

**JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2021
THURSDAY, MARCH 18, 2021
6:00 P.M.**

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

*****This meeting will NOT be a LIVE broadcast on our website. Instead, it will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.***

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- February 18, 2021 - Regular Meeting
- March 4, 2021 - Regular Meeting

APPROVAL OF REQUISITIONS

- March 18, 2021

APPROVAL OF ACCOUNTS PAYABLE

- March 11, 2021
- March 18, 2021

APPROVAL OF MANUAL CHECKS

- March 12, 2021
- March 19, 2021

APPROVAL OF PAYROLL

- March 4, 2021

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

*** You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to info@jeffersoncountywv.org. Your comments will be included in the minutes and agenda correspondence. Please include your name.*

PRESENTATIONS

1. 6:30 p.m. **Public Hearing**
 - Zoning Map amendment (rezoning) for property designated as Tax District: Charles Town (02); Tax Map: 16; Parcel: 1. The property is located northeast of Augustine Avenue and Route 340 intersection in Charles Town, WV.

2. 6:45 p.m. **Michelle Gordon, Finance Director**
 - Review and Approval of the FY2021-2022 Draft Budget (Levy Estimate) - Discussion/Action
 - Review of FY21 financials as of 02/28/2021
 - FY21 COVID19 Emergency Financial Policy - Discussion/Action
 - Revisions to Policy 304 P-Card Procedures - Discussion/Action

3. 7:00 p.m. **Debra Young, Victim Assistant Program**
 - Approval and signing of VOCA Grant Application - Discussion/Action

4. 7:10 p.m. **Russell Burgess, Department of Information Technology**
 - Approve the hiring of the Department of Information Technology Support/Helpdesk Technician Level 1 that was approved to be advertised on January 7, 2021 - Discussion/Action

5. 7:20 p.m. **Erin Bajada**
 - Request Letter of Support requested from Peace Ridge Gardens Co-op and Company 501c-3 to apply for the USDA Rural Development Community Facilities Loan and Grant - Discussion/Action

6. 7:30 p.m. **Anne Ditto**
 - Request of Ambulance Fee late fees - Discussion/Action

7. 7:40 p.m. **Jeffrey B. Shores, Colonel, USAF (Ret.) - Shannondale Enterprises, Inc. Db a Mountain Lake Club**
 - Request Approval for WV ABC (Beer & Wine) License - Letter that it is in an approved zone - Discussion/Action

8. 7:50 p.m. **Christy Huddle, Harpers Ferry Water Commission**
 - Request from Harpers Ferry Water Commission to place a temporary sign advertising the impending water treatment plant upgrade on the existing poles near the frontage of the Welcome Center on W. Washington Street near Rt 340 - Discussion/Action

9. 8:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney
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 thereto - Discussion/Action
 2. Discussion of issues regarding impact fees, proffers, and TischlerBise Impact Fee Study - Discussion/Action
 3. Report by counsel on opioid case. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170) - Discussion/Action
 4. Discussion of Greenway contract and zoning reorganization - Discussion/Action
 5. Discussion of Jefferson County Civil Action No. 2021-C-22 - Discussion/Action

UNFINISHED BUSINESS

10. Set date and time for joint meeting for the Jefferson County Fire and Rescue Association, Jefferson County Emergency Services Agency, and Jefferson County Commission - Discussion/Action

NEW BUSINESS

11. Overview of the Planning Commission's recommended Zoning Ordinance Text Amendment (ZTA 19-03). The draft amendment proposes to allow Solar Energy Facilities to process as a Principal Permitted Use (by right) in the following zoning districts: General Commercial, Highway Commercial, Light Industrial, Major Industrial, Rural, Residential Growth, Residential-Light Industrial-Commercial, and Industrial Commercial. The text amendment proposes revisions to Article 2 Definitions; Article 8 Supplemental Use Regulations (creation of Section 8.20 Solar Energy Facilities); and Appendix C Principal Permitted and Conditional Uses Table - Discussion/Action.
12. Set date and time for Public Hearing - Repeal the County ATV Ordinance and revert to existing state law - Discussion/Action
13. Approval of Resolution authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the Period July 1, 2021 to June 30, 2022 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Legislative Updates

- Update - Charles Town E. Liberty St. Streetscape Design and Impact on County Parking Lot Reconstruction Project - Discussion/Action

COUNTY COMMISSION REPORTS

14. ADJOURNCORRESPONDENCE/INFORMATION

Jefferson County Office of Planning and Zoning - 2nd Quarterly Report

Broadband Committee virtual meeting on Wednesday, March 31, 2021 at 10:00 a.m.

Impact Fee Status Report - February, 2021.

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, February 18, 2021

A meeting of the Jefferson County Commission was held on Thursday, February 18, 2021 during the first quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were Commissioners Josh Compton, President, Steve Stolipher, Caleb Hudson, Tricia Jackson, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, February 18, 2021 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the January 28, 2021 Draft Impact Fee Recalculation Study Public Hearing Minutes as presented/with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Budget 101 Public Forum Minutes as presented/with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 4, 2021 Regular Meeting Minutes as presented/with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 4, 2021 BORE Minutes as presented/with noted correction.

Motion by Ms. Tabb to approve the February 8, 2021 Budget Presentation Minutes as presented/with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 9, 2021 BORE Minutes as presented/with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 9, 2021 Budget Presentation Minutes as presented/with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 10, 2021 Budget Presentation Minutes as presented/with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 11, 2021 BORE Minutes as presented/with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the Requisitions for February 18, 2021 in the amount of \$13,929.00 to include Requisition Nos. 21034 and 21036. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84347	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	3,039.68
84348	AMERIFLEX	128.00
84349	BOLAND TRANE SERVICES INC	1,771.00
84350	COLONIAL LIFE	95.68
84351	DELTA DENTAL OF WV	6,383.71
84352	ESS ELECTION SYSTEMS & SOFTWARE	44,241.00
84353	FIFTH THIRD BANK	84,444.65
84354	FIRE SAFETY EQUIP	483.00
84355	FRIENDSHIP FIRE COMPANY	79,481.05
84356	GRUBER LATIMER RESTORATION LLC	7,400.00
84357	HIGHMARK WV	198,301.16
84358	IPC TECHNOLOGIES INC.	225.00
84359	J.C. EHRlich	750.00
84360	J.D. POWER & ASSOC	285.00
84361	JAMES P HAYDEN	379.55
84362	MIDDLEWAY FIRE COMPANY	25,137.00

84363	NATIONAL VISION ADMIN.	1,686.36
84364	OX PAPERBOARD CO	35.00
84365	POTOMAC EDISON	28,872.33
84366	R.E. MICHEL CO. LLC	187.87
84367	RETIREE HEALTH BENEFIT TRUST	7,406.00
84368	RICE TIRES CO	261.48
84369	SAMANTHA COMBS	550.60
84370	SHERWIN-WILLIAMS	10.30
84371	SHI INTERNAIONAL CORP	322.62
84372	SOFTWARE SYSTEMS INC	1,176.00
84373	STIMULUS SOFT	1,130.00
84374	TEK ADVISORS LLC	4,200.00
84375	THE HARTFORD	3,261.10
84376	THE HARTFORD	2,330.45
84377	WHOLESALE TIRES INC.	15.06
84378	WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	2,909.56
84379	WV REGIONAL JAIL & CORRECTION FACILITY AUTH	57,465.75
84380	XEROX CORPORATION	3,367.63
TOTAL		567,733.59

Motion by Mr. Compton to approve the Accounts Payable for February 12, 2021 in the amount of \$567,733.59. Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
84382	AT&T	136.68
84383	BUREAU OF CHILD SUPPORT	502.16
84384	COMPROLLER OF MARYLAND	1,783.62
84385	DOING BETTER BUSINES	787.82
84386	DOING BETTER BUSINES	1,275.30
84387	DR. ROBERT E JONES III	1,000.00
84388	EASTERN PANHANDLE INVESTIGATIONS	812.50
84389	EFTPS IRS TAXES	105,084.71
84390	EMPOWER RETIREMENT	5,307.62
84391	JANET COLLIER	871.65
84392	JEFFERSON SECURITY BANK	4,459.00
84393	JOSEPH MURPHY	1,344.30
84394	NATIONWIDE RETIREMENT SOLUTIONS	834.00
84395	STATE TAX DEPARTMENT	799.37

84396		WV DEPUTY SHERIFF RETIREMENT SYSTEM		19,404.70
84397		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		46,959.39
84398		WV STATE TAX DEPARTMENT		35,216.86
84399		GENERAL COUNTY FUND-004		14,321.00
TOTAL				240,900.68

Motion by Mr. Compton to approve the Accounts Payable for February 18, 2021 in the amount of \$240,900.68. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
721	HD/8	ENVIVO HEALTH LLC		\$ 64.00
722	HD/8	FIFTH THIRD BANK		\$ 116.74
854	AV/56	FIFTH THIRD BANK		\$ 258.35
855	AV/56	JUSTTECH		\$ 164.28
856	AV/56	KNIGHT CONSULTING		\$ 750.00
857	AV/56	MILLERS SUPPLIES AT WORK		\$ 1,169.00
858	AV/56	MILLERS SUPPLIES AT WORK		\$ 41.88
1269	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 280,996.50
1270	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 6,866.48
1271	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 22,007.67
1272	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 2,380.24
TOTAL				\$ 314,815.14

Motion by Ms. Tabb to approve the Manual Checks for February 12, 2021 in the amount of \$314,815.14. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
523	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 500.00
334	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 87,885.43
859	AV/56	SEGRA		\$ 616.00

TOTAL				89,001.43
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Motion by Mr. Compton to approve the Manual Checks for February 19, 2021 in the amount of \$89,001.43. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Compton to approve the Payroll for February 4, 2021 in the amount of \$268,849.34. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public Comment was received by the following: Lyn Widmyer

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

PRESENTATIONS

1. Tom Hansen, Sheriff

a. Home Confinement Officer

- **Motion by Mr. Compton to approve the hire of Cassie Johnson as a full-time Home Confinement Officer at a salary of \$13 per hour, with salary and benefits to be paid from the Home Confinement fund, effective February 21, 2021. Motion seconded and unanimously approved.**

b. Discussion of past and present promotional structure and procedures with the Jefferson County Sheriff’s Department – this item was discussed in Executive Session later in the evening.

2. Michelle Gordon, Finance Director

a. Review and Approval of FY2021 State Budget Revision 3 for the General County Fund

- **Motion by Mr. Compton to approve FY21 State Budget Revision 3 for the General County Fund as presented. Motion seconded and unanimously approved.**

- b. Review and Approval of FY2021 State Budget Revision 4 for the General County Fund
 - **Motion by Mr. Compton to approve FY21 State Budget Revision 4 for the General County Fund as presented by Ms. Gordon. Motion seconded and unanimously approved.**
3. Stephen S. Allen, Director, Jefferson County Homeland Security and Emergency Management
- a. Request to post the vacant Deputy Director/Planner/Program Manager Position
 - **Motion by Mr. Compton to approve the posting of the vacant Deputy Director/Planner/Program Manager Position with a Grade 5 salary. Motion seconded and unanimously approved.**
 - b. Consideration of entering into agreement with Region 9 Planning and Development Council to be part of the Regional Hazard Mitigation Plan with Berkeley and Morgan Counties – the Commission took no action on this item.
4. Public Hearings
- a. Zoning Map Amendment Rezoning Request for property designated as Tax District: Harpers Ferry (04); Tax Map: 9; Parcels: 23 & 27. The properties are located off Shipley School Road in Harpers Ferry, WV.
 - No public comments were received regarding this item. President Compton noted the public comment period would remain open for two weeks to allow time for written comment, with a decision to potentially be made during the March 18, 2021 regularly scheduled County Commission meeting.
 - b. Pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”) relating to proposed issuance of Berkeley County and Jefferson County, West Virginia, as Joint Issuers, Commercial Development Refunding Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2021, in the amount not to exceed \$5,500,000 (the “Bonds”) to refund the Issuers’ Commercial Development Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2021 (the “Prior Bonds”), for the benefit of Hospice of the Panhandle, Inc., a West Virginia nonprofit corporation.
 - Public comments were made by Cam Siegrist (Bond Counsel), Josh Householder (Chief Banking Officer for CNB Bank and Hospice Board member) and Margaret Cogswell (CEO of Hospice of the Panhandle) in

favor of the request. No other comments were received in oral or written format.

- **Motion by Mr. Stolipher to approve the Bond Resolution authorizing the issuance of the above referenced Bonds, the refunding of the Prior Bonds and approving the issuance of the Bonds as the “applicable elected representative” pursuant to Section 147(f) of the Code. Motion seconded and unanimously approved.**
5. Jennifer Myers, Director, Jefferson County Parks and Recreation – updates on Parks and Recreation, including future projects and acquisitions
 6. Bondy Shay Gibson, Superintendent, Jefferson County Board of Education – discussion on how Impact Fees are used by the JCBOE
 7. 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 & #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 of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.
 - Discussion of Jefferson County Circuit Court Civil Action #20-C-20. Discussion/Action.
 - Discussion of legal issues regarding proposed solar text amendment including bonding and related matters – Discussion/Action
 - Discussion of legal issues regarding proposed solar text amendment including bonding and related matters – Discussion/Action
 - Discussion of Department of Interior inquiry of Historic Landmarks Commission activity for docket no. PCRNPS-04-20 – Discussion/Action
 - Discussion with Counsel regarding Charles Town Council changes to Article 147
 - Discussion of Jefferson County Court Civil Action #20-C-109

- **Motion by Mr. Compton to enter into Executive Session to receive legal advice regarding the following: discussion of EEOC Charge #533-2017-00706 & #533-2019-01397; 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 of Department of Interior inquiry of Historic Landmarks Commission activity for docket no. PCRNPS-04-20; and discussion of Jefferson County Court Civil Action #20-C-109, along with the issues regarding past and present promotional structure and procedures with Jefferson County Sheriff's Department. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to request Ms. Gordon, Finance Director, to make a determination regarding the back pay of two corporals. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Magistrate Court 2nd Floor renovations – Ms. Tabb requested clarification on the space the Sheriff was interested in renovating, as she believed it had been promised to magistrate court in the event Jefferson County was to receive another magistrate.
9. Discuss Impact Fee Workshop and Set Date/Time – it was the consensus of the Commission to not pursue an Impact Fee workshop at this time.
 - **Motion by Mr. Stolipher to request a refund from TischlerBise for the cost of the Impact Fee Recalculation Study. Motion seconded but tabled on the suggestion of Mr. Hudson to allow counsel time to research the refund request.**
10. Set Public Hearing regarding Administrative Appeal of Impact Fee Coordinator decision that the Conversion of the 51 unit Quality Inn Hotel (near Shepherdstown) into 20 one bedroom and efficiency apartments with first floor retail requires full payment of Impact Fees – it was the consensus of the Commission to conduct this hearing themselves rather than appoint a hearing officer and tentatively schedule it during the April 1, 2021 regularly scheduled County Commission meeting.
11. Second Amendment Sanctuary County – Resolution

- **Motion by Ms. Jackson that the County Commission of Jefferson County West Virginia, in Recognition and Support of the Constitution of the United States of America, and the Constitution of West Virginia, hereby declare Jefferson County, West Virginia, a Second Amendment sanctuary county, for the purposes described in the Resolution. Motion seconded and passes 4-0, with Ms. Tabb abstaining.**

COUNTY ADMINISTRATOR REPORTS

- Legislative Updates – Ms. Grove provided updates regarding potential legislation pertinent to the County.
 - Charles Town E. Liberty Streetscape Design and Impact on County Parking Lot – Ms. Grove informed the Commissioners of the City of Charles Town’s project to revamp Liberty Street which would result in the elimination of two parking spots from the main county parking lot; however, the City of Charles Town would be footing the bill for necessary repairs to the county parking lot. It was the consensus of the Commission to be involved with the project, with Ms. Grove, Mr. Stolipher, Roger Goodwin and Laura Kuhn to be included in the conversations regarding the redesign of the parking lot.
12. The Commission adjourned at 9:42 p.m. on a motion by Ms. Tabb. Motion was seconded and unanimously approved.

JOSH COMPTON, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

Minutes

Jefferson County Commission

Thursday, March 4, 2021

A meeting of the Jefferson County Commission was held on Thursday, March 4, 2021 during the first quarterly session at 9:30 a.m. The meeting was held both in person and via GoToWebinar. Present were Commissioners Josh Compton, President, Steve Stolipher, Vice President, Caleb Hudson, Tricia Jackson, and Jane Tabb. Also present were Stephanie Grove, County Administrator and Sandy McDonald, Deputy County Administrator (The archived meeting of the Thursday, March 4, 2021 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Jackson led the Pledge of Allegiance.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the Requisitions for March 4, 2021 in the amount of \$40,922.26 to include Requisition No. 31038 and 31039. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84400	ESRI	\$ 4,250.00
84401	GUTTMAN OIL CO	\$ 2,653.32
84402	JEFFERSON CO EMERGENCY SERVICES AGENCY	\$ 7,798.21
84403	XEROX FINANCIAL SERVICES	\$ 249.81
TOTAL		\$ 14,951.34

Motion by Mr. Compton to approve the Accounts Payable for February 25, 2021 in the amount of \$14,951.34. Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
84405	AHA-ARTS & HUMANITIES ALLIANCE	349.03
84406	APRIL BLAKER	563.54
84407	BOLAND TRANE SERVICES INC	5,765.00
84408	CAPITAL ELECTRIC	500.80
84409	CITY OF CHARLES TOWN	28.00
84410	COLONIAL LIFE	95.68
84411	DELTA DENTAL OF WV	6,734.17
84412	DODSON SEPTIC SERVICE LLC	285.00
84413	FEDEX	212.84
84414	FRANKLIN & PROKOPIK P.C.	135.00
84415	GAIL MCMILLION	3,250.00
84416	GLOBALSTAR USA	2,169.43
84417	GUTTMAN OIL CO	2,916.28
84418	HIGHMARK WV	204,402.76
84419	IPC TECHNOLOGIES INC.	4,020.00
84420	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	516.82
84421	JEFFERSON CO CONVENTION AND VISITORS BUREAU	8,725.67
84422	JEFF CO PARKS & RECREATION COMMISSION	7,859.82
84423	JOSHUA COMPTON	3,250.00
84424	LYN GOODWIN	2,218.96
84425	MILLENIUUM INSURANCE GROUP	900.00
84426	NFPA-NATIONAL FIRE PROTECTION ASSOCIATION	175.00
84427	PATRIOT FIRE AND SECURITY LLC	5,910.00
84428	POTOMAC EDISON	1,586.09
84429	R.E. MICHEL CO. LLC	99.42
84430	RICE TIRES CO	2,500.65
84431	RICHARD HAHN	636.69
84432	ROGER GOODWIN	195.03
84433	RONALD DANTZIC	59.06
84434	RUSSELL BURGESS	1,509.61
84435	SHENTEL	1,807.00
84436	SHERIFF OF JEFFERSON COUNTY	21,892.00
84437	WHOLESALE TIRES INC.	114.53
84438	WILLIAM POLK	3,150.88
84439	WV REGIONAL JAIL & CORRECTION FACILITY AUTH	386.00
84440	WV STATE TAX DEPARTMENT	16,806.67
84441	XEROX CORPORATION	309.00
84442	XEROX FINANCIAL SERVICES	249.81
84443	BUREAU OF CHILD SUPPORT	502.16
84444	EFTPS IRS TAXES	101,656.59

84445		EMPOWER RETIREMENT		5,395.15
84446		JEFFERSON SECURITY BANK		4,459.00
84447		NATIONWIDE RETIREMENT SOLUTIONS		834.00
84448		OLD CHARLES TOWN LIBRARY		1,500.00
84449		STATE TAX DEPARTMENT		956.35
84450		WV DEPUTY SHERIFF RETIREMENT SYSTEM		20,621.28
84451		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		45,727.21
84452		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		166.49
TOTAL				494,104.47

Motion by Ms. Tabb to approve the Accounts Payable for March 4, 2021 in the amount of \$494,104.47. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
860	AV/56	J.D POWER & ASSOC		\$ 460.00
861	AV/56	KNIGHT CONSULTING		\$ 600.00
862	AV/56	MONROE		\$ 727.22
863	AV/56	PRINT-O-STAT		\$ 190.00
TOTAL				\$ 1,977.22

Motion by Ms. Jackson to approve the Manual Checks for March 5, 2021 in the amount \$1,977.22. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Tabb to approve the Payroll for February 18, 2021 in the amount of \$287,935.05. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public Comment was received by the following: Christine Marshall

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

PRESENTATIONS

1. Michelle Gordon, Finance Director and Tom Hansen, Sheriff
 - a. Status of 2 Governor's Highway Safety Program Grant Funded Deputy Positions
 - b. Status of 1 Task Force Grant Funded Deputy Position
 - **Motion by Mr. Compton to temporarily fund one formerly grant funded position originally approved on 11/5/2020 to a county funded position at a cost of \$40,009 for FY21 and \$80,000 for FY22; and this position will be eliminated through attrition. Motion seconded and unanimously approved.**
 - c. Municipality Assistance – the Sheriff stated he'd be postponing discussion on this item.
2. Roger Goodwin, Chief County Engineer – requested the complete construction bond release of McGee Civil Construction, LLC – Burr Business Park Lot 40 Expansion (File #S18-07)
 - **Motion by Mr. Stolipher to authorize a complete release of the remaining \$75,077.00 from the construction bonds for McGee Civil Construction, LLC – Burr Business Park Lot 40 Expansion (File #S18-07) – Performance Bond No. RCB0021836 with RLI Insurance Company. Motion seconded and unanimously approved.**
3. Interviews and Appointments:
 - a. Jefferson County Water Advisory Commission – four three-year terms ending January 31, 2024 and two unexpired terms ending January 31, 2022
 - The Commission interviewed Mark Muse for one of the vacancies; however, they requested Mr. Muse attend a WAC meeting and learn more about the Committee before being appointed.
 - b. Board of Zoning Appeals – one unexpired term ending January 1, 2022
 - **Commissioner Stolipher offered his nomination for Mr. Steven Guier. There being no other applicants, Mr. Guier was appointed to the Jefferson County Board of Zoning Appeals for an unexpired term ending January 1, 2022.**
4. Nathan Cochran, Assistant Prosecuting Attorney

- 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 to thereto
 - Discussion of legal issues regarding proposed solar text amendment including bonding and related matters
 - Discussion with counsel regarding Charles Town City Council changes to Article 147
 - Discussion of issues regarding impact fees, proffers, and TischlerBise Impact Fee Study
- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding the items listed above. Motion seconded and unanimously approved.**
 - **Motion by Ms. Jackson to come out of Executive Session. Motion seconded and unanimously approved.**
5. Lynn Fields, Probate Office – requested the approval of the Final Accounting for the Estate of James L. Hatchett, Deceased
- **Motion by Ms. Tabb to approve and accept the final accounting and close the Estate of James L. Hatchett, Deceased. Motion seconded and unanimously approved. Motion seconded and unanimously approved.**
6. Public Hearing – discuss housing needs of Jefferson County for the FY2021 HOME Investment Partnership Program and for the Commission to approve a Resolution authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2021 to June 30, 2022.

