protection Property, and must remain incidental to the agricultural and open space character of the Farmland Protection Property.

(a) Non-agricultural commercial and industrial structures and uses are prohibited. Activities or businesses undertaken for charitable or education purposes or to foster tourism must be undertaken in the agricultural structures permitted under Part I - Section 3 (Agricultural Structures) of this Easement or Part I - Section 7 (Residential Dwellings) of this Easement; no other structures are permitted on the Farmland Protection Property.

(b) The stables, horseback riding arenas both within and outside the barn, and supporting pavilion(s) and buildings are considered agricultural buildings. Such buildings shall be limited by the maximum square feet as described in Part I - Section 10 (Maximum Impervious Surface Coverage) of this Easement.

(c) Accommodation of tourists and visitors is permitted but only within permitted residential structures and appurtenances, and/or agricultural structures, except for rural recreational activities such as hayrides, corn mazes, etc.

(d) Accommodation of overnight guests is permitted, but only within permitted residential structures.

(e) Commercial operation of dune buggies, motorcycles, all-terrain vehicles, hang gliders, aircraft, jet skis, motorized boats or any other types of mechanized vehicles (other than farm equipment) whether or not considered to foster tourism is prohibited.

(f) Extensive commitment of land resources as required by golf courses, racetracks, tennis clubs, baseball, soccer and other ball fields and similar uses whether or not considered to foster tourism is prohibited.

7. Home-based Businesses. Any home-based business that does not require a Division of Environmental Protection permit to operate may be conducted on the Farmland Protection Property, provided that:

(a) The occupation or business use must be conducted entirely within the single residential dwelling or appurtenances allowable under Part I - Section 7 (Residential Dwellings) of this Easement.

(b) The use of the dwelling for the home occupation shall be clearly incidental and subordinate to the use of the dwelling for residential purposes.

DEED OF CONSERVATION EASEMENT

8. Residential Dwellings. The Grantor and Grantee acknowledge the existence of one single residential dwelling (the "Existing Residential Dwelling") currently existing on the Farmland Protection Property with a building shown on the Farmland Protection Plat (the "Residential Dwelling Area"). No other single residential dwellings shall be constructed or placed on the Farmland Protection Property. The Existing Residential Dwelling is also referred to herein as a "Residential Dwelling."

(a) The Residential Dwelling shall be contained in the Residential Dwelling Area, which shall be no greater than two (2) acres.

(b) Grantor has the right to maintain, repair, enlarge or replace the Residential Dwelling as it desires, except that the impervious surface of the Residential Dwelling is limited to 5,000 square feet.

(c) Grantor has the right to construct appurtenances such as garages, sheds and recreational facilities within the Residential Area, except that the total allowed impervious surface within the Residential Area, including the Residential Dwelling, shall not exceed 9,000 square feet.

(d) The Residential Dwelling may house one or more families or occupants, but shall not be converted to a multi-family dwelling.

(e) The Residential Dwelling Area may not be subdivided to constitute a parcel separate and apart from the Farmland Protection Property.

9. Transfer of Development Rights. All other development rights not specifically reserved under this Easement are hereby extinguished and shall not be transferred to any other property pursuant to a transfer of development rights program or any other means or used to calculate permitted development density.

The Farmland Protection Property and any portion thereof shall not be included as part of the gross area of other property not subject to this Conservation Easement (including APPB Property, hereinafter defined) for the purposes of determining density, lot coverage, or open spaces requirements under otherwise applicable laws, regulations or ordinances controlling land use and building density. No development rights that have been encumbered or extinguished by this Conservation Easement shall be transferred to any other lands pursuant to a transferable development rights scheme or cluster development arrangement or otherwise; provided, however, that with prior written permission of Grantee, this section shall not preclude such transfer of development rights resulting from the destruction or demolition of the Existing Dwelling.

10. Subdivision. It is the intention of Grantor to protect the open space values of the Farmland Protection Property. Accordingly, subdivision of land is prohibited. For avoidance of doubt, the Residential Area may not be subdivided to constitute a parcel separate and apart from the Farmland Protection Property.

11. Maximum Impervious Surface Coverage. The total surface coverage of impervious surfaces on the Farmland Protection Property shall be subject to the limitations defined below.

DEED OF CONSERVATION EASEMENT

(a) Impervious surfaces shall be defined as any material which covers land and inhibits the percolation of storm water directly into the soil, including, but not limited to, buildings, roofs, the area covered by permanent or nonpermanent structures, macadam and pavement, gravel and stone driveways and parking areas.

(b) See Part I - Section 7 (Residential Dwellings) of this Easement for impervious surface limits for the Residential Dwelling and the Residential Dwelling Area.

(c) The total surface coverage of the Farmland Protection Property by all impervious surfaces, including the Residential Dwelling, structures considered as an appurtenance to the Residential Dwelling, structures associated with agricultural uses as permitted under Part I - Section 3 (Agricultural Structures) of this Easement, driveways and parking areas, shall not exceed 63,358 square feet, which is less than ten percent (10%) of the total acreage of the Farmland Protection Property.

12. Removal of Natural Resources. Ditching, draining, diking, filling, excavating, removal of topsoil or sand, gravel or rock on the Farmland Protection Property are prohibited, except when such activities are conducted in order to carry out activities permitted under this Easement, are in accordance with a conservation plan, do not exceed one (1) acre in total area, and result in restoration of the area within a reasonable time period. The exploration, development, mining or extraction of minerals, oil, gas or any other hydrocarbon substance from the Farmland Protection Property is prohibited.

13. Other Construction. Except as specifically permitted above, there shall be no constructing or placing of any buildings; manufactured homes; swimming pools or other recreational facilities; commercial lighting or any other temporary or permanent structure or facility on or above the premises. Existing roads as identified in the Baseline Documentation Report may be maintained and repaired in their current state. New roads may be constructed only if they are necessary for agricultural operations. Paved roads are subject to the impervious surface limitations referenced in Part I - Section 10 (Maximum Impervious Surface Coverage) of this Easement.