Nancy Strine, HOME Administrator, provided the Commission and the audience with information concerning the HOME Consortium Program, stating the program assisted ten Jefferson County first-time homebuyers.

No public comments were received during the hearing.

Commissioner Compton stated the record would remain open for two weeks to allow time for public comment, with a decision to be made during the March 18, 2021 regularly scheduled county commission meeting.

NEW BUSINESS

- Re-evaluate Construction Bond Unit Cost Estimate – no action was taken on this discussion item.

- Letter of Support for Senate Bill 12 – County Commission Oversight of Health Departments
 - **Motion by Mr. Compton to request Ms. Grove draft a letter of support for Senate Bill 12 and send to local delegates on behalf of the Jefferson County Commission. Motion seconded and passes on a vote of 4-1 with Commissioner Tabb opposing.**
- Repeal the County ATV Ordinance and revert to existing State Law
 - **Motion by Mr. Compton to set a public hearing to receive comments on potentially repeal the County ATV Ordinance and reverting to existing State Law regarding the operations of all-terrain vehicles. Motion seconded and unanimously approved.**
- Set date and time for joint meeting for the Jefferson County Fire and Rescue Association, Jefferson County Emergency Services Agency, and Jefferson County Commission - it was the consensus of the Commission to discuss this item during the March 18, 2021 regularly scheduled County Commission meeting.
- Decision – Zoning Map Amendment Rezoning Request for Property designated as Tax District: Harpers Ferry (04); Tax Map: 9; Parcels: 23 & 27. The properties are located off Shipley School Road in Harpers Ferry, WV
 - **Motion by Mr. Stolipher to approve the Zoning Map Amendment Rezoning Request for Property designated as Tax District: Harpers Ferry (04); Tax Map: 9; Parcels: 23 & 27. The properties are located off Shipley School Road in Harpers Ferry, WV – Dead Rock Construction from Residential Grown to General Commercial. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Legislative Updates
- Route 340 Expansion Project – Broadband Committee
 - o It was the consensus of the Commission to have Ms. Grove reach out to the WVDOH and invite them to have a discussion with the Commission regarding their possible assistance with broadband utilities.
- Broadband Committee update/members

- It was the consensus of the Commission to have Commissioner Jackson and Commissioner Tabb serve as the Commission liaisons to the Broadband Committee, with Commissioner Jackson to serve as Chair.
 - Discuss fire allocations for FY21
 - It was the consensus of the Commission to deny Company 5's request to use \$30,000 of their fire allocation for an EMS expenditure.
7. There being no further business, a motion by Mr. Stolipher was made to adjourn at 1:17 pm. Motion was seconded and unanimously approved.

Joshua J. Compton, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

REQUISITIONS TO BE APPROVED

March 18, 2021

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
EMERGENCY COMMUNICATIONS		\$8,117.72	XYBIX Systems	XYBIX Monitor Mounts
GRAND TOTAL		\$ 8,117.72		

Requisitions



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

Requisition: 2021/21041
Released, Elizabeth A. Dutko, 02/24/2021

Total Cost: \$8,117.72

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year*	Requisition Number*	Created Date*
2021	21041	02/24/2021

Type
(N) NORMAL

Department*
(712) COMMUNICATIONS CENTER-911

Purchase order

Commodity

Review

Description
XYBIX MONITOR MOUNTS

Needed by
03/28/2021

Buyer
(jpolczynski) Jeffrey Polczynski

PO Expiration
04/30/2021

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

by

Items (4)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	FLAT PANEL MONITOR MOUNT TILT 32-60" DISPLAY WITH	9.00	EACH	\$233.73000	\$2,103.57	E (001712-421600) MAINT/REP EQUIPMENT
2	MONITOR MOUNT 2-POST MOUNT-CORNER-1-2	9.00	EACH	\$421.35000	\$3,792.15	E (001712-421600) MAINT/REP EQUIPMENT
3	CRATING FOR SHIPMENT	2.00	EACH	\$201.00000	\$402.00	E (001712-421600) MAINT/REP EQUIPMENT
4	LTL-W/LIFT GATE & INSIDE DEL	1.00	EACH	\$1,820.00000	\$1,820.00	E (001712-421600) MAINT/REP EQUIPMENT

Xybix Systems, Inc.
 8207 SouthPark Circle
 Littleton CO 80120
 Phone: 303-683-5656
 Fax: 303-683-5454
 kristiner



Quote Number: 28280

Quote Date: 2/4/2021
 Revision: B
 Orig Create Date: 2/4/2021
 Expires: 5/5/2021
 Opp #: 0021494

Quote

Terms: 90% Net 30; 10% Retention

Page: 1 of 1

<p>QUOTE TO: Acct: JEFKOUKEWV Lisa Dutko Jefferson County Commission 28 Industrial Blvd Suite 100 Kearneysville WV 25430 USA</p> <p>Phone: 304-728-2100 x2200 Email: jpolczynski@jeffersoncountywv.org</p>	<p>SHIP TO: Jefferson County Commission 28 Industrial Blvd Suite 100 Kearneysville, WV 25430 USA</p> <p>Salesperson: MARIA TERUEL Phone: (215) 500-3954 Email: mariat@xybix.com</p>
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STANDARD 2020 PRICING
T-SERIES

02.04.2021 -Drawing R1 -kmr -Update to Post Mount & 9 Workstations
 01.25.2021 -Drawing R0 -kmr

****CUSTOMER INSTALL****
****NO MONITOR CABLES****

Xybix is not registered to collect sales tax in the state of West Virginia and any sales tax due on your transaction will need to be paid directly by you to your State agency (this is commonly referred to as USE Tax).

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
4.00	C-12688	Flat Panel Monitor Mount Tilt 32-60" Display with Vertical Posts	1	9.00 EA	\$441.00	47.00 %	\$233.73	\$2,103.57
4.01	13797.	Monitor Mount 2 - Post Mount - Corner - 1 - 2 -	2	9.00 EA	\$795.00	47.00 %	\$421.35	\$3,792.15
90.00	10166	Crating for Shipment	2	2.00 EA	\$201.00	0.00 %	\$201.00	\$402.00
99.00	Other	Other Charges & Services	4	1.00 EA	\$0.00	0.00 %	\$0.00	\$0.00
Line (4) - Miscellaneous Charge -								
								Ext. Price
								1,820.00
		List Price Total:			\$11,526.00	Lines Total:		\$6,297.72
						Line Miscellaneous Charges		
						Total:		\$1,820.00
						Taxes Total:		\$0.00
						Quote Total:		\$8,117.72

Note 1:
 All quoted taxes are estimated. Any applicable taxes, fees, permits, etc. must be added to this quote.

Note 2:
 Where installation is listed on quote it is based in non-union labor and on one trip for installation only. Client is responsible for coordination of Technicians and other Vendors/Contractors. Waiting time will be charged at the rate of \$75 per man hour straight time and \$115 per man hour for OT plus subsistence expenses.
 Additionally, this quote is based upon a remodel in an existing space and/or new building - completely finished with a Certificate of Occupancy. Any project where the General Contractor is still on the job is subject to additional charges.

We appreciate this opportunity to provide this quote. Our goal is to substantially improve working conditions for your valuable staff. We look forward to meeting with you to review this proposal in detail. In the meantime please don't hesitate to call us with any questions.

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$427,029.33		\$427,029.33
6.2% Tax Payable OASDI	\$25,313.69		\$25,313.69
1.45% Tax Payable HI	\$5,920.17		\$5,920.17
Fed Withholding	\$39,188.87		\$39,188.87
WV State Withholding	\$17,810.36		\$17,810.36
PERS Retirement Deduct 4.5%	\$9,689.39		\$9,689.39
PERS Retirement Deduct 6%	\$5,439.66		\$5,439.66
Hosp. Pre-Taxed	\$16,213.00		\$16,213.00
Cancer/ICU Pre-Taxed	\$583.26		\$583.26
Cancer/ICU Not Pre-Taxed	\$867.10		\$867.10
Optional Life Not Pre Taxed	\$1,685.65		\$1,685.65
Christmas Club	\$4,459.00		\$4,459.00
Wage Attach #1	\$502.16		\$502.16
Wage Attach #2	\$1,122.84		\$1,122.84
Wage Attach #3			\$0.00
DSRS Retirement Deduct 8.5%	\$8,550.27		\$8,550.27
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,650.15		\$4,650.15
457R - Roth	\$745.00		\$745.00
MD State Tax	\$916.78		\$916.78
D/VF	\$1,947.50		\$1,947.50
VA State Tax	\$136.60		\$136.60
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$146,623.29	\$0.00	\$146,623.29
Net Wages Total	\$280,406.04	\$0.00	\$280,406.04
Payroll Date	March 4, 2021		

Please Run 2 Times:

March 3 & March 10

NOTICE OF PUBLIC HEARING
Thursday, March 18, 2021 at 6:30 PM

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District: Charles Town (02); Tax Map: 16; Parcel: 1. The property is located northeast of Augustine Avenue and Route 340 intersection in Charles Town, WV. The property owner is Guy Chicchirichi. The applicant is Sheetz, Inc. / Contact: Bob Franks. The total parcel size is 4.42 acres, with a 2.5 acre portion proposed as part of the rezoning request. The property is currently zoned Rural and a petition has been made to the County Commission by the property owner to change the zoning classification to Highway Commercial (Planning Commission File #21-1-Z).

The hearing will be held on **Thursday, March 18, 2021 at 6:30 PM** as a virtual meeting via GoTo Meeting. The URL will be published on the meeting agenda.

Oral or written comments can be provided at the hearing on **Thursday, March 18, 2021 at 6:30 PM**. Written comments may also be submitted to info@jeffersoncountywv.org or to PO Box 250, Charles Town, WV 25414.

Please contact the Office of Planning and Zoning for additional information on the proposed request: 304-728-3228 or visit the County's website: www.jeffersoncountywv.org.

By Order of the Jefferson County Commission
Josh Compton, President

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Chad Wallen (GORDON)

Department or Organization: N/A

Estimation of amount of time needed for appointment: N/A

Date Requested – 1st Choice: March 18, 2021 @ 6:30 PM, as scheduled by the County Commission

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

Date Requested – 2nd Choice:

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

Public Hearing: Sheetz Zoning Map Amendment (Rezoning) Request for the 2.5 acre portion of the property identified as Tax District: Charles Town (02); Tax Map: 16; Parcel: a portion of parcel 1. The property is located northeast of Augustine Avenue/Route 340 intersection. The request is to rezone 2.5 acres of the of the 4.4 acre parcel from Rural to Highway Commercial.

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

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

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

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

- Sheetz Zoning Map Amendment Application

If not attached, explain:

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

Contact information: Email address: planningdepartment@jeffersoncountywv.org Phone Number: 304-728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

116 East Washington Street, P.O. Box 338
Charles Town, WV 25414

File Number: 21-1-Z
Staff Initials: jth / AB
Application Fee: \$ \$1,150

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Zoning Map Amendment (Rezoning)

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code. All Amendments to the Zoning Map require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County Commission. Subsequently, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

Property owner information

Name: Guy Chicchirichi
Mailing Address: 1316 N. Mildred Street; Ranson, WV 25438
Phone Number: 304-279-0556 Email: gchicc@frontiernet.com

Applicant contact information

Name: Sheetz Inc; Bob Franks
Mailing Address: 5700 Sixth Avenue; Altoona, PA 16602
Phone Number: 814-935-4798 Email: bfranks@sheetz.com

Applicant representative

Name: GORDON; Chad Wallen
Mailing Address: 148 S. Queen Street, Suite 201; Martinsburg, WV 25401
Phone Number: 304-725-8456 Email: cwallen@gordon.us.com

Physical property details

Physical Address: Northeast of Augustine Avenue / Route 340 intersection
City: Charles Town State: WV Zip Code: 25443
Tax District: 02 - Charles Town Map No: 16 Parcel No: Portion of #1
Parcel Size: 2.5 acres to be rezoned Deed Book: 1227 Page No: 447

Current Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)	General Commercial (GC)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place Received Date Stamp Here

Proposed Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Commercial (GC)	Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For a Zoning Map Amendment request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.

See Attached

Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.

See Attached

Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.

See Attached

Do you request that the Planning and Zoning Staff present the petition to the Planning Commission for the purpose of setting the public hearing date?

Yes, I request that the Planning and Zoning Staff present the petition

No, I prefer to present the petition

Plat or Sketch Plan (provide as an attachment to this application)

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Is Plat or Sketch Plan attached?

Yes *No*

Original signature of all property owners is required. The information given is correct to the best of my knowledge (Please attach additional signature page if needed).

DocuSigned by:
Guy Chicchirichi 1/6/2021
A30F883725708FF

Signature of Property Owner

Date

Signature of Property Owner

Date

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

The Planning Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Recommended *Not Recommended*

The County Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Approved *Disapproved*

Final Determination/Other Comments

Zoning Map Amendment Application Addendum

Augustine Avenue Sheetz

January 19, 2021

Owner:

Guy Chicchirichi
1316 N. Mildred St
Ranson, WV 25438

Applicant:

Sheetz Inc; Bob Franks
5700 Sixth Avenue
Altoona, PA 16602

Property Tax Identification:

Charles Town District (9), Map Number 16, Portion (2.5 acres) of Parcel 1. A subdivision will be processed to divide the area of rezoning into its own parcel.

Deed Information:

Deed Book 1227, Page Number 447

Property Characteristics:

Location: Northeast of the Augustine Avenue and Berryville Pike (Route 340).

Current Zoning: Rural

Current / Historic Use: Vacant / Agricultural

Tract Size: 4.4+/- Acres

Area of Rezoning: 2.5+/- Acres

Table of Exhibits

1. Vicinity Map
2. Aerial Overlay
3. Existing Conditions
4. Concept Plan

Substantiation for Request

1. **Provide commercial services to a growing area of the County.** There are multiple subdivisions representing hundreds of homes within a one-mile radius including: Huntfield, Spruce Hill, Cloverdale Heights, Cave Quarter Estates, and Washington Landing Apartments (under construction, 250+ units). There are no commercial uses within this one-mile radius. Residents currently travel to Charles Town, Ranson or commercial establishments along Route 340/Somerset Blvd. for all goods and services. Providing a commercial use to this neighborhood would reduce traffic along these corridors and provide a commercial service to the south end of Augustine Avenue.



2. **The current zoning designation as Rural provides limited options for by-right commercial development.** A zoning map amendment is required to allow commercial development. The property is located in an area of growing residential development and will provide a needed food and fueling services. The Highway Commercial zone is appropriate due to the property's location adjacent to a Principal Arterial road.
3. **This Sheetz will support travelers on the Route 340 corridor.** The subject parcel will provide travelers an easy access for refueling, restrooms, food, and other goods. Similar establishments along the Route 340/9 corridor require patrons to navigate both Collector and Local roads, increasing congestion of the County's road network.
4. **No burden would be placed on existing public infrastructure with this rezoning.** Water and sanitary sewer will be extended and connect to CTUB's system along Augustine Avenue. There is existing capacity within CTUB's systems, and the cost of extension will be the Applicants responsibility and not the public. As a commercial development, no additional burdens will be placed on the school system or other County facilities.



Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.

The proposed use includes the development of a Sheetz store (Zoning Use: Gas Station, Large). The development will include a 6,100+/- sq. ft. building, six fueling islands (12 pumps), drive thru and associated infrastructure improvements.

The proposed commercial development of the property is not a permitted use in the current Rural district. The preferred use as a Sheetz convenience store is justified under the Substantiation for Request section of this document.



Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan (the Plan).

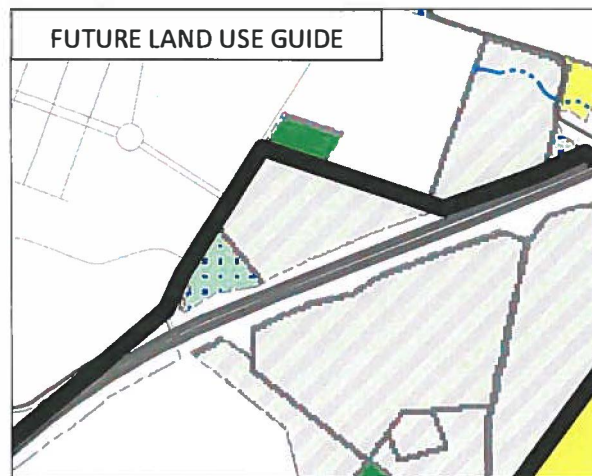
- **Urban Level Development Recommendations (Goal 1.2.a, Page 30): Economic Well Being of the County**
 - The proposed commercial development will expand the County's commercial real estate tax base.

- **Finance Recommendations (Goal 24.1, Page 141): Develop policies that result in a well-balanced tax base that is not overly reliant on residential taxes, but is diversified by the presence of a robust commercial and industrial tax base.**
 - The property will contribute to the commercial tax base of the County.

- **Urban Level Development Recommendations (Goal 1.2.b, Page 30): Error or Under Scrutinized Property on the Future Land Use Guide**
 - The Land Use Guide identifies the property within the Charles Town Urban Growth Boundary which identifies property suitable for urban development. Designation on the same map as Large Lot Residential conflicts with itself.
 - The property was not located in the Comprehensive Plans' 2004 Growth Area. The Charles Town Urban Growth Boundary was expanded with the current Comprehensive Plan to include the subject property and areas south of Route 340. The Future Land use Guide was not updated to reflect this expansion.
 - This property is the only undeveloped parcel in the entire Charles Town Urban Growth Boundary designated as Large Lot Residential on the Future Land Use Guide. All other areas designated as Large Lot Residential include an existing residence and/or associated accessory use.
 - All land adjacent to the property is designated as municipal land or land for potential urban development. The subject property is the sole parcel in the immediate area with limited density and use.

- **Future Land Use Guide**

- The property's designation a Large Lot Residential is not in character with surrounding properties or other parts of the Comprehensive Plan, such as the Urban Growth Boundary.
- The property is surrounded by the City of Charles Town and land designated as Potential Urban Development. Municipal land is located to the north and west, Route 340 to the south and land designated for "Possible Urban Development" to the east and south. These future adjacent uses recognize this areas development potential which does not include Large Lot Residential.
- While the reason for the Large Lot Residential designation is not clear, it is assumed this future use was influenced by the existing zoning classification as Rural, availability of utilities or its location in a once underdeveloped area of the County. The Comprehensive Plans Future Land Use Guide fails to account for the construction of Route 340, Jefferson High School, Huntfield and associated extension of utilities along the Augustine Avenue corridor.

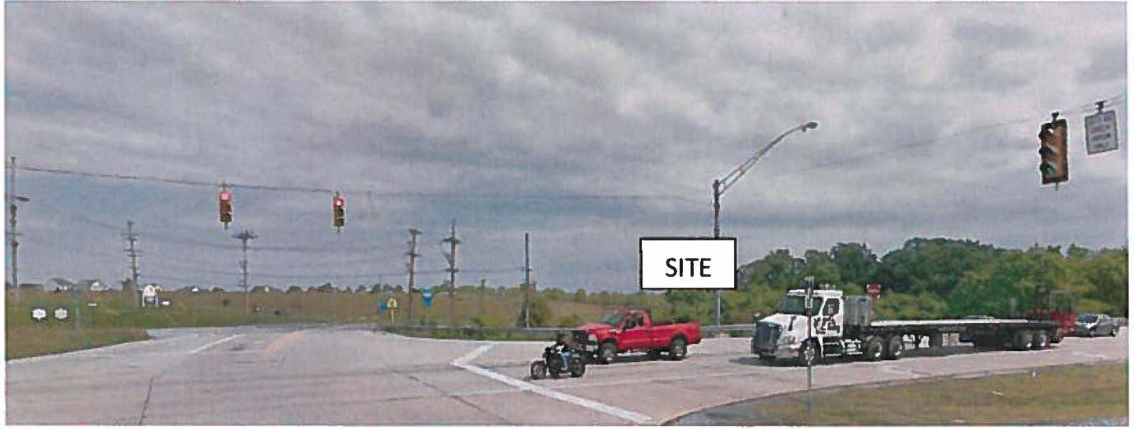


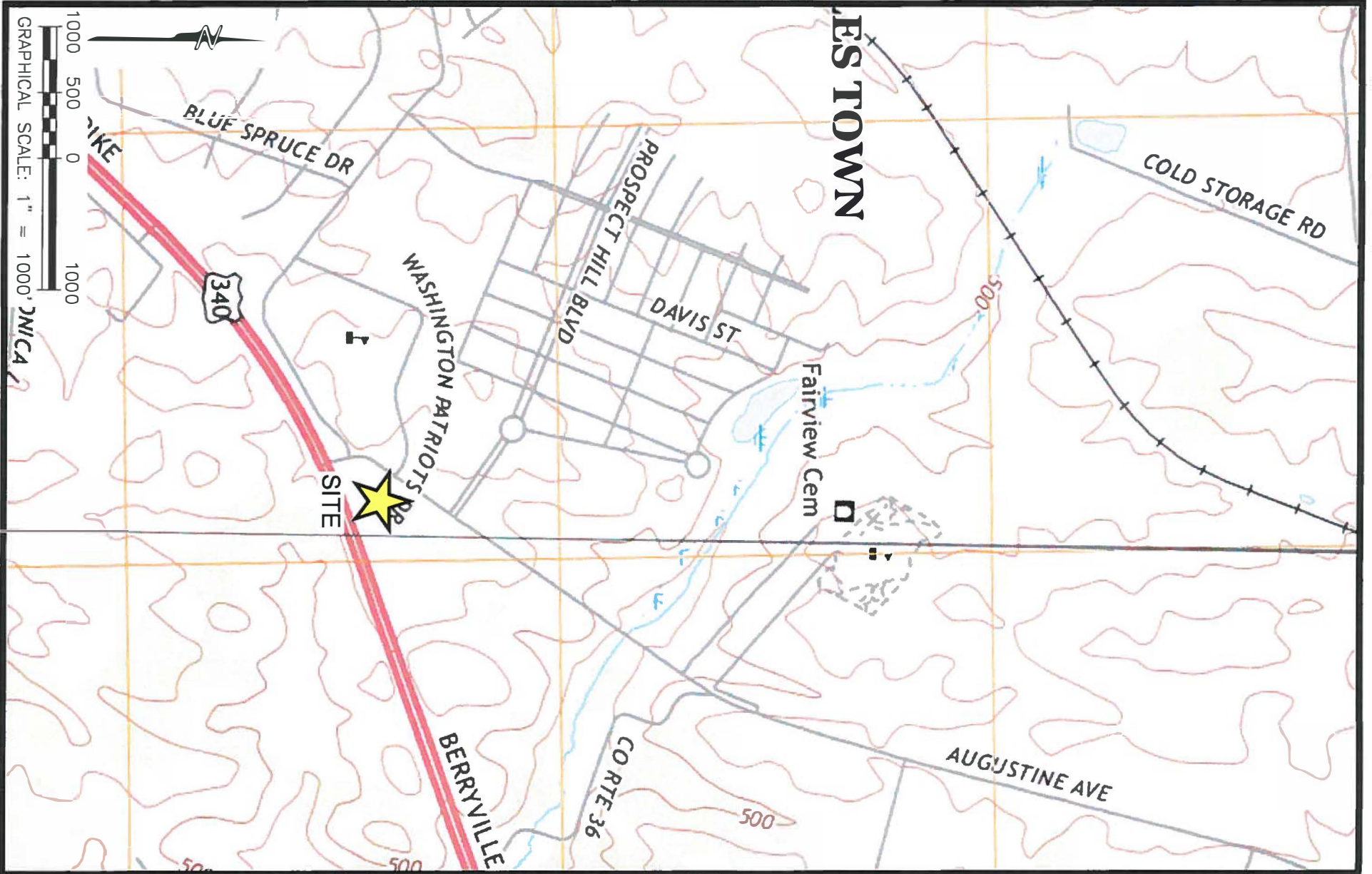
- City of Charles Town
- Rural/Agriculture For Possible Urban Development
- Large Lot Residential
- Public/Quasi Public Land

Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.