14. Fences. Existing fences may be repaired and replaced, and new fences may be built on the Farmland Protection Property as necessary for agricultural operations on the Farmland Protection Property, including customary management of livestock and to delineate the boundary of the Farmland Protection Property.

15. Signs. Except for no trespassing signs, for-sale signs, signs identifying this Easement, and signs to advertise an on-site activity or business, all other signs, advertisements and billboards of any nature are prohibited. The permitted signs may not exceed 15 square feet per sign. Notwithstanding the foregoing, signs that advertise agricultural products produced on farms in the vicinity of the property may be permitted with the prior written approval of Grantee.

16. Wastes. Dumping or storage of trash, garbage, hazardous substances, abandoned vehicles or machines or other material on the Farmland Protection Property is prohibited. However, composting of biodegradable material used or produced on the Farmland Protection

DEED OF CONSERVATION EASEMENT

Property to improve gardens and pastures on the Farmland Protection Property is permitted so long as composting and its application is consistent with a conservation plan.

17. Utilities. Grantor shall not sell, lease or grant an easement covering any portion of the Farmland Protection Property where such sale, lease or easement is for the purpose of construction and installation of underground or above-ground utility systems, including, but not limited to, water, sewer, power, fuel, sewerage pumping stations, and cellular telephone or other communication towers. Grantor may install utilities necessary for the permitted residential and agricultural structures.

18. Streams, Wetland and Water Bodies. There shall be no pollution, alteration, depletion of surface water, natural water courses, lakes, ponds, marshes, wetlands, springs, subsurface water or any other water bodies, nor shall there be activities conducted on the Farmland Protection Property which would be detrimental to water purity or which could alter natural water level and/or flow in or over the Farmland Protection Property. Nothing in this Section shall prohibit the creation or dredging of farm ponds and allow the reasonable use of the available water of the Farmland Protection Property for agricultural purposes permitted by this easement. Structures and facilities associated with irrigation, farm pond impoundment, and soil and water conservation on the Farmland Protection Property shall be considered an agricultural use. Expansion and construction of ponds and structures shall be in accordance with the conservation plan. Farm ponds shall not exceed two (2) acres in area.

19. Irrigation Systems. Subject to the provisions of Part I - Section 3 (Agricultural Structures) of this Easement, and Part I Section 10 (Maximum Impervious Surface Coverage) of this Easement:

(a) Grantor is permitted to construct, install, extend, locate, access, maintain, and repair above ground and below ground irrigation systems and supporting utility services that power the irrigation system, including but not limited to, piping, pumps, hydrants, cement pads, covered structures for diesel or electrical pumps, access and cleanout points, and other components, in and along roads on the Farmland Protected Property, either existing as of the date of this Easement or as thereafter altered or changed with the written approval of Grantee, and in other locations on the Farmland Protected Property as Grantor deems necessary in its reasonable discretion to operate and maintain permitted agricultural activities under this Easement.

(b) Notwithstanding the foregoing, once constructed and installed, access, maintenance, and repair of the below ground and/or above ground irrigation system within previously-disturbed areas may be conducted without the prior written approval of Grantee.

II. GENERAL PROVISIONS

1. Access. No right of access by the general public to any portion of the Farmland Protection Property is conveyed by this Easement.

DEED OF CONSERVATION EASEMENT

2. **Rights of the Grantee.** To accomplish the purpose of this Easement the following rights are conveyed to Grantee or its agent by this Easement:

(a) To preserve and protect the Conservation Values of the Farmland Protection Property;

(b) To enter upon the Farmland Protection Property on a yearly basis (or more frequently if violations are observed or suspected) in order to monitor Grantor's compliance with and otherwise enforce the terms of this Easement; provided that such entry shall be upon prior reasonable notice to Grantor, and Grantee shall not unreasonably interfere with Grantor's use and quiet enjoyment of the Farmland Protection Property; and

(c) To prevent any activity on or use of the Farmland Protection Property that is inconsistent with the purpose of this Easement and to require the restoration of such areas or features of the Farmland Protection Property that may be damaged by any inconsistent activity or use, pursuant to Grantee's Remedies, below.

3. **Grantee Notification/Approval.** Grantor reserves for himself the right to engage in any and all activities not expressly prohibited herein and not inconsistent with the purpose of this Easement without seeking the approval of Grantee.

4. **Grantee's Remedies.**

(a) **Notice of Violation: Corrective Action.** If Grantee determines that Grantor is in violation of the terms of this Easement or that a violation is threatened, Grantee shall give written notice to Grantor of such violation and demand corrective action within 60 days sufficient to cure the violation and, where the violation involves injury to the Farmland Protection Property resulting from any use or activity inconsistent with the purpose of this Easement, to restore the portion of the Farmland Protection Property so injured to its prior condition in accordance with a plan approved by Grantee.

(b) **Injunctive Relief.** The Grantee, its successors or assigns shall have the right to enforce these restrictions by injunction and other appropriate proceedings, including, but not limited to, the right to require Grantor to restore the Farmland Protection Property to the condition existing at the time of this Easement in order to correct any violation(s) of this Easement. Grantee's rights under this Section apply equally in the event of either actual or threatened violations of the terms of this Easement, and Grantor agrees that Grantee shall be entitled to the injunctive relief in addition to such other relief to which Grantee may be entitled, including specific performance of the terms of this Easement, without the necessity of proving either actual damages or the inadequacy of otherwise available legal remedies.

(c) **Costs of Enforcement.** Any costs incurred by Grantee in enforcing the terms of this Easement against Grantor, including without limitation costs of suit and attorneys' fees, and costs or restoration necessitated by Grantor's violation of the terms of this Easement shall be borne by Grantor. If Grantor prevails in action to enforce the terms of this Easement, Grantor's costs of suit, including, without limitation, attorneys' fees, shall be borne by Grantee. Costs incurred by Grantee in enforcing the terms of this Easement against third parties shall be borne by Grantee.

DEED OF CONSERVATION EASEMENT

(d) **Forbearance.** Forbearance by Grantee to exercise its rights under this Easement in the event of any breach of any term of this Easement by Grantor shall not be deemed or construed to be a waiver by Grantee of such term or of any subsequent breach of the same or any other term of this Easement or of any of Grantee's rights under this Easement. No delay or omission by Grantee in the exercise of any right or remedy upon any breach by Grantor shall impair such right or remedy or be construed as a waiver.

5. **Acts Beyond the Grantor's Control.** Nothing contained in this Easement shall be construed to entitle Grantee to bring any action against Grantor for any injury to or change in the Farmland Protection Property resulting from causes beyond Grantor's control including, without limitation, fire, flood, storm, and earth movement, or from any prudent action taken by Grantor under emergency conditions to prevent, abate, or mitigate significant injury to the Farmland Protection Property resulting from such causes. In the event the terms of this Easement are violated by acts of trespassers that Grantor could not reasonably have anticipated or prevented, Grantor agrees that Grantee has the right to pursue enforcement action against the responsible parties.

6. **Costs, Legal Requirements and Liabilities.** Grantor, its successors and assigns retain all responsibilities and shall bear all costs and liabilities of any kind related to the ownership, operation, upkeep, and maintenance of the Farmland Protection Property.

7. **Control.** Nothing in this Easement shall be construed as giving rise to any right or ability of Grantee to exercise physical or managerial control over the day-to-day operations of the Farmland Protection Property, or any responsibility to the Farmland Protection Property within the meaning of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 as amended (42 U.S.C. §§ 9602 et seq.).

8. **Taxes.** Grantor shall pay before delinquency all taxes, assessments, fees and charges of whatever description levied on or assessed against the Farmland Protection Property or residences contained thereon by competent authority, including any taxes imposed upon, or incurred as a result of, this Easement.

9. **Environmental Warranty.** Grantor warrants that it is in compliance with, and will remain in compliance with, all applicable Environmental Laws (hereinafter defined). Grantor warrants that there are no notices by any governmental authority of any violation or alleged violation of, noncompliance or alleged noncompliance with, or any liability under, any Environmental Law relating to the operations or conditions of the Farmland Protection Property. Grantor further warrants that it has no actual knowledge of a release or threatened release of Hazardous Materials (hereinafter defined), as such substances and wastes are defined by applicable Federal and State law. Moreover, Grantor hereby promises to hold harmless and indemnify Grantee against all litigation, claims, demands, penalties and damages, including reasonable attorneys' fees, arising from or connected with the release or threatened release of any hazardous materials on, at, beneath or from the Farmland Protection Property, or arising from or connected with a violation of any Environmental Laws by Grantor or any other prior owner of the Farmland Protection Property. Grantor's indemnification obligation will not be affected by any authorizations provided by Grantee to Grantor with respect to the Farmland Protection Property or

DEED OF CONSERVATION EASEMENT

any restoration activities carried out by Grantee at the Farmland Protection Property; provided, however, that Grantee will be responsible for any Hazardous Materials contributed after this date to the Farmland Protection Property by Grantee.

"Environmental Law" or "Environmental Laws" means any and all Federal, State, local or municipal laws, rules, orders, regulations, statutes, ordinances, codes, guidelines, policies, or requirements of any governmental authority regulating or imposing standards of liability or standards of conduct (including common law) concerning air, water, solid waste, hazardous materials, worker and community right-to-know, hazard communication, noise, radioactive material, resource protection, subdivision, inland wetlands and watercourses, health protection, and similar environmental health, safety, building, and land use as may now or at any time hereafter be in effect.

"Hazardous Materials" means any petroleum, petroleum products, fuel oil, waste oils, explosives, reactive materials, ignitable materials, corrosive materials, hazardous chemicals, hazardous wastes, hazardous substances, extremely hazardous substances, toxic substances, toxic chemicals, radioactive materials, infectious materials, and any other element, compound, mixture, solution, or substance which may pose a present or potential hazard to human health or the environment

10. Hold Harmless. Grantor shall hold harmless, indemnify, and defend Grantee and its members, directors, officers, employees, agents, and contractors (collectively "Indemnified Parties") from and against all liabilities, penalties, costs, losses, damages, expenses, causes of action, claims, demands, or judgments, including, without limitation, reasonable attorneys' fees, arising from or in any way connected with: an injury to or the death of any person, or physical damage to any property, resulting from any act, omission, condition, or other matter related to or occurring on or about the Farmland Protection Property, regardless of cause, unless due solely to the negligence of any of the Indemnified Parties and only that negligent party shall be deprived of this protection.

11. Proceeds for Extinguishment. The conveyance of this Easement gives rise to a property right immediately vested in the Grantee. If circumstances arise in the future that render the purpose of this Easement impossible to accomplish, this Easement can only be terminated or extinguished, whether in whole or in part, by judicial proceedings in a court of competent jurisdiction. At the date the Conservation Easement was purchased, the proportionate values were as follows: Grantor's is 67.25% of the appraised fair market value of the subject Property, and Grantee's is 32.75% of the appraised fair market value of the subject Property. The Grantee's proportionate investment of the subject Property is 100%.

In making this Easement, Grantor has considered the possibility that uses prohibited by the terms of this Easement may become more economically valuable than permitted uses, and that neighboring properties may in the future be put entirely to such prohibited uses. Grantor believes that any such changes in the use of neighboring properties will increase the benefit to the public of continuation of this Easement, and Grantor and Grantee intend that any such changes shall not be deemed to be circumstances justifying the termination or extinguishment of this Easement.

DEED OF CONSERVATION EASEMENT

12. Condemnation. If the Easement is taken, in whole or in part, by exercise of the power of eminent domain, Grantor shall be entitled to compensation at not less than the fair market value of the Farmland Protection Property determined without regard to the existence of the Easement. Grantor, upon receipt of notification of any pending condemnation action brought by any government entity affecting and/or relating to the Farmland Protection Property, shall notify the Grantee in writing, within thirty (30) days of receipt of said notification.