- **Transportation Characteristics – Substantial development of the immediate and regional road network.** The Route 340 highway was constructed after the adoption of the Zoning Ordinance. Route 340 is one of three Principal Arterial roads in the County and represents one of the most significant transportation improvements in Jefferson County. The adjacent 340 corridor supports the proposed use and development as a gas station will service the needs of Route 340 travelers.
- **Transportation Characteristics – Future improvements for Route 340 to the Virginia line.** The future realignment and expansion to 4 lanes by WVDOH signifies the importance of this corridor and the County’s transportation network. The traffic along this corridor promotes adjacent development and viability of commercial uses. Sheetz will provide services which cater to both the immediate neighborhood and Route 340.
- **Transportation Characteristics – Adjacency to the Augustine Avenue / Route 340 intersection.** As a significant part of the County’s roads system, the site’s proximity to this signalized intersection is crucial to the development of the south end of Augustine Avenue. The applicant has been in contact with WVDOH, HEMPO, City of Charles Town and Jefferson County BOE Transportation Division to assist in developing the scope for a traffic study. The traffic study is underway, and discussions will continue with approval agencies, including the Jefferson County Planning Commission, throughout the develop process. Access to Augustine Avenue will require approval by the WVDOH prior to construction.
- **Neighborhood Characteristics – The ongoing development along the south end of Augustine Avenue lacks commercial services.** The south end of Augustine Avenue has seen substantial development since the adoption of the ordinance. This development includes Huntfield, Spruce Hill (north & south), and Jefferson High School. Washington Landing, a 250+ apartment complex is also under construction. There are currently no commercial uses in the immediate area to serve these developments and residents must drive into Charles Town or use Route 340 to obtain services. The addition of Sheetz will

help reduce the traffic along these corridors through providing services to an underserved area of the County.



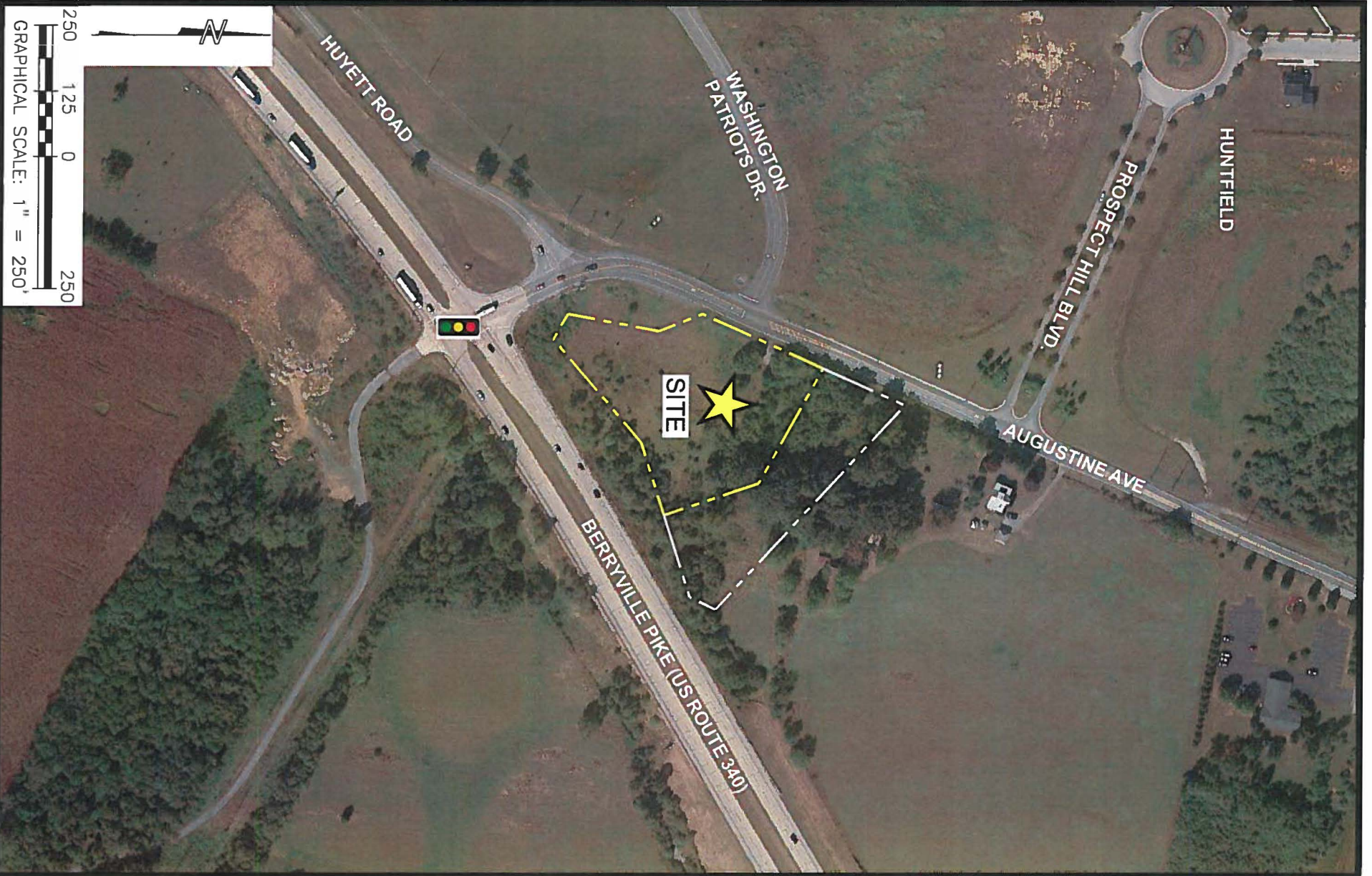


AUGUSTINE SHEETZ
JEFFERSON COUNTY, WV

01-19-2021

ZONING MAP AMENDMENT

EXHIBIT 1 - VICINITY MAP



AUGUSTINE SHEETZ
JEFFERSON COUNTY, WV

01-19-2021

ZONING MAP AMENDMENT

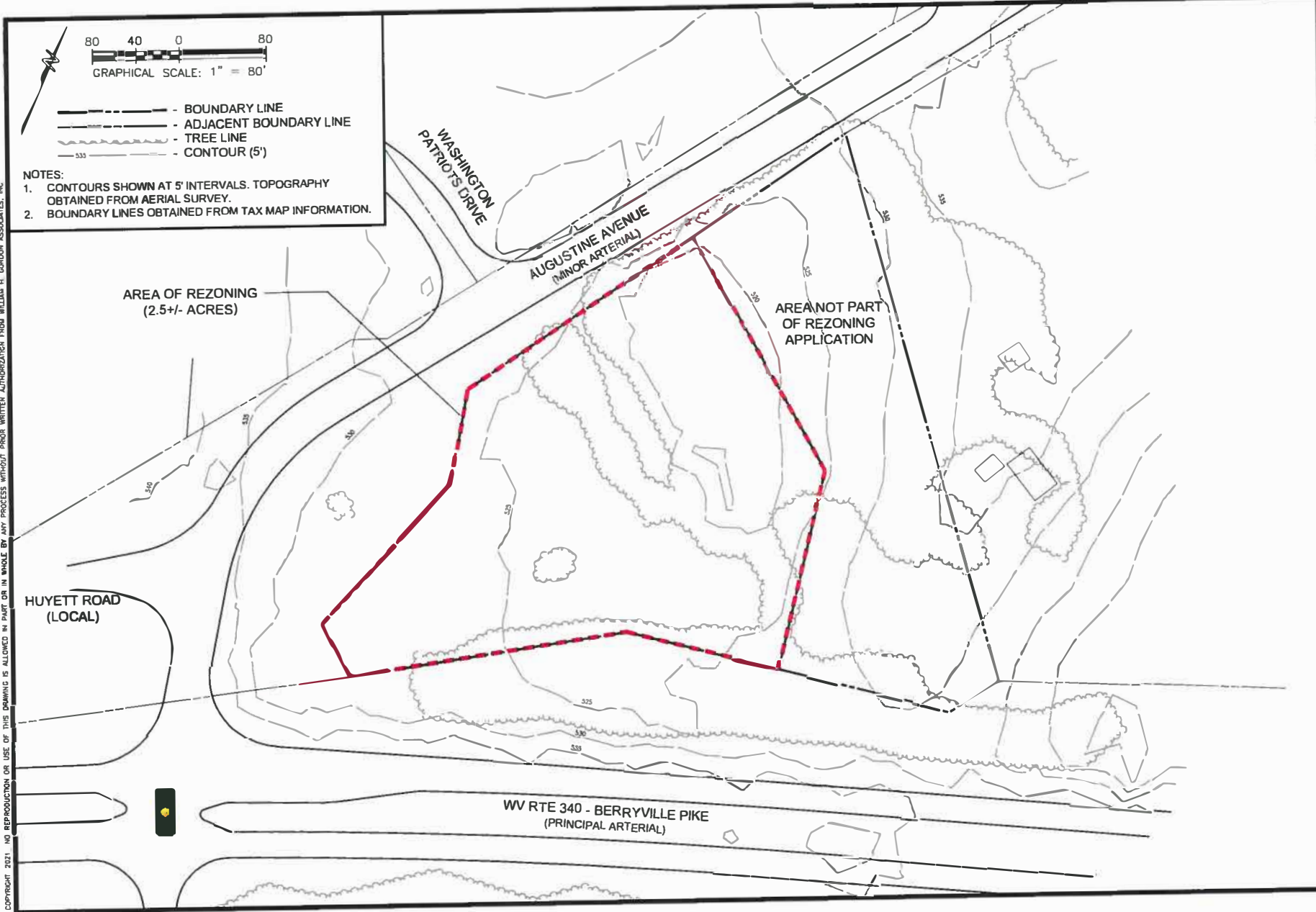
EXHIBIT 2 - AERIAL OVERLAY

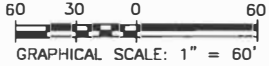
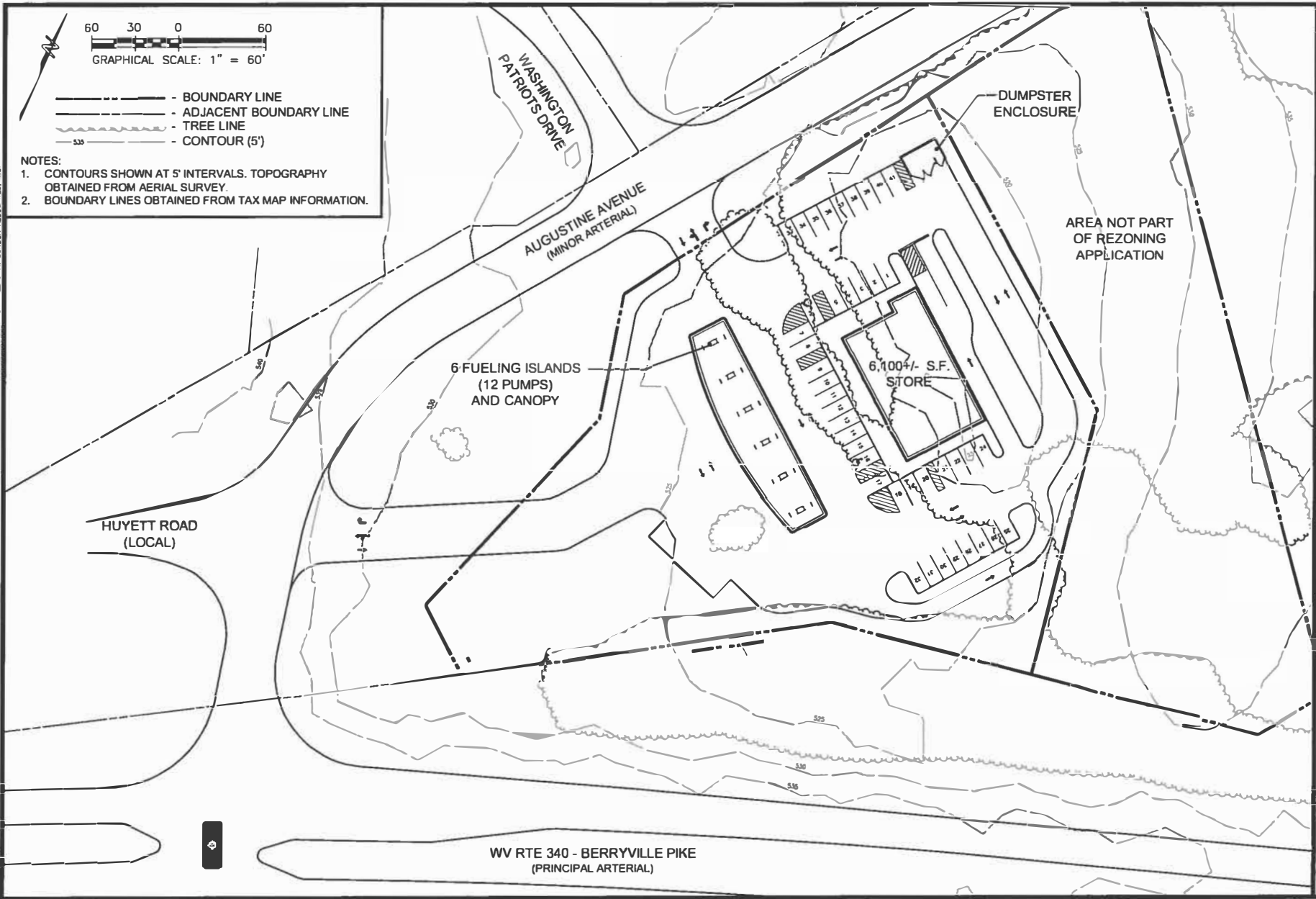
ZONING MAP AMENDMENT
EXHIBIT 3 - EXISTING CONDITIONS

01-19-2021

AUGUSTINE SHEETZ
JEFFERSON COUNTY, WV

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- BOUNDARY LINE
- - - ADJACENT BOUNDARY LINE
- ~ TREE LINE
- - - CONTOUR (5')

- NOTES:
1. CONTOURS SHOWN AT 5' INTERVALS. TOPOGRAPHY OBTAINED FROM AERIAL SURVEY.
 2. BOUNDARY LINES OBTAINED FROM TAX MAP INFORMATION.

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **March 18, 2021**

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

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

- Review and Approval of the FY2021-2022 Draft Budget (Levy Estimate)

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? \$ **0**

Provide exact financial impact/request -

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

- Motion to approve the release of the FY2021-2022 Draft Levy Estimate.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jefferson County Commission
FY22 Budget

Date Prepared: 3/8/2021 FINAL

Department	No.	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Submitted Budget	% Chg	Commission Additions / (Cuts)	FY2022 Adjusted Budget	% Chg
Expenditures by Dept									
Commission	401	1,928,689	2,035,611	1,903,298	1,902,769	397.38%	(194,721)	1,708,048	-3.89%
Merit Increase		-	-	-	195,000		(195,000)	-	
COLA		-	-	-	75,000		(75,000)	-	
New Req-Water Adv Comm \$110K							-	-	
New Req-Airport		-	-	-	31,241		(31,241)	-	
County Clerk	402	677,164	740,849	663,274	662,011	-0.19%	(15,750)	646,261	-2.57%
Circuit Clerk	403	623,346	631,483	508,465	522,593	2.78%	(2,625)	519,968	2.26%
Sheriff's Tax Office	404	506,881	512,826	497,586	493,616	-0.80%	(750)	492,866	-0.95%
Prosecuting Attorney	405	1,806,652	1,839,523	1,712,568	1,705,221	-0.43%	(6,000)	1,699,221	-0.78%
Assessor	406	530,016	507,400	449,332	440,510	-1.96%	(1,125)	439,385	-2.21%
Assesor Valuation Fund	407	508,508	519,867	536,275	563,493	5.08%		563,493	5.08%
State Wide Computer Network	408	57,865	32,984	54,871	60,000	9.35%		60,000	9.35%
Agricultural Agent	412	122,803	126,621	117,994	119,863	1.58%	(3,750)	116,113	-1.59%
County Clerk Elections	413	311,982	321,820	287,788	269,228	-6.45%	(275)	268,953	-6.54%
Magistrate Court	415	2,298	2,966	3,000	3,000	0.00%		3,000	0.00%
Insurance Program	423	-	-	2,395,358	2,308,160		(165,354)	2,142,806	-10.54%
Insurance Premium Increase 4-7%		-	-	-	115,001			115,001	
Maintenance Dept	424	1,078,105	1,038,506	1,067,784	1,039,564	-2.64%	22,780	1,062,344	-0.51%
Other Building	425	710,177	607,620	733,315	726,300	-0.96%		726,300	-0.96%
Data Processing (IT)	428	438,865	519,882	566,118	558,543	-1.34%	241,076	799,619	41.25%
RDA	429	19,794	19,795	29,974	19,795	-33.96%	10,179	29,974	0.00%
EC Development	431	553,549	528,383	458,585	453,382	-1.13%		453,382	-1.13%
Engineering, Planning, Zoning, GIS	440	1,379,995	1,472,453	1,275,722	1,279,302	0.28%	(207,432)	1,071,870	-15.98%
Transfers to Other Entities	697	3,067	38,193	3,100	40,000	100.00%		40,000	
Law Enforcement	700	4,313,311	4,201,139	4,025,555	4,198,067	4.29%	(749,423)	3,448,644	-14.33%
Service of Process	701	18,700	9,006	18,900	15,175	-19.71%		15,175	-19.71%
Regional Jail	704	1,204,513	759,070	1,050,000	900,000	-14.29%	(50,000)	850,000	-19.05%
Homeland Security	711	238,496	233,985	240,403	242,571	0.90%	(4,350)	238,221	-0.91%
Communication Center (911)	712	1,807,990	1,907,582	2,010,039	2,115,965	5.27%	(143,384)	1,972,581	-1.86%
Fire	713	665,000	1,493,683	1,497,500	1,585,000	5.84%	(175,000)	1,410,000	-5.84%
JCESA - Ambulance	715	2,102,376	2,263,293	2,622,847	3,327,760	26.88%	(308,622)	3,019,138	15.11%
Animal Control	716	283,849	238,373	232,980	284,907	22.29%	(45,913)	238,994	2.58%
Central Garage	717	301,626	255,317	312,879	355,995	13.78%	(44,601)	311,394	-0.47%
Health Department	800	79,980	80,380	80,782	193,586	139.64%	(112,400)	81,186	0.50%
Landfill	808	-	-	-	-			-	
Parks and Recreation	900	742,886	675,974	988,892	889,682	-10.03%	(185,000)	704,682	-28.74%
Arts and Humanities	903	15,369	12,010	16,884	12,764	-24.40%		12,764	-24.40%
Community Center	908	-	-	-	45,000	100.00%	(45,000)	-	
Historical Commission	909	25,257	17,784	25,001	20,401	-18.40%	(1,500)	18,901	-24.40%
Visitors Bureau	911	384,213	307,758	422,100	319,110	-24.40%		319,110	-24.40%
Library	916	330,000	330,000	330,000	395,320	19.79%	(65,320)	330,000	0.00%
Senior Citizens	952	-	-	-	14,382	100.00%	(14,382)	-	
Public Transit	953	20,000	60,000	30,000	60,000	100.00%		60,000	100.00%
Total Expenditures		\$ 23,793,322	\$ 24,342,136	\$ 27,169,169	\$ 28,659,277	5.12%	\$ (2,569,882)	\$ 25,989,395	-4.34%
Revenue		\$ 25,295,337	\$ 28,406,412	\$ 26,467,416	\$ 26,581,446	0.43%	\$ (389,038)	\$ 26,192,408	-1.04%
Operating Surplus / (Deficit)		\$ 1,502,015	\$ 4,064,276	\$ (701,753)	\$ (1,977,831)			\$ 203,013	
Contingencies									
Contingency for Emergencies	696	\$ -	\$ -	\$ 200,000	\$ 200,000	0.00%		\$ 200,000	0.00%
Operating Surplus / (Deficit)									
After Contingency for Emergency		1,502,015	4,064,276	(901,753)	(2,177,831)			3,013	
Transfers to Other Funds									
Tms to Capital Fund (5% Gambling)	698	\$ 562,000	\$ 600,000	\$ 899,350	\$ 1,069,300		\$ (1,069,300)	\$ -	
Tms to Capital Fund	698	38,755	-	3,797,736	-			-	
Subtotal Tms to C/O Fund		600,755	600,000	4,697,086	1,069,300	-77.23%	(1,069,300)	-	
Tms to Stabilization Fund	698	-	-	-	-			-	
Tms (from) to Other Funds	698	(216,168)	(101,429)	-	-		257,155	257,155	
Total Transfers Out of General Fund		\$ 384,587	\$ 498,571	\$ 4,697,086	\$ 1,069,300	-77.23%	\$ (812,145)	\$ 257,155	
Net Use of Funds - Surplus / (Deficit)		\$ 1,117,428	\$ 3,565,705	\$ (5,598,839)	\$ (3,247,131)		\$ 812,145	\$ (254,142.00)	
Beginning Fund Balance	299001	\$ 5,186,147	\$ 6,303,575	\$ 9,869,280	\$ 4,670,441			\$ 4,670,441	
Net Change in Fund Balance		1,117,428	3,565,705	(5,598,839)	(3,247,131)			(254,142)	
Ending Fund Balance	699	\$ 6,303,575	\$ 9,869,280	\$ 4,270,441	\$ 1,423,310			\$ 4,416,300	
Fund Balance as a % of Oper Exp		26.49%	40.54%	15.72%	4.98%			16.86%	
Fund Balance Reserve Policy									
JCC Policy Minimum of 16.67% of Exp		\$ 3,966,347	\$ 4,057,834	\$ 4,529,100	\$ 4,760,831			\$ 4,332,432	
JCC Goal of 20.00% of Expenditures		\$ 4,758,664	\$ 4,868,427	\$ 5,433,834	\$ 5,711,855			\$ 5,197,879	
State Required 10.0% of Expenditures		\$ 2,379,332	\$ 2,434,214	\$ 2,716,917	\$ 2,855,928			\$ 2,598,939	