13. Assignment. This Easement is not transferable by the Grantee to any other local, county or state department, board, agency, commission or successor. In the event that the Jefferson Farmland Protection Board ceases to operate or exist, the rights of the Grantee under this Easement shall be transferred to an organization that is qualified under Section 170(h) of the Internal Revenue Code of 1986, as amended, and is a West Virginia-domiciled organization authorized to acquire and hold conservation easements under the West Virginia Conservation and Preservation Easements Act, (WV Code 20-12-1, et seq., 1995).

The Grantee further covenants and agrees that the terms of the transfer or assignment will be such that the transferee or assignee will be required to continue to carry out in perpetuity the conservation purposes which the Easement was originally intended to advance. The transfer of the easement to a new or successor transferee or assignee will not create a financial obligation of any kind on the Grantor.

14. Subsequent Transfers. Grantor agrees to incorporate the terms of this Easement in any deed or other legal instrument by which they divest themselves of any interest in all or a portion of the Farmland Protection Property, including, without limitation, a leasehold interest.

15. Estoppel Certificates. Upon request by Grantor, Grantee shall within thirty (30) days execute and deliver to Grantor any document, including an estoppel certificate, which certifies Grantor's compliance with any obligation of Grantor contained in this Easement and otherwise evidences the status of this Easement as may be requested by Grantor.

16. Notices. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other shall be in writing and either served personally or sent by certified mail, return receipt, addressed as follows:

To Grantor:

T.L. Magaha and Sons, Inc.
c/o Larry T. Magaha, President
2255 Earle Road
Charles Town, West Virginia, 25414

To Grantee:

Jefferson County Farmland Protection Board
P.O. Box 731

DEED OF CONSERVATION EASEMENT

Charles Town, WV 25414

or to such other address as either party from time to time shall designate by written notice to the other.

17. Recordation. Grantee shall record this instrument in timely fashion with the Office of the Clerk of the County Commission of Jefferson County, West Virginia and may re-record it at any time as may be required to preserve its rights in this Easement.

18. Amendment. If circumstances arise under which an amendment to or modification of this Easement would be appropriate, Grantor and Grantee are free to jointly amend this Easement; provided that no amendment shall be allowed that will invalidate this Easement or be inconsistent with the purpose of this Easement, and shall not affect its perpetual duration. Any such amendment shall be recorded as above specified. No such amendment shall be effective unless in writing and signed by all parties hereto.

19. Other Provisions.

(a) Controlling Law. The interpretation and performance of this Easement shall be governed by the laws of the State of West Virginia.

(b) Severability. If any provision of this Easement, or the application thereof to any person or circumstance, is found to be invalid, the remainder of the provisions of this Easement, or the application of such provision to persons or circumstances other than those as to which it is found to be invalid, as the case may be, shall not be affected thereby.

(c) No Forfeiture. Nothing contained herein will result in a forfeiture or reversion of the Grantor's title in any respect.

(d) Successors. The covenants, terms, conditions, and restrictions of this Easement shall be binding upon, and inure to the benefit of, the parties hereto and their respective personal representatives, heirs, successors, and assigns and shall continue as a servitude running in perpetuity with the Farmland Protection Property.

(e) Captions. The captions herein have been inserted solely for convenience of reference and are not a part of this Easement and shall have no effect upon construction or interpretation.

(f) Subordination. Any mortgage or lien arising after the date of this Easement shall be subordinated to the terms of this Easement.

(g) Title Warranties. Grantor warrants that Grantor has good title to the Farmland Protection Property; that Grantor has the right to convey this Easement, and that the Farmland Protection Property is free and clear of any encumbrances.

(h) Merger. If Grantee at some future time acquires the underlying fee title in the Farmland Protection Property, the interest conveyed by this Easement will not merge with fee title but will continue to exist and be managed as a separate estate. The Grantor and Grantee explicitly agree that it is their express intent, forming a part of the consideration hereunder, that the

DEED OF CONSERVATION EASEMENT

provisions of the conservation easement deed set forth herein are to last in perpetuity, and that to that end no purchase or transfer of the underlying fee interest in the Farmland Protection Property by or to the local grantee, or any successor or assignee will be deemed to eliminate these conservation easement terms, or any portion thereof, pursuant to the doctrine of "merger" or any other legal doctrine.

[Balance of Page Intentionally Left Blank]

[Signature Page(s) Follow(s)]

DEED OF CONSERVATION EASEMENT

DECLARATION OF CONSIDERATION OF VALUE. The undersigned hereby declare under penalty of fine and imprisonment as provided by law, that the conveyance made by this document is a transfer of property right to Federal, State and County governmental entities, and therefore, is exempt from the West Virginia excise tax due on the transfer of real property.

IN WITNESS WHEREOF Grantor and Grantee have executed this Easement.

GRANTOR:

T. L. MAGAHA AND SONS, INC.

By _____
Larry T. Magaha
President

Date

GRANTEE:

JEFFERSON COUNTY FARMLAND PROTECTION BOARD

Robert E. Glenn
President

Date

DEED OF CONSERVATION EASEMENT

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Larry T. Magaha, as President of T. L. Magaha and Sons, Inc., a West Virginia corporation, on behalf of the corporation.

My commission expires: _____

Notary Public

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Robert E. Glenn, President of JFCPB, on behalf of JFCPB.

My commission expires: _____

Notary Public

SCHEDULE OF EXHIBITS

- A-1. Legal Description of Property Subject to Easement
- A-2. Plat of Property Subject to Easement

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP-Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 10 Minutes

Date Requested – 1st Choice: March 19, 2020

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: **Timing in regards to upcoming National Public Safety Telecommunicators Week**

Subject: **Resolution – 9-1-1 Public Safety Telecommunicators as First Responders**

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

The purpose of this request is to present the resolution titled “9-1-1 Public Safety Telecommunicators as First Responders”.

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

Motion to approve the resolution as presented that recognizes the Public Safety Telecommunicators that staff and work at the Jefferson County Emergency Communications Center as “First Responders”

Attachments:

9-1-1 Public Safety Telecommunicators as First Responders

Resolution – 9-1-1 Public Safety Telecommunicators as First Responders

WHEREAS, 9-1-1 Public Safety Telecommunicators serve 24 hours a day, seven days a week, just the same as firefighters, law enforcement officers, and emergency medical service workers; and

WHEREAS, 9-1-1 Public Safety Telecommunicators make the same sacrifices in their personal lives as firefighters, law enforcement officers, and emergency medical service workers by leaving their families, friends, and the safety of their surroundings to handle the emergency 9-1-1 calls that save the lives, protect the property, and ensure the safety of our community during weather, chemical, and other emergency events; and

WHEREAS, 9-1-1 Public Safety Telecommunicators heroically answer 9-1-1 emergency calls around-the-clock whereby giving medical guidance, instructing callers on staying safe in difficult situations, and helping callers to safety during disasters, all the while promptly dispatching field responders to said emergency situations; and

WHEREAS, 9-1-1 Public Safety Telecommunicators must handle the stress of answering millions of calls each year - one call after another, daily - often being the hidden voice on the other end of the call as citizens experience the worst day of their lives. They hear the cries of devastation, listen to the screams for help, and are the support to a citizen as they cope with the loss of a loved one. Public Safety Telecommunicators handle all of this at the very same time that they keep their fellow emergency responders in the field apprised of the situation and safe from threat; and

WHEREAS, to honor the men and women who serve in this crucial position, the County Commission of Jefferson County recognizes the individuals that staff the Jefferson County Emergency Communications Center as true "First Responders."

THEREFORE, BE IT RESOLVED THAT the County Commission of Jefferson County does hereby proclaim the 9-1-1 Public Safety Telecommunicators in Jefferson County, West Virginia as "First Responders".

Adopted this (insert date here)

Attested:

Jane M. Tabb, President

Ralph Lorenzetti, Vice President

Patsy Noland, Commissioner

Josh Compton, Commissioner

Caleb Wayne Hudson, Commissioner

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP-Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 10 Minutes

Date Requested – 1st Choice: March 19, 2020

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: **Timing in regards to coordinating onboarding of employees**

Subject: **Appointment Requests – Five Full-Time Public Safety Dispatchers**

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

The purpose of this agenda item is to request permission to appoint five individuals to fill the five existing vacancies.

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

Motion to approve the appointment of the five public safety dispatchers presented; with their notated salaries and salary increase post training; per the attachment.

Attachments:

Request Appointments – Five Full-Time Public Safety Dispatchers v2



Jefferson County Emergency Communications DEPARTMENTAL MEMORANDUM

TO: The County Commission of Jefferson County

FROM: Jeffrey Polczynski, ENP - Director

DATE: March 13, 2020

SUBJECT: Request Appointments –Five Full-Time Public Safety Dispatchers

The purpose of this memorandum is to request the approval to employ the following five Public Safety Dispatchers at the notated salary. The candidates will fill vacancy in authorized staffing.

The Emergency Communications Center management staff has worked tirelessly to seek qualified candidates and through these efforts is rewarded with highly optimistic prospective employees. These efforts would not have been accomplished without the assistance from personnel from our neighboring agencies in Frederick, Loudoun and Washington Counties. Staff from these three Counties have routinely assisted in sitting on the oral board evaluation panels and have interviewed and vetted dozens of candidates.

Although the authorization to hire more individuals for overfill positions has been granted; at this time the ECC believes that bringing up to six on board at any given time maxes out the training capabilities (space, resources, personnel/coaches) of the ECC and its staff. Currently the ECC has five viable candidates that have completed all processes including psychological and background investigations and are recommended for hire. The ECC has several candidates in the processing stage and will be pursuing the overfill authorized by the County.

Additionally, the ECC has three full-time staff currently in its training program - two finishing up police dispatch training and one is finishing up calltaking and is beginning police dispatch training. Training is a focus at the ECC and will be for some time.

The ECC intends to complete the eight-week Calltaking/Law Academy and then bring the next round of overfill positions onboard after the first round is released to shift CTO's.

SALARIES

All candidates were offered the wage of \$37,488 which is the first step in the Grade 4 salary range. Each candidate was offered the standard wage increase once full training has been completed. The candidates are presented in order of total overall scoring.

CANDIDATES

1. Ashley Stegall – Former Dispatcher in Bartow County Georgia and Palm Beach Atlantic University in W. Palm Beach Florida. Holds a Bachelor’s Degree in General Studies. Originally from Jefferson County and has returned for permanent residence.
2. Caleigh Oliver-Miller – Customer service background. Holds a Bachelor’s Degree in History and Political Science. Family members involved in career emergency services.
3. Charlene “Yvonne” Pawlowski – Graduate of HHS. Customer service background in State Government as well as the private sector.
4. Lauren Singleton – Current dispatcher at Warren County (VA) Sheriff’s Office. Former dispatcher at Front Royal (Spillman CAD).
5. Maritza Gonzalez – Bilingual – Graduate of JHS, and holds a Bachelor’s Degree Bilingual Secretary from University Sagrada Corazon. Fluent in Spanish and former certified interpreter for *Language Line Solutions* (our current 9-1-1 interpretation services).

Upon approval, these individuals will be placed into the next scheduled dispatch academy likely to begin on April 6, 2020.

Please do not hesitate to contact me for further questions.

Respectfully Submitted,



Jeffrey Polczynski, ENP
Director of Communications

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **March 19, 2020**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews/Appointments to the Jefferson County Water Advisory Committee – two three-year terms ending January 31, 2023.**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 19, 2020 or as soon thereafter as the Commission may decide:

Water Advisory Committee - two three-year terms ending January 31, 2023

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 pm 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.