Jefferson County Commission
 FY22 Commission Revisions to Proposed Budget

3/8/2021 FINAL

<u>Department</u>	<u>Account</u>	<u>Comm Rev</u>	<u>Dept Total</u>
Expenditure Adjustments			
401-Commission	Cut Merit Increase	(195,000)	
	Cut COLA	(75,000)	
	Cut HR Generalist	(64,285)	
	4214-Cut 75% Travel	(3,000)	
	56802-Airport Cut	(31,241)	
	56802-Cut Day Report Center	(30,514)	
	New Req-Water Advisory Committee	110,000	
	Cut Water Advisory Committee	(110,000)	
	Cut Project Manager	(96,922)	(495,962)
402-County Clerk	Reduce Employee Increases	(12,037)	
	4214-Cut 75% Travel	(3,713)	(15,750)
403-Circuit Clerk	4214-Cut 75% Travel	(2,625)	(2,625)
404-Sheriff's Tax	4214-Cut 75% Travel	(750)	(750)
405-Pros Atty	4214-Cut 75% Travel	(6,000)	(6,000)
406-Assessor	4214-Cut 75% Travel	(1,125)	(1,125)
412-Agricultural Agent	4214-Cut 75% Travel	(3,750)	(3,750)
413-Elections	Addl FY21 Employee Increase	1,075	
	4214-Cut 75% Travel	(1,350)	(275)
423-Insurance Program	Cut Project Manager	(10,060)	
	Cut CAD Administor Position	(10,060)	
	Cut 3 JCSO New Positions	(30,180)	
	Cut Central Garage New Position	(10,060)	
	Cut Animal Control New Position	(10,060)	
	Cut HR Generalist	(10,060)	
	Eliminate 1 Unfunded Deputy	(21,142)	
	Move 5 Deputies to Grant Funds	(63,732)	(165,354)
424-Courthouse Maint	Add Overtime	23,530	
	4214-Cut 75% Travel	(750)	22,780
428-IT	Wages & Benefits-Trf GIS	194,521	
	211-Telephone-Trf GIS	670	
	214-Travel-Trf GIS	975	
	216-Maint Repair Equip-Trf GIS	750	
	221-Training-Trf GIS	850	
	222-Dues & Subscriptions-Trf GIS	180	
	23001-Contracted Svcs-Trf GIS	1,600	
	34101-Materials & Supp-Trf GIS	2,261	
	354-Computer Hardware-Cradlepoints	40,000	
	4214-Cut 75% Travel	(731)	241,076
429-RDA	56801-Ozone Contribution	10,179	10,179
440-Engineering	Wages & Benefits-Trf GIS	(194,521)	
	211-Telephone-Trf GIS	(670)	

Jefferson County Commission
 FY22 Commission Revisions to Proposed Budget

3/8/2021 FINAL

<u>Department</u>	<u>Account</u>	<u>Comm Rev</u>	<u>Dept Total</u>
Expenditure Adjustments			
	214-Travel-Trf GIS	(975)	
	216-Maint Repair Equip-Trf GIS	(750)	
	221-Training-Trf GIS	(850)	
	222-Dues & Subscriptions-Trf GIS	(180)	
	23001-Contracted Svcs-Trf GIS	(1,600)	
	34101-Materials & Supp-Trf GIS	(5,625)	
	4214-Cut 75% Travel	(2,261)	(207,432)
698-Trfr to Other Funds	456611-JCSO Grant Match PRO Officer	48,013	
	456611-JCSO Mat/Supp Grant Match	75,000	
	456600-JCSO Potential Match Needs	54,142	
	456600-JCSO Temp Funding Dep	80,000	257,155
700-Sheriff Law Enf	Cut OT to PY level	(35,295)	
	Move 3 positions to grant funds	(224,433)	
	Remove 2 Unfunded Positions GHSP	(120,239)	
	Move 1 Temp funded position	(80,000)	
	Move Mat/Supp Grant match	(75,000)	
	Cut 3 New Position Requests	(171,697)	
	Wages & Benefits Bailiff Inc	32,295	
	Wages & Benfits-Trip Guard to PY	(5,383)	
	4214-Cut 75% Travel	(5,250)	
	341-Mat & Supplies-Cut to PY	(64,421)	(749,423)
704-Regional Jail Fees	344-Jail Fees	(50,000)	(50,000)
711-Emergency Services	4214-Cut 75% Travel	(4,350)	(4,350)
712-Communication Ctr	Wages & Ben-Cut Chg After Cut off	(63,528)	
	Cut CAD Administor Position	(51,628)	
	Wages & Benefits Asst Sup	10,033	
	Cut Wages & Ben-Asst Sup	(10,033)	
	4214-Cut 75% Travel	(17,040)	
	4216-Maint/Rep-Cut Discretionary	(11,188)	(143,384)
713-Fire	Cut Contribution to \$70k each	(175,000)	(175,000)
715-JCESA-Amb Auth	Cut 4 new FT Staff (keep 3 new)	(358,622)	
	Add Amb Fee increase not approved	50,000	(308,622)
716-Animal Control	Cut New Position Request	(44,413)	
	4214-Cut 75% Travel	(1,500)	(45,913)
717-Central Garage	Wages & Ben-5% one employee	2,914	
	Cut Wages & Ben-5% one employee	(2,914)	
	Cut New Position Request	(44,413)	
	4214-Cut 75% Travel	(188)	(44,601)
800-Health Department	Cut new requests	(112,400)	(112,400)
900-Parks & Recreation	567 -Cut to PY Level	(185,000)	(185,000)
908- Community Center	568-JC Ministries-Cut	(20,000)	

Jefferson County Commission
 FY22 Commission Revisions to Proposed Budget

3/8/2021 FINAL

<u>Department</u>	<u>Account</u>	<u>Comm Rev</u>	<u>Dept Total</u>
Expenditure Adjustments			
	568-JC Ministries-Move to Coal Sev	(20,000)	
	568-CASA-Move to Coal Sev	(5,000)	(45,000)
909-Historical Commission	567-Cut Trust request	(1,500)	(1,500)
916-Libraries	567-Cut to PY Funding Level	(65,320)	(65,320)
952-Senior Citizens	567-Move to Coal Sev	(14,382)	(14,382)
Total Increase (Decrease) to Expenditures		(2,312,727)	(2,312,727)
Revenue Adjustments			
Federal Grant Funding	001.322IG0 Move PRO to Grant Fund	(15,000)	
	001.322IG0 Loss of GHSP Grant	(119,157)	
	001.322IG0 Loss of Task Force Grant	(80,000)	(214,157)
Other Grant Funding	001.324IG0 Move PRO to Grant Fund	(45,000)	(45,000)
Sheriff Earn-Bolivar	001.330CS5 Move to Grant Fund	(160,000)	(160,000)
Tax Revenue	001.301 Adj Cert of Val-Final	30,119	30,119
			-
		(389,038)	(389,038)

Jefferson County Commission
Coal Severance Fund 002

3/8/2021 FINAL

Description	FY19	FY20	FY21			FY22
	Actual	Actual	Budget	YTD	Projected	Budget
Revenues						
Coal Severance Tax	118,407	127,181	105,000	32,974	64,974	75,000
Interest	922	970	975	498	950	975
Total Revenue	119,329	128,151	105,975	33,472	65,924	75,975
Expenditures						
401 County Commission	25,651	-	224,999	-	-	207,595
440 Engineering	-	18,592	30,008	19,797	30,008	-
800 Health Department	-	3,600	-	-	-	-
801 Mental Health	12,050	13,550	15,000	11,200	15,000	15,000
908 Community Center	4,000	10,000	12,000	9,000	12,000	20,000
909 Historical Commission	500	-	-	-	-	-
950 CASA	-	5,000	-	-	-	5,000
952 Senior Citizens	-	-	15,963	14,909	14,909	14,382
953 Public Transit	30,000	-	14,334	10,751	14,334	-
Total Expenditures	72,201	50,742	312,304	65,657	86,251	261,977
Excess / (Deficiency) of Revenues over Expenditures	47,128	77,409	(206,329)	(32,185)	(20,327)	(186,002)
Transfers from (to) General Fund	(77,528)	-	-	-	-	-
Excess / (Deficiency) of Revenues over Expenditures and Transfers to Other Funds	(30,400)	77,409	(206,329)	(32,185)	(20,327)	(186,002)
Fund Bal Beginning	159,320	128,920	206,329	206,329	206,329	186,002
Net Change in Fund Bal	(30,400)	77,409	(206,329)	(32,185)	(20,327)	(186,002)
Fund Bal Ending	128,920	206,329	-	174,144	186,002	-

CERTIFICATE OF VALUATION

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 assessment year 2021

	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 Purposas (w/o Homestead & Exempt) (Col A Minus Col D)
Class I					
Personal Property			0		0
Public Utility Property			0		0
Total Class I	0	0	0		0
Class II					
Real Estate	2,726,939,530	749,800	2,727,689,330	86,642,600	2,640,296,930
Personal Property	3,298,300		3,298,300	478,500	2,819,800
Total Class II	2,730,237,830	749,800	2,730,987,630	87,121,100	2,643,116,730
Class III					
Real Estate	507,938,790	201,543,130	709,481,920		507,938,790
Personal Property	261,630,390	4,810,380	266,440,770		261,630,390
Public Utility Property	142,227,318		142,227,318		142,227,318
Total Class III	911,796,498	206,353,510	1,118,150,008		911,796,498
Class IV					
Real Estate	320,973,030	175,261,340	496,234,370		320,973,030
Personal Property	78,191,100		78,191,100		78,191,100
Public Utility Property	21,266,799		21,266,799		21,266,799
Total Class IV	420,430,929	175,261,340	595,692,269		420,430,929
TOTAL FOR LEVYING BODY	4,062,465,257	382,364,650	4,444,829,907	87,121,100	3,975,344,157

Given under our hands this 25th day of February, 2021


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, Parkersburg, WV 26301, and retain a printed copy for your office file. Only a printed copy of the Board of Education page could 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

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 REDUCED (ROLLED BACK) LEVY RATE for the assessment year 2021

	<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>
	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 Value	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
Public Utility Property	0	0	0	0
Total Class I	0	0	0	0
Class II				
Real Estate	2,640,296,930	38,493,700		2,601,803,230
Personal Property	2,819,800			2,819,800
Total Class II	2,643,116,730	38,493,700	0	2,604,623,030
Class III				
Real Estate	507,938,790	2,186,350		505,752,440
Personal Property	261,630,390	4,245,080		257,385,310
Public Utility Property	142,227,318	0		142,227,318
Total Class III	911,796,498	6,431,430	0	905,365,068
Class IV				
Real Estate	320,973,030	7,958,000		313,015,030
Personal Property	78,191,100	0		78,191,100
Public Utility Property	21,266,799	88,586		21,178,213
Total Class IV	420,430,929	8,046,586	0	412,384,343
TOTAL FOR LEVYING BODY	3,975,344,157	52,971,716	0	3,922,372,441

Given under our hands this 25th day of February, 2021


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.

FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022

Jefferson

County Commission

CLASS: 1

TOTAL ASSESSED VALUE: 444,829,907

**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 Thursday at 9:30am; and the 3rd Thurs at 6PM		Courthouse Hours	9-5 Monday thru Friday	
PRESIDENT	Joshua Compton	PHONE	304-728-3282	ext. FAX	E-MAIL jjcompton05@gmail.com
COMMISSIONER	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	Tricia Jackson	PHONE	304-728-3282	ext. FAX	E-MAIL commissioner.triciajackson@gmail.com
COMMISSIONER	Steve Stolipher	PHONE	304-728-3282	ext. FAX	E-MAIL stolipherjcc@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@courtswv.gov
ASSESSOR	Angela Banks	PHONE	304-728-3224	ext. FAX	E-MAIL abanks@jeffersoncountywv.org
SHERIFF	Thomas Hansen	PHONE	304-728-3205	ext. FAX	E-MAIL thansen@jcsdvw.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 2021.

	<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>	<u>Column E</u>
	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 <small>(w/o Homestead & Exempt)</small> (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	2,640,296,930
Personal Property	N/A	N/A	N/A	N/A	2,819,800
Total Class II					2,643,116,730
Class III					
Real Estate	N/A	N/A	N/A		507,938,790
Personal Property	N/A	N/A	N/A		261,630,390
Public Utility Property	N/A	N/A	N/A		142,227,318
Total Class III					911,796,498
Class IV					
Real Estate	N/A	N/A	N/A		320,973,030
Personal Property	N/A	N/A	N/A		78,191,100
Public Utility Property	N/A	N/A	N/A		21,266,799
Total Class IV					420,430,929
TOTAL FOR LEVYING BODY	N/A	N/A	444,829,907	N/A	3,975,344,157
Previous Year Totz	N/A	N/A	N/A	N/A	3,879,035,744

Jefferson County Commission
SUPPLEMENTAL INFORMATION
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022

Percentage for Assessor's Valuation Fund.	<u>1.85%</u>
Percentage for Delinquencies and Exonerations.	<u>4.08%</u>
Percentage for Tax Discounts.	<u>1.92%</u>
Previous Year's Projected Revenue.	<u>14,927,432</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 2021.

	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 V alue	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		2,601,803,230
Personal Property	N/A	N/A		2,819,800
Total Class II				2,604,623,030
Class III				
Real Estate	N/A	N/A		505,752,440
Personal Property	N/A	N/A		257,385,310
Public Utility Property	N/A	N/A		142,227,318
Total Class III				905,365,068
Class IV				
Real Estate	N/A	N/A		313,015,030
Personal Property	N/A	N/A		78,191,100
Public Utility Property	N/A	N/A		21,178,213
Total Class IV				412,384,343
TOTAL FOR LEVYING BODY				3,922,372,441
Previous Year Total	N/A	N/A	N/A	3,828,488,026

JEFFERSON COUNTY, WEST VIRGINIA CALCULATING REDUCED LEVY RATE 2021 - 2022

CLASS	ROLL BACK VALUE (Column D)	X	WEIGHTING	=	WEIGHTED ASSESSED VALUE
Class 1	\$ _____	X	0.01	=	\$ _____ 0
Class 2	<u>2,604,623,030</u>	X	0.02	=	<u>52,092,461</u>
Class 3	<u>905,365,068</u>	X	0.04	=	<u>36,214,603</u>
Class 4	<u>412,384,343</u>	X	0.04	=	<u>16,495,374</u>
Total All Classes	\$ <u>3,922,372,441</u>		(Total WAV)		\$ <u>104,802,438</u>

Assessor's Valuation % per PVC: 1.85%
 Previous year's projecter \$ 14,927,432 102.85% % \$ 15,352,864

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** **0.1465**

JEFFERSON COUNTY, WEST VIRGINIA

CALCULATING REDUCED LEVY RATE

Maximum with Hearing

2021 - 2022

CLASS	ROLL BACK VALUE (Column D)	X	WEIGHTING	=	WEIGHTED ASSESSED VALUE
Class 1	\$ _____	X	0.01	=	\$ _____ 0
Class 2	<u>2,604,623,030</u>	X	0.02	=	<u>52,092,461</u>
Class 3	<u>905,365,068</u>	X	0.04	=	<u>36,214,603</u>
Class 4	<u>412,384,343</u>	X	0.04	=	<u>16,495,374</u>
Total All Classes	\$ <u>3,922,372,441</u>		(Total WAV)		\$ <u>104,802,438</u>

Assessor's Valuation % per PVC: 1.85%
 Previous year's projecter \$ 14,927,432 111.85% % \$ 16,696,333

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** **0.1593**

**JEFFERSON COUNTY, WEST VIRGINIA
LEVY PAGE
REGULAR CURRENT EXPENSE LEVY
2021 - 2022**

	Column E	Levy	Taxes
Current Year	Certificate of Valuation	Rate/\$100	Levied
	Assessed Value for Tax Purposes	<u>Rate/\$100</u>	<u>Taxes Levied</u>
Class I			
Personal Property	\$ _____	14.30	\$ _____
Public Utility	_____		_____
Total Class I	\$ _____		\$ _____
Class II			
Real Estate	\$ 2,640,296,930	28.60	\$ 7,551,249
Personal Property	2,819,800		8,065
Total Class II	\$ 2,643,116,730		\$ 7,559,314
Class III			
Real Estate	\$ 507,938,790	57.20	\$ 2,905,410
Personal Property	261,630,390		1,496,526
Public Utility	142,227,318		813,540
Total Class III	\$ 911,796,498		\$ 5,215,476
Class IV			
Real Estate	\$ 320,973,030	57.20	\$ 1,835,966
Personal Property	78,191,100		447,253
Public Utility	21,266,799		121,646
Total Class IV	\$ 420,430,929		\$ 2,404,865
Total Value & Projected Revenue	\$ 3,975,344,157		\$ 15,179,655
Less Delinquencies, Exonerations & Uncollectable Taxes		4.08%	619,330
Less Tax Discounts		1.92%	279,558
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)		_____
Total Projected Property Tax Collection		14,280,767
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		1.85%	264,194
Net Amount to be Raised by Levy of Property Taxes			
For Budget Purposes (Transfer amount to Worksheet GCRV - Account No. 301-01)			\$ 14,016,573

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues (Including Revisions)	Budgeted Revenues
		2020 - 2021	2021 - 2022
295	Nonspendable Fund Balance		
296	Restricted Fund Balance		
297	Committed Fund Balance		
298	Assigned Fund Balance		
299	Unassigned Fund Balance	9,869,280	4,670,441
301	01 Property Taxes - Current Expense (Page 3-Net)	13,790,697	14,016,573
301	02-05 Prior Year Taxes	809,700	848,200
301	06 Supplemental Taxes	316,000	285,000
301	07 Surplus		
301	08 Delinquent & Nonentered Land Fund	28,000	9,000
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	311,080	303,000
303	Dog Taxes		
304	Property Transfer Tax	1,007,000	1,276,870
306	Gas and Oil Severance Tax	103,570	66,330
307	Horse and Dog Racing Tax	6,500	45,900
308	Wine & Liquor Tax	250,810	316,200
309	Hotel Occupancy Tax	847,300	668,220
310	Waste Coal Producing Counties		
311	Payment in Lieu of Taxes		
312	Synthetic Fuel Tax		
313	Miscellaneous Energy Tax (Coal Bed Methane)		
317	Licenses	110	110
318	Building Permits	386,400	464,160
319	Miscellaneous Permits	130	130
322	Federal Grants	3,269,884	60,843
323	State Grants		
324	Other Grants	40,009	
325	Federal Payment in Lieu of Taxes	20,000	22,000
327	Charges for Services	106,653	
328	Magistrate Court Clerk		
329	Sheriff's Service of Process	18,900	15,175
330	Sheriff's Earnings	232,138	112,300
331	County Clerk's Earnings	198,800	211,200

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues	Budgeted Revenues
		(Including Revisions)	
		2020 - 2021	2021 - 2022
332	Circuit Clerk's Earnings	60,000	60,000
333	Prosecuting Attorney's Earnings	1,841	1,893
334	Accident Reports	4,300	4,400
335	Motor Vehicle License Fee		
336	Map Sales		
337	Clerk Deed Fees		
339	Parks & Recreation Fees		
340	Rents & Concessions	316,484	316,484
341	Landfill/Incinerator Fees		
342	Airport Revenue		
343	Cemetery Revenue		
344	Ambulance Fees		929,200
345	Emergency Services Fees		
346	Emergency 911 Fee	1,962,900	1,962,900
347	Special Patrol/Security Systems		
348	Franchise Agreement	566,000	577,300
349	Inspection Fees		
350	IRP Fees (Interstate Registration Plan)	17,200	19,000
351	Jail Fees		
361	Fines, Fees & Court Costs		
362	Regional Jail Operations Partial Reimbursement	98,000	98,000
365	Interest Earned	33,413	38,502
366	Miscellaneous Revenue	41,100	5,600
367	Sheriff's Commission	11,600	11,600
368	Confiscated Property		
369	Commissions		
370	Gaming Income	479,400	365,400
371	Recycling Programs		
372	Filing Fees		
373	Video Lottery	2,314,600	2,114,800
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)	184,300	138,625
383	Parking		

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues (Including Revisions)	Budgeted Revenues
		2020 - 2021	2021 - 2022
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	536,275	563,493
01	Grand Totals -General Fund Revenues	38,504,374	30,862,849

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

Account Number	02 COAL SEVERANCE TAX FUND	Budgeted Revenues 2020 - 2021	Budgeted Revenues 2021 - 2022
298	Assigned Fund Balance	206,329	186,002
305	Coal Severance Tax	105,000	75,000
365	Interest Earned on Investment	975	975
382	Refunds/Reimbursements		
02	Grand Totals - Coal Severance Tax Fund Revenues	312,304	261,977

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

Expenditures	General Fund		Coal Severance Fund	
	General Budget	General Budget	Coal Budget	Coal Budget
	(Including Revisions) 2020 - 2021	2021 - 2022	(Including Revisions) 2020 - 2021	2021 - 2022
GENERAL GOVERNMENT #401 - 699				
401 County Commission	1,876,615	1,708,048	255,007	207,595
402 County Clerk	663,274	646,261		
403 Circuit Clerk	508,743	519,968		
404 Sheriff - Treasurer	497,586	492,866		
405 Prosecuting Attorney	1,712,723	1,699,221		
406 Assessor	450,290	439,385		
407 Assessor's Valuation Fund	536,275	563,493		
408 Statewide Computer Network	54,871	60,000		
409 Sheriff's Tax Processing				
410 County Surveyor				
411 Fiduciary Supervisor				
412 Agricultural Agent	117,994	116,113		
413 Elections - County Clerk	287,788	268,953		
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)	2,392,005	2,257,807		
424 Courthouse	1,067,784	1,062,344		
425 Other Buildings	740,810	726,300		
426 Printing				
427 Microfilm				
428 Data Processing	676,219	799,619		
429 Regional Development Authority	29,974	29,974		
430 Community Development				
431 Economic Development	463,885	453,382		
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	1,203,497	1,071,870		

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

Expenditures	General Fund		Coal Severance Fund	
	General Budget	General Budget	Coal Budget	Coal Budget
	(Including Revisions) 2020 - 2021	2021 - 2022	(Including Revisions) 2020 - 2021	2021 - 2022
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	1,484,867	1,530,288		
697 Contributions to Comms/Authorities	3,100	40,000		
698 Transfers/Reimbursements	7,434,412	257,155		
699 Contingencies - Not to Exceed 10% of Budget	3,067,221	3,086,012		
TOTAL GENERAL GOVERNMENT	25,272,933	17,832,059	255,007	207,595

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

Expenditures	General Fund		Coal Severance Fund	
	General Budget	General Budget	Coal Budget	Coal Budget
	(Including Revisions) 2020 - 2021	2021 - 2022	(Including Revisions) 2020 - 2021	2021 - 2022
PUBLIC SAFETY #700 - 799				
700 Sheriff - Law Enforcement	4,057,746	3,448,644		
701 Sheriff - Service of Process	18,900	15,175		
702 County Jail - Reimbursable J/C				
703 County Jail - Nonreimbursable J/C				
704 Regional Jail	1,050,000	850,000		
705 Home Confinement				
706 Concealed Weapons				
707 Investigative Services				
708 Police Special Duty				
709 Juvenile Detention Center				
710 Civil Defense				
711 Emergency Services	240,403	238,221		
712 Communication Center	2,014,665	1,972,581		
713 Fire Department	577,500	1,410,000		
714 Fire Coordinator				
715 Ambulance Authority	2,728,611	3,019,138		
716 Dog Warden/Humane Society	232,980	238,994		
717 Central Garage	312,879	311,394		
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	11,233,684	11,504,147		

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

Expenditures	General Fund		Coal Severance Fund	
	General Budget	General Budget	Coal Budget	Coal Budget
	(Including Revisions) 2020 - 2021	2021 - 2022	(Including Revisions) 2020 - 2021	2021 - 2022
HEALTH & SANITATION #800 - 899				
800 Local Health Department	80,782	81,186		
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	80,782	81,186	15,000	15,000
CULTURE & RECREATION #900 - 949				
900 Parks & Recreation	988,892	704,682		
901 Swimming Pools				
902 4 - H Camp				
903 Arts & Humanities	16,884	12,764		
904 Museum Commission				
905 Fair Associations/Festivals				
906 Youth Camp				
907 Summer Youth Program				
908 Community Center			12,000	20,000
909 Historical Commission	25,001	18,901		
910 Civic Promotion				
911 Visitor's Bureau	526,198	319,110		
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	1,886,975	1,385,457	12,000	20,000

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

Expenditures	General Fund		Coal Severance Fund	
	General Budget	General Budget	Coal Budget	Coal Budget
	(Including Revisions) 2020 - 2021	2021 - 2022	(Including Revisions) 2020 - 2021	2021 - 2022
SOCIAL SERVICES #950 - 959				
950 Social Services				5,000
951 Human Resources				
952 Senior Citizens			15,963	14,382
953 Public Transit	30,000	60,000	14,334	
954 Federal Grants				
955 State Grants				
956 Homeless Shelter				
957 Family Court				
958 Community Council				
959 Cemeteries				
TOTAL SOCIAL SERVICES	30,000	60,000	30,297	19,382
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, 2021 - JUNE 30, 2022**

Expenditures	General Fund		Coal Severance Fund	
	General Budget	General Budget	Coal Budget	Coal Budget
	<small>(Including Revisions)</small> 2020 - 2021	2021 - 2022	<small>(Including Revisions)</small> 2020 - 2021	2021 - 2022
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	38,504,374	30,862,849	312,304	261,977

**JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF SALARIES OF ELECTED OFFICIALS
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

County Classification:

1

FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022, ALL COUNTY OFFICIALS SHOULD BE COMPENSATED BASED ON THE COUNTY'S CLASSIFICATION AS OF: JULY 1,

Office	Elected Official	Date Current Term Began	2021 - 2022 Salary	West Virginia Code Reference
County Commissioners:				
	Joshua Compton	January 1, 2017	41,395	§7-7-4
	Jane Tabb	January 1, 2019	41,395	
	Caleb Wayne Hudson	January 1, 2017	41,395	
	Tricia Jackson	January 1, 2021	41,395	
	Steve Stolipher	January 1, 2021	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, 2021	50,266	§7-7-4
	Agricultural Report		5,027	§7-7-6c
	Supplemental Salary		15,000	§7-7-6b
Sheriff				
	Thomas Hansen	January 1, 2021	50,266	§7-7-4
	Sheriff's Commission on Taxes		11,600	§11A-1-17
Prosecuting Attorney				
	Matthew Harvey	January 1, 2021	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				
	County	County &	Assessor &	Prosecuting
Class	Commissioners	Circuit Clerks	Sheriff	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, 2021 - JUNE 30, 2022**

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, 2021 - JUNE 30, 2022

Account Number	REVENUE RECAP	General Fund		Coal Severance Tax		
		Budgeted Revenues		Budgeted Revenues		
		2020 - 2021	2021 - 2022	2020 - 2021	2021 - 2022	
280	299	Beginning Balance, July 1st	9,869,280	4,670,441	206,329	186,002
301	302	Taxes	15,255,477	15,461,773		
303	312	Other Taxes	2,215,180	2,373,520	105,000	75,000
317	319	Licenses & Permits	386,640	464,400		
322	325	Intergovernmental	3,329,893	82,843		
327	350	Charges for Services	3,485,216	4,209,852		
361	361	Fines				
362	362	Regional Jail Op. Partial Reimb.	98,000	98,000		
363	365	Interest	33,413	38,502	975	975
366	385	Miscellaneous	3,031,000	2,636,025		
388	399	Transfers	800,275	827,493		
		Grand Totals - Revenues	38,504,374	30,862,849	312,304	261,977

Account Number	EXPENDITURE RECAP	General Fund		Coal Severance Tax		
		Budgeted Expenditures		Budgeted Expenditures		
		2020 - 2021	2021 - 2022	2020 - 2021	2021 - 2022	
401	699	General Government Expenditures	17,838,521	17,574,904	255,007	207,595
698	698	Transfers	7,434,412	257,155		
700	799	Public Safety Expenditures	11,233,684	11,504,147		
800	899	Health & Sanitation Expenditures	80,782	81,186	15,000	15,000
900	949	Culture & Recreation Expenditures	1,886,975	1,385,457	12,000	20,000
950	959	Social Services Expenditures	30,000	60,000	30,297	19,382
960	999	Capital Projects Expenditures				
		Grand Totals - Expenditures	38,504,374	30,862,849	312,304	261,977

Budget Basis of Accounting:

Modified Accrual

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

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 _18th_ DAY OF MARCH 2021.

JEFFERSON COUNTY, WEST VIRGINIA
058 FINANCIAL STABILIZATION / RAINY DAY FUND
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022

Account Number	REVENUES	Actual Amount	Budgeted Revenues
		6/30/2021	2021 - 2022
299	Unassigned Fund Balance	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		1,530,288
058	Totals -Financial Stabilization / Rainy Day Fund Revenues	200,000	1,530,288

Account Number	EXPENDITURES	Actual Amount	Estimated Budget
		6/30/2021	2021 - 2022
696	Transfers to General Fund		-
698	Transfers/Reimbursements	200,000	
699	Contingencies		1,530,288
	Totals - Financial Stabilization / Rainy Day Expenditures	200,000	1,530,288

Amount of Financial Stabilization Fund	\$	1,530,288
Less: 30% of General County Fund		9,258,855
 Amount over /under 30% of General Fund Budget	 \$	 <u><u>(7,728,567)</u></u>
 Financial Stabilization is within the allowed 30% of General Fund Budget		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **March 18, 2021**

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

Date Requested – 2nd Choice:

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

- Review of FY21 financials as of 02/28/2021
- FY21 COVID19 Emergency Financial Policy– Discussion / Action
- Revisions to Policy 304 P-Card Procedures- Discussion / Action

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

- **FY21 Financials as of 02-28-2021-See Attached**
- **FY21 COVID19 Emergency Financial Policy - See attached memo.** Based on the WV Governor's Executive Order 8-21 on 3/5/2021 relaxing COVID19 restrictions, departments would like to know what, if any, of the County's COVID19 Emergency Financial Policy restrictions can be lifted earlier than 06-30-2021 or on 04-01-2021.
- **Revisions to Policy 304 P-Card Procedures** – We were notified in January 2021 that the WV State Auditor's Office made changes to the Local Government Purchasing Card Policies and Procedures (P&P) in September 2020 to comply with Legislative Rule 155 CSR 6. As a result, we were required to revise our existing Policies and Procedures Manual. All Cardholders will receive a copy of the revised manual.

Summary of WWSAO Required Revisions:

1. Added "and is governed by Legislative Rule 155 CSR 6"
2. Added language requiring the Chief Financial Officer oversight
3. Section added for Convenience Fees and Surcharges Policy
4. Section added referencing the County Travel Policy
5. Added stronger language regarding remedial actions for fraud/misuse

Summary of County Related Revisions:

1. Updated language for procedures taking place in the County's new automated financial system

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

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

Provide exact financial impact/request:

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

- Motion to approve County Policy 304-P-Card Procedures as presented on 3-18-2021, effective 3-18-2021.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jefferson County Commission

FY2021 General Fund Revenues & Expenditures

As of 02/28/2021

Expenditures by Department

Description	FY2021 Budget	FY2021 YTD	Budget	% Rec'd/ Exp'd	FY2020 YTD	YTD Actual	
		Actual As of 02/28/21	Variance Favorable/ (Unfavorable)		Actual As of 02/28/20	Variance Favorable/ (Unfavorable)	% Var PY- CY
Beginning Fund Bal-Budget							
Total Beginning Fund Bal-Budget	(9,869,280)						
Revenues							
AD VALOREM TAXES	(14,944,397)	(12,241,371)	(2,703,026)	81.91%	(12,340,752)	(99,381)	-0.81 %
AMBULANCE FEES	-	(979,782)	979,782	100.00%	-	979,782	-100.00 %
BUILDING PERMIT FEES	(386,640)	(271,775)	(114,865)	70.29%	(254,517)	17,258	6.78 %
CHARGES FOR SERVICES	(106,653)	13,422	(120,075)	-12.58%	860	(12,562)	1,461.03 %
CIRCUIT CLERKS EARNINGS	(60,000)	(28,477)	(31,523)	47.46%	(44,095)	(15,618)	-35.42 %
CONTRIBUTIONS FR OTH ENTITIES	-	(217)	217	100.00%	(275)	(58)	-21.09 %
COUNTY CLERKS EARNINGS	(198,800)	(180,559)	(18,241)	90.82%	(144,132)	36,427	25.27 %
EMERGENCY 911 FEES	(1,962,900)	(977,017)	(985,883)	49.77%	(1,070,871)	(93,854)	-8.76 %
FEDERAL GRANTS	(3,269,884)	(2,854,049)	(415,835)	87.28%	35,148	2,889,197	-8,220.06 %
FEDERAL PMT IN LIEU OF TAXES	(20,000)	-	(20,000)	0.00%	-	-	0.00 %
FILING FEES	-	(4,915)	4,915	100.00%	-	4,915	-100.00 %
FRANCHISE AGREEMENTS	(566,000)	(137,759)	(428,241)	24.34%	(132,308)	5,452	4.12 %
GAS & OIL SEVERANCE TAX	(103,570)	(65,027)	(38,543)	62.79%	(100,552)	(35,526)	-35.33 %
HORSE & DOG RACING TAX	(6,500)	(35,769)	29,269	550.30%	(5,970)	29,800	499.19 %
HOTEL OCCUPANCY TAX	(847,300)	(293,183)	(554,117)	34.60%	(548,873)	(255,690)	-46.58 %
INTEREST EARNED	(33,413)	(41,477)	8,064	124.14%	(26,253)	15,225	57.99 %
IRP FEES (INTERST REG PLAN)	(17,200)	(8,194)	(9,006)	47.64%	(10,439)	(2,246)	-21.51 %
MISCELLANEOUS REVENUE	(4,300)	(3,489)	(811)	81.14%	(3,621)	(132)	-3.65 %
MISECLLANEOUS REVENUE	(41,100)	(16,262)	(24,838)	39.57%	(51,494)	(35,233)	-68.42 %
OTHER GRANTS	(40,009)	3,211	(43,220)	-8.03%	(22,175)	(25,386)	-114.48 %
PROPERTY TRANSFER TAX	(1,007,000)	(892,362)	(114,638)	88.62%	(617,792)	274,570	44.44 %
PROSECUTING ATTY EARNINGS	(1,841)	(1,455)	(386)	79.03%	(1,554)	(99)	-6.35 %
REGIONAL JAIL REIMB	(98,000)	(51,559)	(46,441)	52.61%	(81,112)	(29,553)	-36.43 %
REIMBURSEMENTS	(184,300)	(325,764)	141,464	176.76%	(300,177)	25,587	8.52 %
RENTS	(316,484)	(158,988)	(157,496)	50.24%	(193,063)	(34,074)	-17.65 %
SHERIFFS COMMISSION	(11,600)	(11,488)	(112)	99.03%	(9,160)	2,328	25.41 %
SHERIFFS EARNINGS	(232,138)	(52,626)	(179,512)	22.67%	(158,982)	(106,356)	-66.90 %
SHERIFFS SERVICE OF PROCESS	(18,900)	(7,512)	(11,388)	39.75%	(11,845)	(4,333)	-36.58 %
TABLE GAMES	(479,400)	(249,737)	(229,663)	52.09%	(420,440)	(170,703)	-40.60 %
TAX PENALTIES	(311,080)	(235,242)	(75,838)	75.62%	(236,741)	(1,499)	-0.63 %
VIDEO LOTTERY	(2,314,600)	(1,799,690)	(514,910)	77.75%	(2,155,202)	(355,512)	-16.50 %
WASTE COAL	-	(2,900)	2,900	100.00%	-	2,900	-100.00 %
WINE & LIQUOR TAX	(250,810)	(238,460)	(12,350)	95.08%	(186,474)	51,985	27.88 %
Total Revenues	(27,834,819)	(22,150,471)	(5,684,348)	79.58 %	(19,092,859)	3,057,613	16.01 %
Expenditures							
401- COUNTY COMMISSION	1,876,615	1,266,945	609,670	67.51%	1,412,587	145,642	-10.31 %
402- COUNTY CLERK	663,274	382,787	280,487	57.71%	477,281	94,494	-19.80 %
403- CIRCUIT CLERK	508,743	334,266	174,477	65.70%	403,373	69,108	-17.13 %
404- SHERIFF AND TREASURER	497,586	309,212	188,374	62.14%	331,902	22,689	-6.84 %
405- PROSECUTING ATTORNEY	1,712,723	1,045,686	667,037	61.05%	1,175,462	129,776	-11.04 %
406- ASSESSOR	450,290	302,576	147,714	67.20%	358,815	56,240	-15.67 %
407- ASSESSORS VALUATION FUND	536,275	309,627	226,648	57.74%	333,093	23,466	-7.04 %
408- STATEWIDE COMPUTER NET	54,871	-	54,871	0.00%	8,528	8,528	-100.00 %
412- AGRICULTURAL AGENT	117,994	73,959	44,035	62.68%	82,900	8,941	-10.79 %
413- ELECTIONS COUNTY CLERK	287,788	211,577	76,211	73.52%	124,151	(87,426)	70.42 %

Jefferson County Commission
 FY2021 General Fund Revenues & Expenditures
 As of 02/28/2021
 Expenditures by Department

Description	FY2021 Budget	FY2021 YTD		Budget Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	YTD Actual FY2020 YTD FY2021-FY2020	
		Actual As of 02/28/21				Actual As of 02/28/20	Variance Favorable/ (Unfavorable)
415- MAGISTRATE COURT	3,000	1,622	1,378	54.06%	1,821	199	-10.93 %
423- INSURANCE PROGRAM	2,392,005	883,364	1,508,641	36.93%	-	(883,364)	-100.00 %
424- COURTHOUSE (MAINTENANCE)	1,067,784	632,159	435,625	59.20%	694,118	61,959	-8.93 %
425- OTHER BUILDINGS	740,810	401,386	339,424	54.18%	386,048	(15,338)	3.97 %
428- IT DATA PROCESSING	676,219	203,017	473,202	30.02%	341,685	138,668	-40.58 %
429- REGIONAL DEVELOPMENT AUTH	29,974	29,973	1	100.00%	19,794	(10,179)	51.42 %
431- DEVELOPMENT AUTHORITY	463,885	300,803	163,082	64.84%	394,658	93,854	-23.78 %
440- ENGINEERING	1,203,497	787,696	415,801	65.45%	940,093	152,397	-16.21 %
697- CONT/TRF OTHER STATUTORY ENT	3,100	15,725	(12,625)	507.26%	38,102	22,377	-58.73 %
700- SHERIFF LAW ENFORCEMENT	4,057,746	2,417,361	1,640,385	59.57%	2,702,586	285,225	-10.55 %
701- SHERIFF SVC OF PROCESS	18,900	10,826	8,074	57.28%	8,951	(1,876)	20.95 %
704- REGIONAL JAIL	1,050,000	432,127	617,873	41.15%	521,245	89,118	-17.10 %
711- HOMELAND SECURITY	240,403	131,520	108,883	54.71%	153,126	21,606	-14.11 %
712- COMMUNICATIONS CENTER	2,014,665	1,103,060	911,605	54.75%	1,202,111	99,052	-8.24 %
713- FIRE DEPARTMENTS	577,500	1,229,120	(651,620)	212.83%	495,000	(734,120)	148.31 %
715- AMBULANCE AUTHORITY	2,728,611	2,063,520	665,091	75.63%	1,673,510	(390,010)	23.30 %
716- ANIMAL CONTROL	232,980	148,923	84,057	63.92%	152,792	3,869	-2.53 %
717- CENTRAL GARAGE	312,879	141,411	171,468	45.20%	180,207	38,797	-21.53 %
800- LOCAL HEALTH DEPT	80,782	40,391	40,391	50.00%	53,587	13,196	-24.62 %
900- PARKS AND RECREATION	988,892	560,242	428,650	56.65%	524,032	(36,210)	6.91 %
903- ARTS AND HUMANITIES	16,884	5,429	11,455	32.16%	10,215	4,786	-46.85 %
909- HISTORICAL COMMISSION	25,001	8,039	16,962	32.16%	15,127	7,087	-46.85 %
911- VISITORS BUREAU	526,198	135,730	390,468	25.79%	255,386	119,656	-46.85 %
916- LIBRARIES	330,000	247,500	82,500	75.00%	247,500	-	0.00 %
953- PUBLIC TRANSPORTATION	30,000	-	30,000	0.00%	55,000	55,000	-100.00 %
Total Expenditures	26,517,874	16,167,576	10,350,298	60.97 %	15,774,786	(392,790)	2.49 %
Transfers To/(From) Other Funds							
698- TRANSFERS TO OTHER FUNDS	7,434,412	500,000	6,934,412	6.73%	600,000	100,000	-16.67 %
GENERAL SCHOOL FUND REIMB	(264,000)	(112,078)	(151,922)	42.45%	(181,355)	(69,278)	-38.20 %
TRANSFERS FROM ASSR VAL FUND	(536,275)	-	(536,275)	0.00%	-	-	0.00 %
TRANSFERS FROM OTHER FUNDS	-	-	-	0.00%	68,252	68,252	-100.00 %
Total Transfers To/(Fr) Other Funds	6,634,137	387,922	6,246,215	5.85 %	486,897	98,975	-20.33 %
Fund Balance-Budget							
Total Ending Fund Bal-Budget	4,552,088						
Fund Balance							
BEGINNING FUND BALANCE	(9,869,280)		(6,303,575)				
NET USE OF FUNDS-(SURPLUS)/DEFICIT	(5,594,973)		(2,831,176)				
Total Fund Balance	(15,464,253)		(9,134,751)				