Mary Thekla Sell
P.O. Box 895 | Charles Town, WV 25414

Jefferson County Commission
24 E. Washington Street
P.O. Box 250
Charles Town, WV 25414

Re: Jefferson Water Advisory Committee

Dear Madam President and County Commissioners,

I respectfully submit my application for re-appointment to the Jefferson County Water Advisory Committee for a three year term.

I have enjoyed the opportunity to work with the Commission and Staff, and the opportunity to promote the stewardship of water resources in Jefferson County.

Having served two terms, I feel that my experience and networking will be of value to continue to share my acquired knowledge as a Member of the Committee in order to serve Jefferson County. I feel it is particularly important to be inclusive to my fellow Water Advisory Committee members and to the diversity of our County residents.

I welcome the opportunity to speak to you and answer any questions you may have.

Sincerely yours,

Mary Thekla Sell
202-302-2789
takarofarm@aol.com

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **March 19, 2020**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews/Appointments to the Jefferson County Property Safety Enforcement Agency Board – two two-year terms for Citizen Representative ending February 8, 2022 – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

NOTICE OF INTENT TO APPOINT

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 19, 2020 or as soon thereafter as the Commission may decide:

Jefferson County Property Safety Enforcement Agency: Two 2-year citizen representative terms ending February 8, 2022

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 pm the Monday prior to the scheduled appointment.

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

Jessica Carroll

From: Sandra McDonald
Sent: Wednesday, February 19, 2020 1:16 PM
To: Jessica Carroll
Subject: FW: Property Safety Enforcement Agency

From: Roger Goodwin
Sent: Wednesday, February 19, 2020 1:00 PM
To: Sandra McDonald <Sandy@jeffersoncountywv.org>
Cc: Roger Goodwin <rgoodwin@jeffersoncountywv.org>
Subject: FW: Property Safety Enforcement Agency

Sandy,

Please note below, Sharon Wilf's request to continue to serve on the Property Safety Enforcement Agency board.

Roger Goodwin, PE, CFM
Director & Chief County Engineer
Jefferson County Department of Engineering, Planning & Zoning
P.O. Box 716
Charles Town, WV 25414

From: sw25442 [<mailto:sw25442@aol.com>]
Sent: Wednesday, February 19, 2020 11:09 AM
To: Roger Goodwin <rgoodwin@jeffersoncountywv.org>
Cc: sw25442@aol.com
Subject: RE: Property Safety Enforcement Agency

Roger

Yes, I would like very much to be reappointed to the board.
The time went by so quickly and it has been enjoyable sitting on the board.
I would like to be considered for another term.

Thank you

Sharon

Sent from my U.S.Cellular® Smartphone

----- Original message -----

From: Roger Goodwin <rgoodwin@jeffersoncountywv.org>
Date: 2/19/20 10:10 AM (GMT-05:00)
To: 'sw25442' <sw25442@aol.com>

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **March 19, 2020**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews/Appointments to the Eastern Panhandle Transit Authority – two three-year terms ending January 31, 2023 – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 19, 2020 or as soon thereafter as the Commission may decide:

Eastern Panhandle Transit Authority - two three-year terms ending January 31, 2023

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, by 12:00 pm 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.

Jessica Carroll

From: Jennifer Brockman
Sent: Wednesday, March 4, 2020 4:41 PM
To: Jessica Carroll; Stephanie Grove
Cc: Roger Goodwin; engineering; Planning Department; 'Elaine Bartoldson (ebartoldson@eptawv.com)'
Subject: EPTA Board Vacancy

Dear County Commissioners:

I have been informed that my term on the Eastern Panhandle Transit Authority Board of Directors has expired and I would like to request reappointment to this Board.

I was originally appointed in early 2014 to fulfill a position that expired 1/31/15. I continued to serve while the Commission recruited other interested citizens for the Board and eventually was reappointed for a 3 year term in early 2017 for a term that expired 1/31/20.

I continue to be interested in representing Jefferson County on this Board and encouraging continued coordination and expansion of the Authority's service in both Jefferson and Berkley Counties.

Please be aware that there is another Jefferson County vacancy on the Board and the Board and staff would encourage other interested Jefferson county residents in applying for this opening.

Thank you for your consideration.
Jennie Brockman

Jennifer M. Brockman, AICP
County Planner
Jefferson County Office of Planning and Zoning
116 E. Washington St
Charles Town, WV 25414
304-728-3228
planningdepartment@jeffersoncountywv.org

March 11, 2020

Ms. Jessica Carroll

Executive Administrative Assistant

Jefferson County Commission

P.O. Box 250

Charles Town, WV 25414


Dear Ms. Carroll:

I am interested in applying for the position of board member, representing Jefferson County, of the Eastern Panhandle Transit Authority (EPTA). I have been a passenger on this mode of public travel since the early 2000's and know how imperative public transportation is to the Eastern Panhandle area. I am proud that the EPTA has progressed forward to expansion of routes in order to better serve our residents.

As the president of the Eastern Panhandle Chapter of the National Federation of the Blind of West Virginia, I encourage and recommend this transportation service. Becoming a board member will allow me the opportunity to listen, learn and support the endeavors of the EPTA. I am excited about the new plans the EPTA have undertaken to continue to offer our residents better quality service not only presently but also looking toward the future.

Thank you for this opportunity to apply.

Sincerely


Keryl Rustin



OLD CHARLES TOWN LIBRARY, INC.

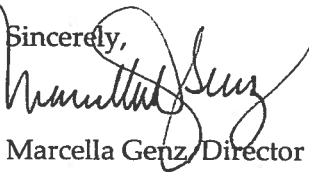
6 March 2020

To Whom It May Concern:

Keryl Rustin works tirelessly for those causes for which she is passionate. I was first introduced to Ms. Rustin when she came to the Charles Town Library to advocate for a digital reader for those who have impaired vision and to arrange to hold a meet and greet at the library to inform the leaders of Jefferson County of the need for a digital reader. This was a highly successful meeting resulting in a promise from the mayor of Charles Town to help raise funds for a digital reader for the Charles Town Library. The Charles Town Library will also be helping to raise the needed funds.