Jefferson County Commission
 FY2021 General Fund Revenues & Expenditures
 As of 02/28/2021
 Expenditures by Object

Description	FY2021 Budget	FY2021 YTD	Budget	% Rec'd/ Exp'd	FY2020 YTD	YTD Actual	
		Actual As of 02/28/21	Variance Favorable/ (Unfavorable)		Actual As of 02/28/20	FY2021-FY2020 Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd
Beginning Fund Bal-Budget							
Total Beginning Fund Bal-Budget	(9,869,280)						
Revenues							
TAX REVENUE	(15,255,477)	(12,476,613)	(2,778,864)	81.78%	(12,577,493)	(100,880)	-0.80 %
OTHER TAX REVENUE	(2,215,180)	(1,527,701)	(687,479)	68.97%	(1,459,661)	68,040	4.66 %
INTERGOVERNMENTAL	(3,329,893)	(2,850,838)	(479,055)	85.61%	12,973	2,863,811	-100 %
GAMING REVENUE	(2,794,000)	(2,049,427)	(744,573)	73.35%	(2,575,642)	(526,215)	-20.43 %
LICENSES AND PERMITS	(386,640)	(271,775)	(114,865)	70.29%	(254,517)	17,258	6.78 %
CHARGES FOR SERVICES	(3,485,216)	(2,521,757)	(963,459)	72.36%	(1,769,899)	751,859	42.48 %
FINES AND FORFEITURE	(98,000)	(51,559)	(46,441)	52.61%	(81,112)	(29,553)	-36.43 %
MISCELLANEOUS REV	(237,000)	(353,730)	116,730	149.25%	(361,106)	(7,376)	-2.04 %
INTEREST REVENUE	(33,413)	(47,071)	13,658	140.88%	(26,404)	20,668	78.28 %
Total Revenues	(27,834,819)	(22,150,471)	(5,684,348)	79.58 %	(19,092,859)	3,057,613	16.01 %
Expenditures							
PERSONNEL SERVICES							
FICA	849,063	498,385	350,678	58.70%	496,712	(1,673)	0.34 %
HEALTH INSURANCE	2,457,549	1,261,581	1,195,968	51.33%	1,473,467	211,886	-14.38 %
RETIREMENT	1,079,166	664,888	414,278	61.61%	658,969	(5,919)	0.90 %
SALARIES	11,563,119	6,822,136	4,740,983	59.00%	6,763,949	(58,187)	0.86 %
PERSONNEL SERVICES	15,948,897	9,246,990	6,701,907	57.98%	9,393,098	146,108	-1.56 %
CONTRACTUAL SERVICES							
ADVERTISING/LEGAL PUBS	34,800	14,030	20,770	40.32%	12,798	(1,232)	9.62 %
AUDIT COSTS	35,000	-	35,000	0.00%	-	-	0.00 %
BANK CHARGES	750	411	339	54.78%	380	(31)	8.09 %
BLDG/ EQPT RENTAL	23,400	15,453	7,947	66.04%	12,000	(3,453)	28.78 %
CONTRACTED SERVICES	252,217	179,901	72,316	71.33%	140,134	(39,767)	28.38 %
COURT COSTS AND DAMAGES	6,000	10,016	(4,016)	166.93%	2,781	(7,235)	260.14 %
DUES AND SUBSCRIPTIONS	42,898	13,623	29,275	31.76%	19,940	6,317	-31.68 %
INSURANCE AND BONDS	486,400	430,174	56,226	88.44%	456,970	26,795	-5.86 %
INSURANCE PREMIUM RETIREE	105,000	64,858	40,142	61.77%	69,444	4,586	-6.60 %
MAINT/REP AUTO	5,000	300	4,700	6.00%	238	(62)	26.17 %
MAINT/REP BLDG & GROUNDS	35,000	13,832	21,168	39.52%	18,981	5,149	-27.13 %
MAINT/REP EQUIPMENT	278,206	132,752	145,454	47.72%	136,993	4,241	-3.10 %
POSTAGE	122,400	69,316	53,084	56.63%	63,969	(5,348)	8.36 %
PRINTING	22,550	6,388	16,162	28.33%	5,125	(1,263)	24.63 %
PROFESSIONAL SERVICES	374,075	180,758	193,317	48.32%	307,967	127,209	-41.31 %
REFUNDING ERRONEOUS PMTS	-	300	(300)	100.00%	-	(300)	-100.00 %
TELEPHONE	248,075	123,879	124,196	49.94%	164,878	41,000	-24.87 %
TRAINING AND EDUCATION	70,885	9,892	60,993	13.96%	28,361	18,469	-65.12 %
TRAVEL	75,434	4,193	71,241	5.56%	22,848	18,655	-81.65 %
UTILITIES	453,000	238,713	214,287	52.70%	206,210	(32,502)	15.76 %
CONTRACTUAL SERVICES	2,671,090	1,508,789	1,162,301	56.49%	1,670,019	161,230	-9.65 %
COMMODITIES							
AUTO SUPPLIES	226,000	78,486	147,514	34.73%	129,546	51,059	-39.41 %

Jefferson County Commission

FY2021 General Fund Revenues & Expenditures

As of 02/28/2021

Expenditures by Object

Description	FY2021 Budget	FY2021 YTD		Budget Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	YTD Actual		
		Actual As of 02/28/21				FY2020 YTD Actual As of 02/28/20	FY2021-FY2020 Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd
C/F PRISONERS REG JAIL FEE	1,050,000	432,127		617,873	41.15%	521,245	89,118	-17.10 %
CHARGES BY OTHER GOV UNITS	54,871	-		54,871	0.00%	8,528	8,528	-100.00 %
COMPUTER HARDWARE	139,656	5,727		133,929	4.10%	55,800	50,073	-89.74 %
COMPUTER SOFTWARE	49,872	8,072		41,800	16.18%	24,378	16,306	-66.89 %
ERROR-NO CATEGORY	-	-		-	0.00%	32	32	-100.00 %
INFORMATION TECH SUPPORT	56,250	26,201		30,049	46.58%	30,605	4,404	-14.39 %
LICENSE AND ANNUAL FEES	108,133	55,402		52,731	51.24%	48,056	(7,346)	15.29 %
MATERIALS AND SUPPLIES	501,397	314,077		187,320	62.64%	234,115	(79,962)	34.16 %
RECORD BOOKS	9,400	950		8,450	10.11%	2,232	1,282	-57.43 %
UNIFORMS	34,400	23,114		11,286	67.19%	19,638	(3,475)	17.70 %
COMMODITIES	2,229,979	944,156		1,285,823	42.34%	1,074,175	130,019	-12.10 %
CAPITAL OUTLAY								
C/O - CONST IN PROGRESS	-	11,900		(11,900)	100.00%	836	(11,064)	1,323.44 %
C/O - EQUIPMENT	-	-		-	0.00%	52,370	52,370	-100.00 %
CAPITAL OUTLAY	-	11,900		(11,900)	100.00%	53,206	41,306	-77.63 %
CONTRIBUTIONS TO OTH								
CONTRIBUTION TO OTH AGENCY	271,689	202,687		69,003	74.60%	207,187	4,500	-2.17 %
CONTRIBUTION TO OTH GOV UNIT	5,396,219	4,367,322		1,028,897	80.93%	3,437,423	(929,899)	27.05 %
CONTRIBUTIONS TO OTH	5,667,908	4,570,008		1,097,900	80.63%	3,644,610	(925,399)	25.39 %
Total Expenditures	26,517,874	16,281,843		10,236,031	61.40 %	15,835,108	(446,735)	2.82 %
Transfers To/(Fr) Other Funds								
TRANSFERS IN	(800,275)	(112,078)		(688,197)	14.00%	(113,103)	(1,025)	-0.91 %
TRANSFERS OUT	7,434,412	500,000		6,934,412	6.73%	600,000	100,000	-16.67 %
Total Transfers To/(From) Other Funds	6,634,137	387,922		6,246,215	5.85 %	486,897	98,975	-20.33 %
Fund Balance-Budget								
Total Ending Fund Bal-Budget	4,552,088							
Fund Balance								
BEGINNING FUND BALANCE	(9,869,280)		(6,303,575)					
NET USE OF FUNDS-(SURPLUS)/DEFICIT	(5,594,973)		(2,831,176)					
Total Fund Balance	(15,464,253)		(9,134,751)					

Jefferson County Commission
 FY2021 General Fund Revenues & Expenditures
 As of 02/28/2021

Expenditures by Funding Source	FY2021 YTD		Budget	% Rec'd/ Exp'd	FY2020 YTD	YTD Actual	
	FY2021 Budget	Actual As of 02/28/21	Variance Favorable/ (Unfavorable)		Actual As of 02/28/20	Variance Favorable/ (Unfavorable)	% Var PY-CY
STATUTORY REVENUES & EXPENDITURES							
AD VALOREM TAXES	(14,944,397)	(12,241,371)	(2,703,026)	81.91%	(12,340,752)	(99,381)	-0.81 %
EMERGENCY 911 FEES	(1,962,900)	(977,017)	(985,883)	49.77%	(1,070,871)	(93,854)	-8.76 %
Total Revenues	(16,907,297)	(13,218,387)	(3,688,910)	78.18%	(13,411,622)	(193,235)	-1.44 %
401- COUNTY COMMISSION	1,876,615	1,266,945	609,670	67.51%	1,412,587	145,642	-10.31 %
402- COUNTY CLERK	663,274	382,787	280,487	57.71%	477,281	94,494	-19.80 %
403- CIRCUIT CLERK	508,743	334,266	174,477	65.70%	403,373	69,108	-17.13 %
404- SHERIFF AND TREASURER	497,586	309,212	188,374	62.14%	331,902	22,689	-6.84 %
405- PROSECUTING ATTORNEY	1,712,723	1,045,686	667,037	61.05%	1,175,462	129,776	-11.04 %
406- ASSESSOR	450,290	302,576	147,714	67.20%	358,815	56,240	-15.67 %
408- STATEWIDE COMPUTER NET	54,871	-	54,871	0.00%	8,528	8,528	-100.00 %
413- ELECTIONS COUNTY CLERK	287,788	211,577	76,211	73.52%	124,151	(87,426)	70.42 %
415- MAGISTRATE COURT	3,000	1,622	1,378	54.06%	1,821	199	-10.93 %
423- INSURANCE PROGRAM	2,392,005	883,364	1,508,641	36.93%	-	(883,364)	-100.00 %
424- COURTHOUSE (MAINTENANCE)	1,067,784	632,159	435,625	59.20%	694,118	61,959	-8.93 %
429- REGIONAL DEVELOPMENT AUTH	29,974	29,973	1	100.00%	19,794	(10,179)	51.42 %
700- SHERIFF LAW ENFORCEMENT	4,057,746	2,493,209	1,564,537	61.44%	2,762,908	269,699	-9.76 %
704- REGIONAL JAIL	1,050,000	432,127	617,873	41.15%	521,245	89,118	-17.10 %
711- HOMELAND SECURITY	240,403	131,520	108,883	54.71%	153,126	21,606	-14.11 %
712- COMMUNICATIONS CENTER	2,014,665	1,115,816	898,849	55.38%	1,202,111	86,295	-7.18 %
Total Expenditures	16,907,467	9,572,838	7,334,629	56.62%	9,647,222	74,385	-0.77 %
SUBTOTAL STATUTORY REVENUES & EXPENDITURES	170	(3,645,549)	3,645,719	%	(3,764,400)	(118,850)	-3.16 %
AMBULANCE FEE REVENUES & EXPENDITURES							
AMBULANCE FEES	-	(979,782)	979,782	100.00%	-	979,782	-100.00 %
Total Revenues	-	(979,782)	979,782	100.00%	-	979,782	-100.00 %
713- FIRE DEPARTMENTS	577,500	1,229,120	(651,620)	212.83%	495,000	(734,120)	148.31 %
715- AMBULANCE AUTHORITY	2,728,611	2,063,520	665,091	75.63%	1,673,510	(390,010)	23.30 %
Total Expenditures	3,306,111	3,292,640	13,471	99.59%	2,168,510	(1,124,130)	51.84 %
SUBTOTAL AMBULANCE FEE REVENUES & EXPENDITURES	3,306,111	2,312,858	993,253	69.96%	2,168,510	(144,348)	6.66 %
HOTEL OCCUPANCY TAX REVENUES & EXPENDITURES							
HOTEL OCCUPANCY TAX	(847,300)	(293,183)	(554,117)	34.60%	(548,873)	(255,690)	-46.58 %
Total Revenues	(847,300)	(293,183)	(554,117)	34.60%	(548,873)	(255,690)	-46.58 %
900- PARKS AND RECREATION	988,892	560,242	428,650	56.65%	524,032	(36,210)	6.91 %
903- ARTS AND HUMANITIES	16,884	5,429	11,455	32.16%	10,215	4,786	-46.85 %
909- HISTORICAL COMMISSION	25,001	8,039	16,962	32.16%	15,127	7,087	-46.85 %
911- VISITORS BUREAU	526,198	135,730	390,468	25.79%	255,386	119,656	-46.85 %
Total Expenditures	1,556,975	709,440	847,535	45.57%	804,759	95,319	-11.84 %
SUBTOTAL HOTEL OCCUPANCY TAX REVENUES & EXPENDITURES	709,675	416,257	293,418	58.65%	255,887	(160,371)	62.67 %
PERMIT FEE REVENUES & EXPENDITURES							
BUILDING PERMIT FEES	(386,640)	(271,775)	(114,865)	70.29%	(254,517)	17,258	6.78 %

Jefferson County Commission

FY2021 General Fund Revenues & Expenditures

As of 02/28/2021

Expenditures by Funding Source

Description	FY2021 Budget	FY2021 YTD		Budget Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	YTD Actual		% Var PY- CY
		Actual As of 02/28/21				FY2020 YTD Actual As of 02/28/20	FY2021-FY2020 Variance Favorable/ (Unfavorable)	
Total Revenues	(386,640)	(271,775)		(114,865)	70.29%	(254,517)	17,258	6.78 %
440- ENGINEERING	1,203,497	787,696		415,801	65.45%	940,093	152,397	-16.21 %
Total Expenditures	1,203,497	787,696		415,801	65.45%	940,093	152,397	-16.21 %
SUBTOTAL PERMIT FEE REVENUES & EXPENDITURES	816,857	515,921		300,936	63.16%	685,576	169,655	-24.75 %
SERVICE OF PROCESS REVENUES & EXPENDITURES								
SHERIFFS SERVICE OF PROCESS	(18,900)	(7,512)		(11,388)	39.75%	(11,845)	(4,333)	-36.58 %
Total Revenues	(18,900)	(7,512)		(11,388)	39.75%	(11,845)	(4,333)	-36.58 %
701- SHERIFF SVC OF PROCESS	18,900	10,826		8,074	57.28%	8,951	(1,876)	20.95 %
Total Expenditures	18,900	10,826		8,074	57.28%	8,951	(1,876)	20.95 %
SUBTOTAL SERVICE OF PROCESS REVENUES & EXPENDITURES	0	3,314		(3,314)	100.00%	(2,894)	(6,209)	-214.52 %
ASSESSOR VALUATION FUND REVENUES & EXPENDITURES								
407- ASSESSORS VALUATION FUND	536,275	309,627		226,648	57.74%	333,093	23,466	-7.04 %
Total Expenditures	536,275	309,627		226,648	57.74%	333,093	23,466	-7.04 %
TRANSFERS FROM ASSR VAL FUND	(536,275)	-		(536,275)	0.00%	-	-	0.00 %
Total Transfers To/(Fr) Other Funds	(536,275)	-		(536,275)	0.00%	-	-	0.00 %
SUBTOTAL ASSESSOR VALUATION FUND REVENUES & EXPENDITURES	0	309,627		(309,627)	100.00%	333,093	23,466	-7.04 %
NON-DEDICATED REVENUES & EXPENDITURES								
CHARGES FOR SERVICES	(106,653)	13,422		(120,075)	-12.58%	860	(12,562)	1,461.03 %
CIRCUIT CLERKS EARNINGS	(60,000)	(28,477)		(31,523)	47.46%	(44,095)	(15,618)	-35.42 %
CONTRIBUTIONS FR OTH ENTITIES	-	(217)		217	100.00%	(275)	(58)	-21.09 %
COUNTY CLERKS EARNINGS	(198,800)	(180,559)		(18,241)	90.82%	(144,132)	36,427	25.27 %
FEDERAL GRANTS	(3,269,884)	(2,854,049)		(415,835)	87.28%	35,148	2,889,197	-8,220.06 %
FEDERAL PMT IN LIEU OF TAXES	(20,000)	-		(20,000)	0.00%	-	-	0.00 %
FILING FEES	-	(4,915)		4,915	100.00%	-	4,915	-100.00 %
FRANCHISE AGREEMENTS	(566,000)	(137,759)		(428,241)	24.34%	(132,308)	5,452	4.12 %
GAS & OIL SEVERANCE TAX	(103,570)	(65,027)		(38,543)	62.79%	(100,552)	(35,526)	-35.33 %
HORSE & DOG RACING TAX	(6,500)	(35,769)		29,269	550.30%	(5,970)	29,800	499.19 %
INTEREST EARNED	(33,413)	(41,477)		8,064	124.14%	(26,253)	15,225	57.99 %
IRP FEES (INTERST REG PLAN)	(17,200)	(8,194)		(9,006)	47.64%	(10,439)	(2,246)	-21.51 %
MISCELLANEOUS REVENUE	(4,300)	(3,489)		(811)	81.14%	(3,621)	(132)	-3.65 %
MISECLLANEOUS REVENUE	(41,100)	(16,262)		(24,838)	39.57%	(51,494)	(35,233)	-68.42 %
OTHER GRANTS	(40,009)	3,211		(43,220)	-8.03%	(22,175)	(25,386)	-114.48 %
PROPERTY TRANSFER TAX	(1,007,000)	(892,362)		(114,638)	88.62%	(617,792)	274,570	44.44 %
PROSECUTING ATTY EARNINGS	(1,841)	(1,455)		(386)	79.03%	(1,554)	(99)	-6.35 %
REGIONAL JAIL REIMB	(98,000)	(51,559)		(46,441)	52.61%	(81,112)	(29,553)	-36.43 %
REIMBURSEMENTS	(184,300)	(325,764)		141,464	176.76%	(300,177)	25,587	8.52 %
RENTS	(316,484)	(158,988)		(157,496)	50.24%	(193,063)	(34,074)	-17.65 %
SHERIFFS COMMISSION	(11,600)	(11,488)		(112)	99.03%	(9,160)	2,328	25.41 %
SHERIFFS EARNINGS	(232,138)	(52,626)		(179,512)	22.67%	(158,982)	(106,356)	-66.90 %
TABLE GAMES	(479,400)	(249,737)		(229,663)	52.09%	(420,440)	(170,703)	-40.60 %
TAX PENALTIES	(311,080)	(235,242)		(75,838)	75.62%	(236,741)	(1,499)	-0.63 %
VIDEO LOTTERY	(2,314,600)	(1,799,690)		(514,910)	77.75%	(2,155,202)	(355,512)	-16.50 %

Jefferson County Commission

FY2021 General Fund Revenues & Expenditures

As of 02/28/2021

Expenditures by Funding Source

Description	FY2021 Budget	FY2021 YTD		Budget Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	YTD Actual		% Var PY- CY
		Actual As of 02/28/21				FY2020 YTD Actual As of 02/28/20	FY2021-FY2020 Variance Favorable/ (Unfavorable)	
WASTE COAL	-	(2,900)	2,900	100.00%	-	2,900	-100.00 %	
WINE & LIQUOR TAX	(250,810)	(238,460)	(12,350)	95.08%	(186,474)	51,985	27.88 %	
Total Revenues	(9,674,682)	(7,379,832)	(2,294,850)	76.28%	(4,866,002)	2,513,830	51.66 %	
412- AGRICULTURAL AGENT	117,994	73,959	44,035	62.68%	82,900	8,941	-10.79 %	
425- OTHER BUILDINGS	740,810	408,401	332,409	55.13%	386,048	(22,353)	5.79 %	
428- IT DATA PROCESSING	676,219	221,663	454,556	32.78%	341,685	120,022	-35.13 %	
431- DEVELOPMENT AUTHORITY	463,885	300,803	163,082	64.84%	394,658	93,854	-23.78 %	
697- CONT/TRF OTHER STATUTORY EI	3,100	15,725	(12,625)	507.26%	38,102	22,377	-58.73 %	
716- ANIMAL CONTROL	232,980	148,923	84,057	63.92%	152,792	3,869	-2.53 %	
717- CENTRAL GARAGE	312,879	141,411	171,468	45.20%	180,207	38,797	-21.53 %	
800- LOCAL HEALTH DEPT	80,782	40,391	40,391	50.00%	53,587	13,196	-24.62 %	
916- LIBRARIES	330,000	247,500	82,500	75.00%	247,500	-	0.00 %	
953- PUBLIC TRANSPORTATION	30,000	-	30,000	0.00%	55,000	55,000	-100.00 %	
Total Expenditures	2,988,649	1,598,776	1,389,873	53.49%	1,932,478	333,703	-17.27 %	
698- TRANSFERS TO OTHER FUNDS	7,434,412	500,000	6,934,412	6.73%	600,000	100,000	-16.67 %	
GENERAL SCHOOL FUND REIMB	(264,000)	(112,078)	(151,922)	42.45%	(181,355)	(69,278)	-38.20 %	
TRANSFERS FROM OTHER FUNDS	-	-	-	0.00%	68,252	68,252	-100.00 %	
Total Transfers To/(Fr) Other Funds	7,170,412	387,922	6,782,490	5.41%	486,897	98,975	-20.33 %	
SUBTOTAL NON-DEDICATED REVENUES & EXPENDITURES	484,379	(5,393,135)	5,877,514 %		(2,446,627)	2,946,508	120.43 %	
Total Beginning Fund Bal-Budget	(9,869,280)							
Total Ending Fund Bal-Budget	4,552,088							
BEGINNING FUND BALANCE		(9,869,280)				(6,303,575)		
NET USE OF FUNDS-(SURPLUS)/DEFIC		(5,594,973)				(2,831,176)		
Total Fund Balance		(15,464,253)				(9,134,751)		