Ms. Rustin's talk at the Charles Town Library on International Women's Day is especially appropriate for one who advocates for an enabled, equal world and who challenges us to be aware of our biases. She is a graceful and persuasive speaker who can speak to difficult life experiences over which she has triumphed.

Sincerely,



Marcella Genz, Director

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Keryl Rustin

Home Telephone Number: None

Work Address: N/A

Work Phone Number: N/A

Mobile Phone Number: 304.620.1723

E-mail Address: krnfbmbwv@gmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Retired

Education: High School Yes

College Yes

Trade/Business School Yes

Are you a United States citizen? Yes X No

Are you a West Virginia resident? Yes X No

Are you a resident of Jefferson County? Yes X No

Are you able to produce verification of residency? Yes X No

(Proof of paying personal property tax, voter registration, etc.)

Address: 341 Cirrus Way, Kearneysville, WV 25430

Magisterial District: _____

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

~~Established the Eastern Panhandle Chapter of NFBWV; actively serving as president; board member of National Federation of the Blind of West Virginia also see enclosed cover letter and letter of community outreach effort.~~
Organization Memberships and Positions Held : _____

~~President, Eastern Panhandle Chapter of NFBWV; member of National Federation of the Blind; board member of NFBWV~~

Have you even been convicted of any felonies? If yes, please list. No

Date:	Offense:

Statement: _____

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

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

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

Signature:  Date: 3/11/2020

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stacie Rohn

Department or Organization: Boys & Girls Club of the Eastern

Estimation of amount of time needed for appointment: 10-15 minutes Panhandle

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date: March 19, 2020

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Jefferson County Club Update and request for funding support.

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

2019 Update on Programs and Services offered in Jefferson County and presentation on Camp Mariposa

Is this a funding request? Y N NO

If so, how much? \$5,000

Provide exact financial impact/request:

Support 5 members in the Jefferson Co. Club.

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

The Jefferson County Commission believes in the mission of the Boys & Girls Club and moves to support scholarships for 5 local youth.

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: Stacie Rohn, CEO

Email address: Director@bgcepwv.org Phone Number: 304-263-1832 or 304-671-674

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Mission: To enable all young people, especially those who need us most to reach their full potential as productive, caring, and responsible citizens.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Douglas Estep

Department or Organization: West Virginia Mine Wars Museum, Coal Country Tours

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: First available

March 19, 2020

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

Date Requested – 2nd Choice: First available

Subject (Wording to be placed on agenda):

Please provide the County Commission with a description of your request or presentation, including any background information: We are asking for a donation or loan of the old jail cells that were removed from the Old Jefferson County Jail during restoration about 10 years ago. The old cells have been in county storage since. Cells are to be part of the restoration of the jail on the treason trials at the WV Mine Wars Museum in Matewan, WV and to be installed in the related and restored Matewan jail. Any transportation and installation costs will be borne by the donee.

Is this a funding request? Y/N No

If so, how much? \$ NA

Provide exact financial impact/request:

Recommended motion: The Commission moves to donate (or loan) the jail cells from the old Jefferson County Jail West Virginia Mine Wars Museum in Matewan, WV.

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

If not attached, explain: N/A Recently confirmed with Bill Polk cells are still in storage

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

Contact information: Doug Estep

Email address: coalcountrytours@gmail.com

Phone Number: 540-233-0543

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: Christina M Vogt

Department or Organization: **Eastern Panhandle NOW**

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:
3/19/20

Date Requested – 2nd Choice:

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

Have the Jefferson County Commission sign in support of the statewide proclamation to make every March West Virginia Women in History Month.

Please provide the County Commission with a description of your request or presentation, including any background information: Please see the attached proclamation. This is a statewide effort originating from the SOS office and will be endorsed county by county and at the state level. Numerous women's groups are involved in this initiative.

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

If so, how much? \$

Provide exact financial impact/request:

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

To have the members of the Jefferson County Commission sign in support of this statewide initiative.

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: Christina Vogt

Email address: drchristinavogt@gmail.com

Phone Number: 304-300-5030

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

PROCLAMATION

Recognizing the Centennial Celebration of the 19th Amendment

Declaring March as West Virginia Women in History Month

WHEREAS, in 1848 people gathered in Seneca Falls, NY for the first time in a national display against the unfairness of depriving women of the right to vote, and

WHEREAS, the fight for women's suffrage lasted more than 72 years among women from all walks of life, political views and demographic backgrounds asking for the right to voice their opinions at the ballot box, and

WHEREAS, on June 4, 1919 both the United States House of Representatives and the United States Senate passed the 19th Amendment and sent the measure to the states for ratification, and

WHEREAS, on March 10, 1920, West Virginia became the 34th state to ratify the 19th Amendment and on August 26, 1920, the state of Tennessee became the 36th state to ratify the Amendment making it the law of the land thereby guaranteeing millions of American women the right to vote, and

WHEREAS, while most of the women who began the effort to secure the right to vote never lived to see the enfranchisement of women, for one hundred years now their daughters, granddaughters and great-granddaughters have been making their voices heard at the polls. The elections of 2020 have an unprecedented number of women running for public office, and

WHEREAS, the Centennial Anniversary of the ratification of the 19th Amendment represents an historical milestone to be celebrated.

NOW THEREFORE BE IT RESOLVED that the citizens and government leaders of Hampshire County find it fitting and proper to recognize the leadership role that West Virginia played in the ratification of the 19th Amendment to the United States Constitution and to acknowledge that our federal, state and local governments have benefitted immensely by the public service provided by women throughout West Virginia.

BE IT RESOLVED that the State of West Virginia, the County of Hampshire and the city/town of _____ will celebrate the 19th Amendment in an effort to promote the core values of our democracy as promised by the Constitution of the United States to inspire future generations to cherish and preserve the historic precedent established under the 19th Amendment.