Jefferson County Commission
Table Games Revenue

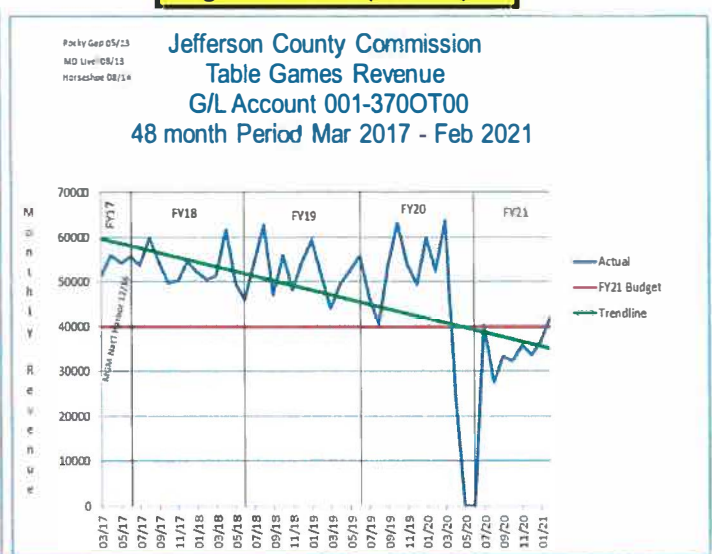
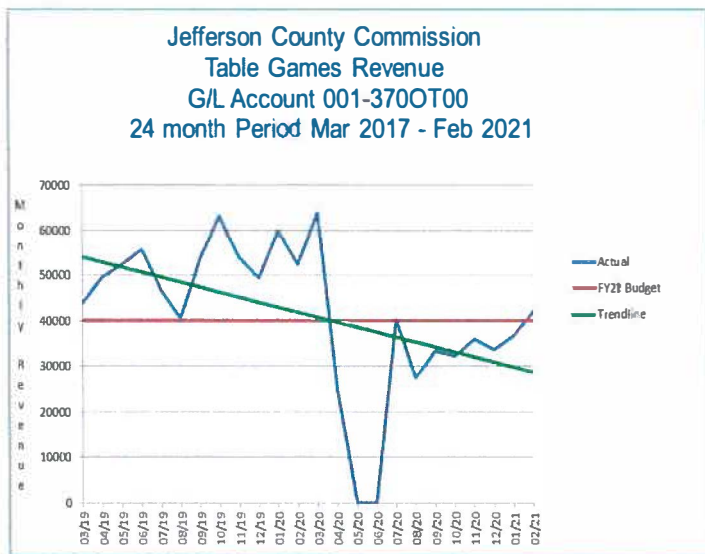
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	Act Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Decrease from FY12	
						%	Cumulative
FY12	1,596,516	1,596,516	920,000	35.2%	133,043		
FY13	1,556,473	1,556,473	1,800,000	-2.5%	129,706		(40,043)
FY14	1,032,251	1,032,251	1,163,539	-33.7%	86,021		(564,265)
FY15	891,153	891,153	943,444	-13.7%	74,263	-44.2%	(705,363)
FY16	853,009	853,009	790,000	-4.3%	71,084	-46.6%	(743,507)
FY17	736,572	736,572	740,000	-13.2%	61,381	-53.9%	(859,944)
FY18	634,044	634,044	617,700	-13.9%	52,837	-60.3%	(962,472)
FY19	635,683	635,683	544,200	0.3%	52,974	-60.2%	(960,833)
FY20	508,749	508,749	536,610	-15.6%	42,396	-68.1%	(1,087,767)
FY21	282,050	408,346	479,400	-10.7%	34,029	-74.4%	(1,188,170)
FY22	-	-	380,500	-20.6%	-	-	-
			Avg Dec FY16-20	-9.4%			(3,875,594)
			Act Dec FY12-20	-6.8%			

Table Games Revenue
FY21 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY21 Total Revenue	FY21 Budget	Projected Variance	Decrease Over PY
07/20	40,365						-13.6%
08/20	27,528						-32.1%
09/20	33,326						-38.4%
10/20	32,313						-48.9%
11/20	35,884						-33.6%
12/20	33,708						-31.8%
01/21	36,735						-38.7%
02/21	42,191						-19.5%
03/21	-	1.3%	42,735				
04/21	-	-10.9%	38,090				
05/21	-	-41.0%	22,471				
06/21	-		23,000				
Totals	282,050		126,296	408,346	479,400	(71,054)	

Orig Bud 564,400 (Dec 85k)

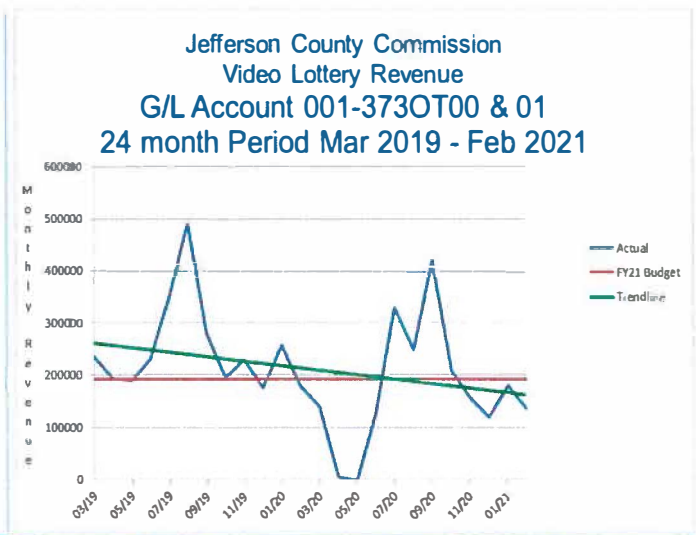
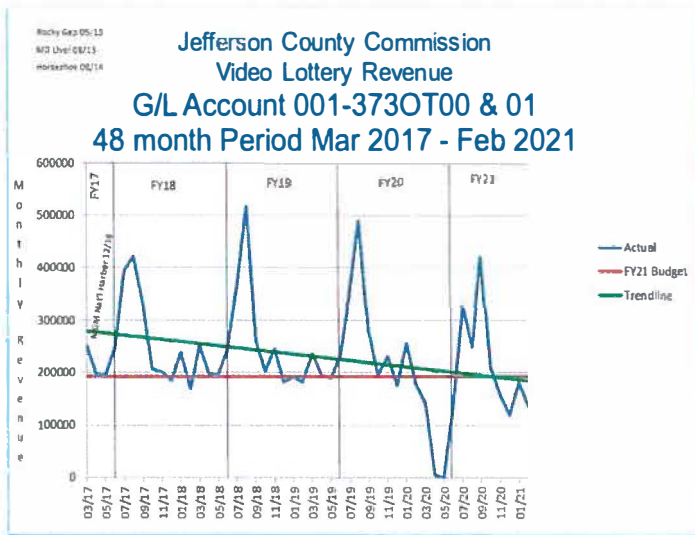


	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
						%	Cumulative
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		(637,395)
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		(904,343)
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	(1,032,581)
FY16	3,263,264	3,263,264	3,114,553	0.8%	271,939	-23.6%	(1,006,622)
FY17	3,183,192	3,183,192	3,140,000	-2.5%	261,667	-25.5%	(1,086,694)
FY18	3,038,421	3,038,421	3,020,000	-4.5%	265,266	-28.8%	(1,231,465)
FY19	2,999,871	2,999,871	2,941,500	-1.3%	245,125	-29.7%	(1,328,386)
FY20	2,428,347	2,428,347	2,332,432	-22.2%	194,369	-43.1%	(1,937,454)
FY21	1,799,682	2,251,099	2,314,600	-0.8%			(1,955,286)
FY22			2,114,800	-8.6%			(2,155,086)
			Avg Dec FY16-20	-5.9%			(5,899,100)
			Act Dec FY12-20	-5.8%			

Video Lottery Revenue
FY21 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY21 Total Revenue	FY21 Budget	Projected Variance	Decrease Over PY
07/20	327,878						-6.0%
08/20	248,279						-49.4%
09/20	420,555						50.6%
10/20	209,550						7.0%
11/20	157,061						-31.7%
12/20	120,208						-31.8%
01/21	180,492						-29.4%
02/21	135,659						-24.2%
03/21	-	23.2%	167,177				
04/21	-	-39.3%	101,546				
05/21	-	-26.1%	75,055				
06/21	-	43.4%	107,639				
Totals	1,799,682		451,417	2,251,099	2,314,600	(63,501)	

Orig Bud 2,834,600 (Dec 520k)





JEFFERSON COUNTY COMMISSION

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

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PRESIDENT

Josh Compton

VICE PRESIDENT

Stephen Stolpher

COMMISSIONER

Jane Tabb

COMMISSIONER

Tricia Jackson

COMMISSIONER

Caleb Wayne Hudson

To: Jefferson County Commission

From: Michelle Gordon, Finance Director

Date: March 10, 2021

Subject: FY21 COVID19 Emergency Financial Policy

In FY20, the County implemented a COVID-19 Emergency Financial Policy in response to the COVID19 worldwide pandemic. The pandemic gave rise to nationwide, state and county business closures. County organizations experienced increased expenditures for public and employee safety, the implementation of reduced operating hours, reduced building capacity and social distancing. Additionally, the County faced unprecedented revenue loss.

On 3/5/2021, the WV Governor signed Executive Order 8-21 relaxing COVID19 restrictions on businesses, social gatherings and youth travel sports. This order increased capacity limits for restaurants and bars, to 100% of their seating capacity; and 100% capacity for small businesses, retail stores, grocery stores and other venues. Additionally, social gathering limits were increased from 75 to 100 people.

The County's Emergency Financial Policy originally implemented in March 2020 has been reviewed and extended on a quarterly basis. The most recent review was on 12/17/2020 and the Emergency Financial Policy was extended through through 06/30/2021.

The following cost cutting measures were implemented:

- **Part-time and under utilized** staff were reduced, eliminated or utilized in other departments
- **Overtime** was reduced through the use of compensatory time or flex time.
- **Travel & training** were deferred except for essential needs.
- **Equipment, materials and supplies** were deferred except for essential needs.
- **Contracted and professional services** were deferred except for essential needs.
- **Vacant positions** remained unfilled for 6 months except for essential positions or where departments would be unable to maintain services.
- **Capital outlay fund projects** were placed on hold except for essential service projects.

Departments have adhered to the Emergency Financial Policy. Based on the most recent order signed by the Governor, departments would like to know what, if any, of the County's Emergency Financial Policy restrictions can be lifted earlier than 06/30/2021 or on 4/1/2021.

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Shusher McDonald

Jefferson County, West Virginia

PURCHASING CARD POLICIES AND PROCEDURES

December 10, 2010

Revised July 22, 2013

Revised September 4, 2014

Revised March 18, 2021

Jefferson County Commission
PO Box 250, Charles Town, WV 25414

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WEST VIRGINIA LOCAL GOVERNMENT
PURCHASING CARDHOLDER AGREEMENT

Field Code Changed

This agreement outlines the responsibilities I have as a holder of the West Virginia Local Government Purchasing Card. My signature indicates I have read and understand these responsibilities and that I agree to adhere to West Virginia Code Â§6-9-2a-c and rules promulgated thereunder, to the Local Government Purchasing Card Policies and Procedures, and any applicable purchasing guidelines.

1. I understand that the Purchasing Card is solely for official business of the Local Government Entity, intended to facilitate the payment of goods and services, for conducting official business within applicable activity limits and is not for my personal use.
2. I understand that the use of the Purchasing Card for payments not authorized within the Local Government Policies & Procedures will be considered misuse of the Purchasing Card and will be grounds for (a) immediate forfeiture of the Purchasing Card (b) disciplinary action which may include termination of my employment and (c) conviction of a felony. I understand that I am personally liable for any payments not authorized by the spending unit and permitted within the Local Government Policies & Procedures.
3. I understand that all charges will be billed directly to and paid directly by the Local Government Entity and that the issuing bank cannot accept payments from me personally.
4. I understand that the Purchasing Card is issued in my name and I am responsible for maintaining the security of the card and for all charges made by or authorized by me against it. I understand and agree that I will not give the card bearing my name to any other person to use either on my behalf or someone else's.
5. I will keep my card safe at all times with appropriate security from the time I receive the card until such time as my card is surrendered to my Local Government Program Coordinator. If my Purchasing Card is lost or stolen, I agree to immediately notify the issuing bank and my Local Government Program Coordinator.
6. I agree to follow the West Virginia State Law, purchasing guidelines of my Local Government Entity and established Policies & Procedures.
7. I understand that the Purchasing Card must be surrendered upon request and/or upon my termination of employment from the Local Government Entity.
8. I understand that I must receive training on card usage and policies and procedures prior to using the Local Government Purchasing Card.
9. I understand and agree that the Local Government Purchasing Card is not to be used for cash, cash credits, or cash advances unless approved by the WV State Auditor's Office.
10. I understand that upon receipt of the card, I must activate the card and set a personal identification number (PIN). I must also sign the back of the card if required by the issuing bank to qualify for insurance coverage or any other card benefit eligible to the State.
11. I understand that it is necessary to provide the issuing bank with certain personal information that will be used only to verify my identity and for security reasons.
12. I understand that it is a violation of policy to manipulate the ordering, billing, or payment process in order to circumvent established cardholder limits.
13. I understand it is my responsibility to save all receipts for transactions posting to my Local Government Purchasing Card and that the issuing bank or the WV State Auditor's Office does NOT have copies of those receipts.
14. I understand and agree that I will immediately notify my Program Coordinator and/or the issuing bank of any disputed items appearing on my monthly bill. I further understand that telephoning will not preserve my rights and that I must follow up in writing to the issuing bank within 60 days of the date of posting or may lose my rights to dispute item(s).
15. I agree that, should I violate the terms of the Purchasing Cardholder Agreement, I will reimburse my Local Government Entity for all charges improperly authorized by me to the Purchasing Card and all costs incurred by the Local Government Entity and the issuing bank related to the collection of such charges.

*Cardholder Signature: _____ Date: _____

Cardholder Name (please print): _____

Local Entity Name: Jefferson County Commission

Program Coordinator's Signature: _____ PIN: _____

*Cardholder must complete this form prior to issuance of a purchasing card.

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Section 1.0: Introduction

~~This program is being established in order to provide a more expedient procedure and payment for low dollar value purchases, and to reduce paperwork and handling costs.~~ The Purchasing Card (P-Card) is the preferred method of payment providing an efficient and effective process for the payment of expenditures incurred by ~~Local Government Entities~~ the Jefferson County Commission. The P-Card effectively decreases program costs and offers increased control and monitoring of payments. An effective P-Card Program will also reduce the paperwork and time associated with the payment processing function. ~~Payments to vendors are made via the West Virginia Local Government Purchasing Card Program administrated by The West Virginia State Auditor's Office. Jefferson County will make monthly settlements with the provider bank.~~

Commented [MG1]: Formerly 6.1

1.1 Overview

The Local Government P-Card Program was created and implemented in 2008 by West Virginia Code, §6-9-2a, and is governed by Legislative Rule, 155 CSR 6. The State Auditor's Office Local Government P-Card Division serves as the Program Administrator for the Local Government P-Card Program. Local Government entities, including the Jefferson County Commission, subject to the auspices of the State Auditor's Chief Inspector are eligible to participate in the program.

The governing body of the ~~Local Governmental Entity~~ Jefferson County Commission is responsible for managing the program and each administrative organizational unit is responsible for managing its **Cardholder's** accounts.

1.2 Policy Adoption

Officials of ~~the each Local Governmental Entity~~ Jefferson County Commission are responsible for establishing, maintaining and enforcing Local P-Card Policies and Procedures. This Manual establishes minimum standards for the use of the State of West Virginia Local Government P-Card and ~~may~~ shall serve as a framework for local officials to fulfill that responsibility. Individual transaction limits and credit limits shall be determined by each Entity **P-Card Coordinator** upon approval by the State **Auditor's Office** Local Government P-Card Division.

It is the ~~Entity's County's~~ coordinators and cardholders responsibility to be knowledgeable of and to follow all P-Card policies and procedures, as well as all applicable purchasing laws and guidelines. Other members of Entity County staff with reviewing and approving responsibilities (entity-county officials, chief financial officers, department heads, directors, managers, supervisors, etc.) should also be knowledgeable of program requirements.

The P-Card is a method of payment and should not be considered a substitute for proper procurement procedures. ~~Each Entity should develop and document appropriate internal control procedures to ensure proper oversight and that P-Card usage is consistent with this manual, and to develop guidelines for distribution to cardholders. In those cases where it has been determined that Entity controls are not adequate All~~ payment/purchases made with the purchasing card must be made in accordance with the current Jefferson

County Purchasing Policy and be made within budget limits. T-the Auditor's Office Local Government P-Card Division has the authority to request procedural improvements and/or place ~~the~~ card restrictions on the ~~Entity~~ County until such controls are established, documented and implemented.

Participation in the P-Card Program of a cardholder or the County may be revoked if ~~an entity~~ the cardholder or County fails to institute and enforce policies and procedures related to the program.

1.3 Definitions

Auditor's Office - West Virginia State Auditor's Office.

Approver – See Card Verifier

Cardholder - Employee (or non-employee) whose name appears on the Purchasing Card and is accountable for all charges made with that card.

Cardholder Account Number - The individual account number assigned to each Jefferson ~~Entity~~ County Commission payment account.

Cardholder Agreement Form - A form signed by the cardholder that acknowledges that the cardholder has had adequate training, understands the *P-Card Policies and Procedures*, and accepts responsibility for compliance with all policies and procedures.

Card Verifier – Employee(s) within the organization responsible for verifying that all charges against the Cardholder's account are backed up by supporting documentation and appropriate for the operations of the Entity County. Frequently, they will document this review and approval by signing the weekly or monthly log sheet of the employee or, where applicable, by electronic approval via the County's automated financial system, Tyler Technologies. This person may be a supervisor, manager, Department Head, Elected Official or a person in a similar job capacity.

Commented [MG2]: Updated for the New Financial System

Chief Financial Officer – The individual responsible for oversight of the financial activity within a spending unit.

Disputed Item - Any transaction that was not authorized by the individual cardholder.

Entity County Officials – The Jefferson County Commission is the elected body or appointed governing board of the County ~~an Entity~~.

Electronic Purchase Card Statement - A listing of transactions available to the cardholder monthly in the County's automated financial system indicating all activity on an individual P-Card.

Electronic Signature – An electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. (See West Virginia Code §39A-1-2(8)).

Entity – Jefferson County Commission

Financial Institution – The organization that has contracted with the Auditor's Office to administer certain aspects of the Local P-Card Program.

Fraud – is a deception deliberately practiced in order to secure unfair or unlawful gain.

Goods - Materials, supplies, commodities, equipment, and any other articles or items used by or furnished to the County ~~an Entity~~.

Hospitality – Food, nonalcoholic beverages, and related expenses for the reception of guests by an Entity ~~the County~~ for a specific event or function relating to conducting Entity ~~County~~ business.

Individual P-Card Statement - A listing of transactions available monthly to the cardholder indicating all activity on an individual P-Card.

LG P-Card Account Administration Worksheet - A file that initiates the P-Card issuance process, account maintenance, new billing accounts and coordinator changes.

Local Governmental Entity Jefferson County Commission - means any unit of local government within the State subject to the auspices of the Chief Inspector, including a county, county board of education, municipality, and any other authority, board, commission, district, office, public authority, public corporation, or other instrumentality of a county, county board of education, or municipality or any combination of two or more local governments.

Master Billing Account Number - The master account number assigned to ~~each the Entity County~~ for billing purposes.

Master Statement - A list of transactions available monthly to the ~~Entity County~~ P-Card Coordinator indicating all activity on each individual ~~P-Card~~ that rolls up to ~~the County's at Entity's~~ master account number.

Monthly Cardholder Statement – This is the monthly listing of all transactions of the Account by the cardholder, issued by the bank directly to the cardholder.

Non-Employee – an individual who is not employed with the ~~entity County~~ but performs functions for the local government for which they are issued a P-Card.

Official Use - Payments made by a cardholder on behalf of the ~~Entity County~~ as permitted by law and P-Card Policies and Procedures.

P-Card Coordinator - The Chief Financial Officer or individual designated by each ~~Entity County~~ to administer the P-Card Program within the ~~Entity County~~ or an account of the ~~Entity County~~.

P-Card Delegation - The practice of allowing an individual other than the cardholder whose name appears on the front of the P-Card to have access to the P-Card or P-Card number to initiate or complete a transaction.

Program Administrator – The Director of the Local Government P-Card Program in the State Auditor's Office Local Government P-Card Division.

Purchasing Card (P-Card) - A payment account issued in the name of an individual employee of the ~~Local Government Entity Jefferson County Commission~~ or non-employee for official use.

Receipt - An itemized document indicating the vendor, the price per item, and the total amount charged in a transaction.

Single Transaction Limit – See Transaction Limit

Spending Unit – All local governments within the state, including a county, county board of education, municipality, and any other authority, board, commission, district, office, public authority, public corporation, or other instrumentality of a county, county board of education, or municipality or any combination of two or more local governments except those statutorily exempted.

Transaction – The payment for goods and services and other items.

Transaction Limit - The maximum dollar amount permitted in any single transaction. The dollar amount limitation of procurement purchasing authority delegated to a cardholder. They County's single transaction limit varies; please see the P-Card Coordinator for your limits.

Vendor - The supplier of goods or services to ~~the County Local Government Entity~~.

1.4 Training

The State Auditor's Office Local Government P-Card Division shall provide training to all cardholders and program coordinators. Training may be in person, or in a format approved by the State Auditor's Office Local Government P-Card Division.

All Entity-County Program Coordinators shall receive training/education designed and approved by the State Auditor's Office Local Government P-Card Division within thirty (30) days of assuming the duties of the position. Designated training/education may be required annually. P-Card Program Coordinators who successfully complete all applicable designated Coordinator training are not required to undergo any required Cardholder training.

Effective July 1, 2019, Entity-County employees who will be issued and/or use a P-Card must have successfully completed a training session specifically designed for new cardholders. All current cardholders should complete refresher training before their P-Card is reissued. Training on specific Entity-County purchasing policies and guidelines will be provided by the Entity-County.