BE IT FURTHER RESOLVED that to celebrate and commemorate West Virginia's ratification of the 19th Amendment and the role of women in our democracy that the March be declared:

West Virginia Women in History Month

AND FURTHER that a copy of this Proclamation be posted and presented to our citizens during the month of March and thereby celebrate the women who have served as leaders of our local government.

Approved by the following on this ____ day of _____ 2020.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Christine Wimer

Department or Organization: **The Sunshine petition**

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1st Choice: **March 19**

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:

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: clwimer1@yahoo.com

Phone Number: 304-582-7064

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 19, 2020**

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 EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
3. Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
4. Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
5. Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1). Discussion/Action.
6. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
7. Discussion of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.
8. Discussion of Jefferson County Circuit Court Civil Action #20-C-26. 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:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 19, 2020**

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*): **Legislative Updates**

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.jeffersoncountwv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 19, 2020**

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*): **USDA updates crop yields based on farming history – required to be signed by landowner not the producer – 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.](#)

CCC-867
(07-23-19)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

**YIELD UPDATE FOR THE
PRICE LOSS COVERAGE (PLC) PROGRAM**

1. Program Years: 2020 through 2023			
2A. County FSA Office Name and Address (Including Zip Code) JEFFERSON COUNTY - WV 209 E. THIRD AVENUE RANSON WV 25438-1642			
2B. County FSA Office Telephone No. (Including Area Code) (304)725-3471		2C. County FSA Office FAX No. (Including Area Code) 8558576452	
3. State Code 54	4. County Code 037	5. Farm No. 130	6. Covered Commodity Corn

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Agricultural Act of 2014 (7 U.S.C. 9015) as amended by the Agriculture Improvement Act of 2018 (Pub. L. 115-334) and 7 CFR Part 1412. The information will be used to determine eligibility to participate in and receive benefits under the Agriculture Risk Coverage Program and Price Loss Coverage Program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/ FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under the Agriculture Risk Coverage Program and Price Loss Coverage Program.

Paperwork Reduction Act (PRA) Statement: The information collection is exempted from the Paperwork Reduction Act as specified in 7 U.S.C. 9091(c)(2)(B).

The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

THE FARM PLC YIELD UPDATE DECISION is made by an owner of the farm identified in Item 5 above. If FSA receives conflicting yield update from another owner, owners will be required to resolve their dispute providing CCC with written evidence of the dispute resolution by the end of the yield update period.

FARM YIELD UPDATE

7. I agree to update the PLC yield for the covered commodity, identified in Item 6 above, based on 90 percent of the farm's 2013 through 2017 average yield per planted acre, excluding any year(s) when no acreage was planted times a national factor determined by dividing the 2008-12 national yield by the 2013-2017 national yield. The covered commodity's national yield factor is 0.9000.

7A. 2013 Yield	7B. 2014 Yield	7C. 2015 Yield	7D. 2016 Yield	7E. 2017 Yield	7F. Total	7G. Average Yield	7H. Multiplied by 2.4 (If Seed Cotton)	7I. Multiplied by 90%	7J. Multiplied by yield factor (PLC Yield)
	165.00				165.00	165.00		148.50	134

8. Owner's Name and Address (Including Zip Code)

JEFFERSON COUNTY CLERK
100 E WASHINGTON ST
CHARLES TOWN, WV 25414-1072

9A. Signature of Owner (By)	9B. Title/Relationship of the Individual Signing in the Representative Capacity	9C. Date (MM-DD-YYYY)
10A. Signature of CCC Representative	10B. Date (MM-DD-YYYY)	

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) e-mail: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

CCC-867 (07-23-19)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. Program Years: 2020 through 2023	
	2A. County FSA Office Name and Address (Including Zip Code)			
	JEFFERSON COUNTY - WV 209 E. THIRD AVENUE RANSON WV 25438-1642			
	2B. County FSA Office Telephone No. (Including Area Code) (304)725-3471		2C. County FSA Office FAX No. (Including Area Code) 8558576452	
3. State Code 54	4. County Code 037	5. Farm No. 130	6. Covered Commodity Soybean	

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Agricultural Act of 2014 (7 U.S.C. 9015) as amended by the Agriculture Improvement Act of 2018 (Pub. L. 115-334) and 7 CFR Part 1412. The information will be used to determine eligibility to participate in and receive benefits under the Agriculture Risk Coverage Program and Price Loss Coverage Program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/ FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under the Agriculture Risk Coverage Program and Price Loss Coverage Program.

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FARM YIELD UPDATE

7. I agree to update the PLC yield for the covered commodity, identified in Item 6 above, based on 90 percent of the farm's 2013 through 2017 average yield per planted acre, excluding any year(s) when no acreage was planted times a national factor determined by dividing the 2008-12 national yield by the 2013-2017 national yield. The covered commodity's national yield factor is 0.9000.

7A. 2013 Yield	7B. 2014 Yield	7C. 2015 Yield	7D. 2016 Yield	7E. 2017 Yield	7F. Total	7G. Average Yield	7H. Multiplied by 2.4 (If Seed Cotton)	7I. Multiplied by 90%	7J. Multiplied by yield factor (PLC Yield)
				62.00	62.00	62.00		55.80	50

8. Owner's Name and Address (Including Zip Code)

JEFFERSON COUNTY CLERK
 100 E WASHINGTON ST
 CHARLES TOWN, WV 25414-1072

9A. Signature of Owner (By)	9B. Title/Relationship of the Individual Signing in the Representative Capacity	9C. Date (MM-DD-YYYY)
10A. Signature of CCC Representative		10B. Date (MM-DD-YYYY)

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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-8992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) e-mail: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 19, 2020**

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 FY2021 Budget – 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.](#)

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 2, 2020 or as soon thereafter as the Commission may decide:

Planning Commission - three (3) three-year terms ending March 31, 2023

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, by 12:00 pm 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.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 16, 2020, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board - one three-year term for Citizen Representative ending April 5, 2023.

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

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