Section 2.0: P-Card Issuance and Maintenance Procedures

2.1 — Designation of a P-Card Coordinator

Each spending unit's Chief Financial Officer or his or her designee shall serve as the spending unit P-Card Coordinator. P-Card Coordinator(s) are specified by a representative of the Entity-County Officials through the preparation of the LG P-Card Account Administration Worksheet which must be submitted to the State Auditor's Office. Additionally, Entity-County Officials (or a representative) should designate an individual to act as a backup P-Card Coordinator in the event the primary Coordinator is unavailable to perform his or her duties. An Entity-County may have multiple P-Card Coordinators or P-Card sub-Coordinators who may be delegated some or all of the coordinator's responsibilities. Sub-Coordinators may be appointed by County the Entity-Officials (or a representative) or the P-Card Coordinator. P-Card Coordinators and sub-coordinators must complete State Auditor's Office training within 30 days of assuming responsibilities.

The designated individual(s) shall be responsible for the administration and oversight of the Entity's County's P-Card internal control system, which includes the appropriate accounting of transactions and ensuring P-Card use is for valid government purposes.

The P-Card Coordinator - shall be responsible for the implementation and enforcement of the following procedures that include but are not limited to:

- Responsible for reviewing all cardholder electronic or paper P-Card Individual Log Sheets submitted to the County and ensuring all P-Card guidelines and regulations are followed.
- Periodically review all charges and accounts.
- Submit and process all P-Card cardholder limits, terminations, issuance, and changes. Document accordingly.
- Ensure all appropriate cardholders attend P-Card annual training.
- Arrange P-Card training through the state's P-Card office personnel.
- Ensure each cardholder has signed a P-Card Cardholder Agreement form and the original is in their office. Report any abnormalities or suspicious activities to the County Administrator.
- Liaison for cardholder questions.

Commented [MG3]: WVSAD currently has on file that the CFO has designated the Deputy County Administrator as the P-Card Coordinator and the County Commission, Executive Assistant is the back up P-Card Coordinator. Those designations are not proposed to change.

Commented [MG4]: Formerly 5.3.4

2.2 Obtaining a P-Card

P-Cards are issued at the request of the ~~Entity County~~ P-Card Coordinator. ~~Cardholders should who are County employees should be~~ full-time employees of the ~~Entity County~~. Cardholders must sign a Purchasing Cardholder Agreement (Front Section) (Exhibit A). If an individual is a **Non-Employee** of the ~~Entity County~~, they must ~~still~~ also sign a Purchasing Cardholder Agreement. P-Cards will not be issued by the **State Auditor's Office** without a signed Purchasing Cardholder Agreement. The ~~Entity County~~ P-Card Coordinator is required to maintain a copy of the Purchasing Cardholder Agreement Form in the County's automated financial system, Tyler Technologies.

The **P-Card Coordinator** is responsible for assigning the credit and transaction limits as well as any other applicable restrictions for use of the P-Card. The coordinator can assign this through the financial institution's electronic platform or by emailing the appropriate section of the **LG P-Card Administration Worksheet** to our global email address (wvlgPcard.gov).

Department Heads may propose personnel to be cardholders by completing the Request for Purchase Card form (Attachment A). The request(s) is (are) to be forwarded to the P-Card Coordinator for final approval. Upon receipt and review of the request form, the P-Card Coordinator will complete a P-Card application and forward the approved form to the WV Local Government Purchasing Card Program for processing.

The proposed cardholder shall be issued a copy of this Manual and shall be required to acknowledge (countersign) a Purchasing Cardholder Agreement (front section), indicating that the cardholder understands the procedure and the responsibilities of a P-Card cardholder.

All new applicants are required to complete **State Auditor's Office** training before P-Cards will be issued.

Commented [MG5]: Formerly 6.2 Receiving a Purchasing Card

2.3 P-Card Activation

P-Cards are ~~generally~~ mailed to the P-Card Coordinator. Upon receipt, the coordinator should provide it to the cardholder. **Cardholders** are responsible for activating their own cards upon receipt and assigning a personal identification number (PIN) to their card.

2.4 P-Card Account Maintenance

P-Card Coordinators are responsible for performing card maintenance via the applicable provider platform. The **State Auditor's Office** is required to electronically approve certain account maintenance changes. Alternatively, **P-Card Coordinators** may utilize the **LG P-Card Administration Worksheet** or email our office for maintenance items.

2.5 Card Security

Commented [MG6]: Formerly 6.11

The unique purchasing card that the Cardholder receives has his or her name embossed on it and shall ONLY be used by the Cardholder. It is the Cardholder's responsibility to safeguard the P-Card and P-Card account number at all times. The Cardholder may make transactions on behalf of others in their department. However, the Cardholder is responsible for all use of his or her card. P-Cards must be kept in a secure location and should only be used to process transactions by the respective **Cardholder**. In order to prevent exposure to fraud, the

full P-Card account number should not be recorded electronically or on paper. All cardholders are required to sign the back of their P-Card upon receipt.

Commented [MG7]: Formerly 6.11.1

P-Card delegation is prohibited. P-Card delegation is the practice of allowing an individual, other than the cardholder whose name appears on the front of the P-Card, to have access to the P-Card or P-Card number to initiate or complete a transaction. P-Card delegation increases the risk of fraud and cardholder liability. **NO OTHER PERSON IS AUTHORIZED to use that card.**

If a Cardholder becomes aware of a charge to their P-Card that is potentially fraudulent in nature they must notify their **Card Verifier** and the **P-Card Coordinator** **immediately**. Representatives of the **Entity County** shall report all aforementioned instances to the **State Auditor's Office** Local Government P-Card Division **immediately**.

With the exception of ghost accounts, fleet cards, and certain other accounts, P-Cards are issued in an individual's name. Only the individual named on the P-Card is authorized to use it. P-Cards can be issued in the name of the **Entity County** upon approval by the **State Auditor's Office** Local Government P-Card Division. These department cards shall have proper controls in place as to access and use and should be limited to specific users designated by department heads. All users of a department card are still required to sign a **Purchasing Cardholder Agreement Form**. All **Cardholder Agreement Forms** for department cards must be submitted to the **State Auditor's Office** Local Government P-Card Division to be kept on file. Documentation should clearly establish the individual responsible for the purchase. A **Shared Purchasing Card Log Sheet (Exhibit Attachment BE)** must be kept to properly document who had access to the card, the date and vendor of every purchase the employee/non-employee made, as well as when the card was returned.

Lost or Stolen P-Card -

Immediately report lost or stolen P-Cards to the **Financial Institution** and the **Entity County P-Card Coordinator** within 24 hours to limit cardholder liability. **After the Financial Institution and P-Card Coordinator have been notified, the cardholder shall notify their Department Head within one (1) working day after discovering the card missing. The cardholder shall prepare and submit to their Department Head a written report of the loss within five (5) working days. This report is called the Lost/Stolen Card Notification Form- (Attachment B). A copy of this report shall be forwarded to the P-Card Coordinator. The P-Card Coordinator shall forward a copy of the completed report to the Financial Institution.**

A new card shall be promptly issued to the Cardholder after the reported loss or theft. A card that is subsequently found by the Cardholder after being reported lost shall be cut in half and given to the Department Head. The Department Head and Cardholder shall sign the Card Destruction Notice form (Attachment C) and forward the completed form to the P-Card Coordinator who will notify the Financial Institution.

Commented [MG8]: Formerly 6.11.2

Commented [MG9]: Formerly 6.11.3

P-Cards must be cancelled **immediately** upon termination of or separation from employment. The **P-Card Coordinator** is responsible for ensuring that the P-Card is destroyed and that a **Local Government Card Maintenance Form (electronic form at State Auditors Website)** is completed and submitted to the **State Auditor's Office** Local Government P-Card Division or that the account is terminated by the coordinator via the processing bank's electronic portal.

Commented [MG10]: Formerly 6.12

If the Cardholder is transferring to another department, the Cardholder shall surrender the purchasing card and current purchasing card logs to his or her Department Head. Upon its receipt the Department Head will review, approve and forward to Accounts Payable, the month end purchasing card statement. The Department Head shall cut the purchasing card in half, complete the Card Destruction Notice form (Attachment C) and forward the completed form to the P-Card Coordinator who will notify the Financial Institution. When the Cardholder reports to his or her new department, he or she may request a new card in accordance with Section 2.2-Obtaining a P-Card.

Section 3.0: Using the P-Card

3.1 General Instructions

The P-Card is a preferred method of payment for certain designated transactions or dollar amounts. All applicable laws, rules and regulations, P-Card Policies and Procedures, and other governing instruments must be followed, regardless of the method of payment. All payment/purchases made with the purchasing card must be made in accordance with the current Jefferson County Purchasing Policy and within budget limits.

The P-Card may be used to make payments for goods, services, and travel that are not prohibited by P-Card Policies and Procedures, travel policies, or applicable laws, rules or regulations. **Personal charges are prohibited.** Purchasing Card cannot be used to purchase gift cards. Except where otherwise exempted by statute, rule, or waiver from the State Auditor's Office Local Government P-Card Division, the P-Card may not be used to obtain cash, cash credits, or cash advances.

Commented [MG11]: Formerly 6.3.3

3.2 Transaction Limit

Individual transaction limits and credit limits are determined by the County each Entity P-Card Coordinator upon approval by the **State Auditor's Office** Local Government P-Card Division. It is a violation of policy to manipulate the ordering, billing, or payment process in order to circumvent established cardholder monthly or single transaction limits or County purchasing policies. The payment or purchase shall not be split into multiple transactions to stay within the single transaction limit. Cardholders are responsible for staying within their available budget. If a budget line is exceeded and funds are not available for a budget revision, or any other violation of the P-Card policy occurs, the cardholder may be personally liable for the purchase. Any purchase over \$5,000 must be pre-approved by the County Administrator.

Commented [MG12]: Formerly 6.3.2

3.3 Ordering

Payments may be made with the P-Card by phone, fax, mail, secured internet site, or in person. When paying by telephone, fax, mail, or internet, the vendor should be provided with a complete shipping address.

Shipping and handling charges must be included in the stated price and the total charge may not exceed the cardholder's assigned transaction limit or violate the County's purchasing policies.

When placing the order, the vendor should be instructed to provide an itemized invoice or receipt. The vendor may not charge the account until the merchandise has been shipped.

Formatted: Style2

Whenever making a purchasing card purchase the Cardholder will check as many sources of supply as reasonable for the situation to assure best price and delivery.

Commented [MG13]: Formerly 6.5

Cardholders shall utilize the following "checklist" when making a purchase:

1. Solicit a reasonable number of sources, if vendors furnish standing price quotations or catalog prices on a recurring basis check that the price listed is current.

2. Once a vendor is designated and that vendor confirms that the good or service is available, meets the specification and delivery requirements, etc:

- a. Confirm that the vendor agrees to charge the purchasing card.
- b. Advise the in state vendor that Jefferson County is tax exempt and must not pay sales tax. Out of state vendors may charge sale taxes. See also Section 3.4 Tax Exempt Status and Disputed Charges.
- c. Direct the vendor to include the following information on the shipping label and packing list.
 - i. Cardholder's name
 - ii. Complete delivery address
 - iii. The words "Purchasing card Purchase"
 - iv. The vendor's order number
- d. Give the vendor your purchasing card number.
- e. It is extremely important that all purchases be sent to the cardholder ordering the merchandise as this will ensure that the documents necessary for the record keeping are readily available to the cardholder.
- f. If necessary, advise the individual within your area who receives merchandise of the vendor's name and order number, anticipated delivery date, number of boxes expected, carrier (UPS, FedEx, etc.) and to notify the Cardholder when delivery is made

3.4 Tax Exempt Status and Disputed Charges

Local Government Entities The Jefferson County Commission is are tax exempt for sales tax and hotel/motel tax and should not pay tax to in-state vendors. Cardholders should remind vendors that the Entity-County is tax exempt before initiating a transaction.

The words "Tax Exempt" and the Entity's County's tax identification number are printed on the P-Card.

The cardholder may be required to provide the vendor with a copy of the Entity's County's tax-exempt certificate and that may be obtained from Accounts Payable.

It is the cardholder's responsibility to ensure charge accuracy. Sales tax, incorrect shipping charges or other invalid charges to the card should be addressed immediately with the vendor by the cardholder. If the situation is not adequately addressed by the vendor, the cardholder should initiate a dispute by calling our office and following instructions.

Commented [MG14]: New Section

3.5 Convenience Fees and Surcharges/Checkout Fees

Instructions for Policy

[Convenience fees and Surcharges or Checkout Fees may be paid by the P-Card at the discretion of the Entity-County. It is the responsibility of the cardholder and **P-Card Coordinator** to determine if these charges are acceptable to the Entity-County and in compliance with the card brand's regulations. Any questions or

suspected misapplication of these fees by a vendor should be reported to the **State Auditor's Office** Local Government P-Card Division for further investigation.}

~~Entity should insert the policy here~~ Convenience fees and surcharges shall not exceed more than 2.0% of the total transaction amount. Amounts greater than 2.0% are deemed excessive and are not cost effective. If the convenience fee exceeds 2.0% of the transaction total, the transaction should be paid through the County's Accounts Payable, check issuance process. (See Policy 305-Purchase Order and Invoice Policy.)

Commented [MG15]: This is a new section

3.6 Travel

The Entity County needs to issue a separate policy related to business related travel for employees has established Policy 302- Travel Expenses Policy that provides uniform travel expense reimbursement guidelines. In order for the payment or reimbursement of travel-related expenses to be considered nontaxable, the Entity must maintain an accountable plan in accordance with IRS rules and regulations. The following types of travel expenses are eligible to be paid with a P-Card.

~~Entity should insert the types of eligible expenses here. The Auditor's Office recommends that meals and gasoline related to employee travel NOT be purchased with the P-Card but rather reimbursed at established per diem rates outlined in the travel policy. Gasoline purchased for Government vehicles should utilize fleet cards for fuel tax reclamation services.~~

1. Conference Registration Fees
2. Lodging Fees
3. Taxi or other Transportations Fees (i.e. Uber; Bus; Subway)
4. Parking
5. Airline and Train Tickets
6. Rental Cars

~~The P-Card shall not be used for cash advances, personal purchases or identification, telephone calls, meals, tips or any type of food purchase. See also Section 3.8-Usage Restrictions for more detailed information. The Jefferson County Sheriff's Department may use the P-Card to purchase for meals and food for inmate/detainee transport purposes. Any additional exceptions will be handled on an individual basis with the Program Coordinator.~~

3.7 Hospitality

Hospitality expenses are the provision of food, beverages, activities, or events for the purpose of promoting the local government. Specific documentation requirements exist for hospitality expenditures and that documentation must remain consistent regardless of the method of payment. In addition to other documentation requirements, each hospitality event/function must be supported by an itemized receipt/invoice and a sign-in sheet (by first and last name) of function attendees. Hospitality documentation should be retained for inspection. See Attachment D-Request/Approval for Hospitality Service. ~~{Entities should consider utilizing Exhibit Q – Request for Hospitality Service to meet documentation requirements}~~

3.8 Usage Restrictions

The P-Card can only be utilized for government related purposes. West Virginia Code §11-8-26 states in part that "a local fiscal body shall not expend money or incur obligations for an unauthorized purpose". Furthermore, WV Code §6-9-2(c) stipulates that it is unlawful for any person to use a local purchasing card in any manner which is contrary to the types of payments authorized by the Auditor and governing policies and procedures. ~~{The following types of purchases are not authorized:}~~

~~{#1 through #7 are minimum State Auditor's Office Rules}~~

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Commented [MG17]: Formerly 6.4.2 and also 6.4.3

Commented [MG18]: Formerly 6.4.2

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1. Cash Advances ~~(unless approved by the State Auditor)~~
2. Gift Cards or any kind of gift certificate ~~unless pre-approved by the State Auditor's Office Local Government P-Card Division—Entities must complete and submit Authorization for Purchases of Gift Card/Certificates (Exhibit E) PRIOR to purchase.~~
3. Purchases that are non-public in nature that would otherwise be considered an unauthorized expenditure (including personal purchases or identification).
4. Personal purchases which are then reimbursed to the Entity/County.
5. Meals ~~(except for JCSO inmate/detainee transport meals)~~ that are not employee overnight travel or meals specifically excluded from taxability under IRS rules and regulations (See IRS Publication 5137 Fringe Benefit Guide) related and/or related to hospitality (as defined in Section 3.7).
6. Returned goods should be credited to the P-Card. Debit cards, gift cards, store credit, or cash are not an acceptable method of receiving funds for returned goods.
7. Any purchase that violates the provisions of The Ethics Act (WV Code §6B-1)
8. Alcoholic Beverages other than for resale
9. Telephone calls/ monthly service (except for county-wide utility/telephone/cellphone bills)

A Cardholder who makes unauthorized purchases or carelessly uses the credit card may be liable to County for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the Bank in connection with the misuse. The Cardholder's P-Card privileges may be revoked (permanently or temporarily); and the Cardholder may also be subject to disciplinary action up to and including termination of employment.

{Local Governments should enter any additional restrictions here}

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Commented [MG22]: New Language

Section 4.0: Transaction Documentation, Reconciliation and Review

Cardholders are responsible for the review, acknowledgement or dispute of all transactions that appear on their P-Card statement. Proper documentation (defined in Section 4.1) must be obtained and maintained for each transaction placed on the P-Card and must be maintained for inspection in accordance with record retention guidelines.

4.1 Documentation Requirements

Each Cardholder must prepare an electronic Purchase Card Statement in the County's automated financial system, Tyler Technologies. This electronic process includes: uploading an electronic, itemized receipt as well as all available shipping documentation; entering a description of the purchase or payment; general ledger account coding for budgetary purposes; and electronic approval/signatures.

If the Cardholder does not have access to the County's automated financial system, the cardholder must prepare an Individual Purchasing Card Log Sheet (Attachment E) on a monthly basis and submit it to the card verifier (supervisor/ approver) for approval. The card verifier shall submit the completed monthly log sheet and itemized receipts to the P-Card Coordinator. Each charge must be listed with all the pertinent information. The Cardholder must enter R- reconciled, D-disputed, C- carryover (charge not yet showing on statement). Detailed, itemized receipts must be attached to the monthly Individual Purchasing Card Log Sheet and then submitted to the card

Commented [MG23]: Formerly Section 6.6

Commented [MG24]: New language for the new financial system process

Commented [MG25]: Formerly 6.6.1

verifier/supervisor for approval. The Cardholder should also attach their monthly billing statement to the Individual Purchasing Card Log Sheet and itemized receipts.

All receipts for P-Card purchases must be detailed and itemized and be present for all charges on the Cardholder's statement. Receipts should show all items purchased, not just a total amount. The same would apply for restaurant receipts. **Payment-alone signature receipts will not be considered by the County or WV State Auditor as proof of the purchase** if it is not accompanied by the vendor's itemized receipt. In addition to itemized receipts and when available, proof of purchase shall also include documentation such as packing slips, invoices, cash register tapes, purchasing card slips, etc.

The cardholder is responsible for checking that the invoice or receipt provided by the vendor lists the quantity, fully describes the item(s), excludes sales tax, and does not make arithmetic errors prior to the Cardholder signing the slip to complete the transaction.

To document online purchases, the Cardholder should make a copy of the screen that indicates the purchase was paid with a credit card. The screen print should also show the date of the transaction, items purchased, and the total dollar amount. Just like other purchases, on-line purchases must be documented with detailed/itemized receipts.

When making a purchase by Telephone, inform the vendor that the purchase is tax exempt, the cardholder shall also document the transaction by retaining all invoices or shipping documentation for the electronic Purchase Card Statement or manual Purchasing Card Log.

[Strongly suggested but not mandatory procedure]

~~Each Cardholder must prepare an Individual Purchasing Card Log Sheet (Exhibit C) on a [weekly/monthly] basis. Each charge must be listed with all the pertinent information. The Cardholder must enter R- reconciled; D- disputed; C- carryover (charge not yet showing on statement). Detailed, itemized receipts must be attached to the [weekly/monthly] Individual Purchasing Card Log Sheet and then submitted to the card verifier/supervisor for approval.~~

NOTE: If the entity does this monthly, they should add the following language

~~The Cardholder should also attach their monthly billing statement to the Individual Purchasing Card Log Sheet and itemized receipts.~~

4.2 Review of Transactions

Each Cardholder is assigned a Card Verifier which is an employee(s) within the organization responsible for verifying that all charges against the Cardholder's account are backed up by proper supporting documentation for each purchase, the goods were received or the services were performed, the cardholder has complied with applicable procedures, and the charge is appropriate for the operations of the Entity/County.

~~Practical Note: In smaller organizations this person may also be the P-Card Coordinator. In larger organizations it may be a department head or a sub-P-Card Coordinator of a specific unit (i.e. Sheriff's Office).~~

The Card Verifier must document approval through an **electronic** signature on the Cardholder's **monthly electronic Purchase Card Statement** or a signature on the Cardholder's ~~monthly statement/Local Government Purchasing Log Sheet~~. The signature of the Card Verifier indicates the cardholder was authorized to make the purchase and that the purchase was made in accordance with applicable procedures.

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Any suspicious transactions should immediately be brought to the attention of the **P-Card Coordinator** ~~and/or~~ the appropriate management level of the **Entity/County**. Any discrepancies must be investigated and resolved. The disposition of each discrepancy must be documented and retained with the supporting documentation and/or statement of account. Cardholders are accountable for all discrepancies.

After all transactions have been reviewed and verified, the **Card Verifier** must forward the supporting documentation and individual account statements to the primary **P-Card Coordinator** who receives the master billing statement.

~~If the cardholder does not have documentation of a transaction listed on the monthly statement, he or she shall attach an explanation that includes a description of the item(s) purchase, date of purchase, Vendor's name and reason for the lack of supporting documentation. Three "lack of supporting documentation" shall cause the cardholder's card to be revoked, and the Cardholder may also be subject to disciplinary action up to and including termination of employment.~~

Commented [MG32]: Formerly 6 7 2 with stronger Language

~~P-Card Returns - If an item is not satisfactory, received wrong, damaged and/or defective, a duplicate order, etc, the following steps should be followed:~~

- ~~1. The cardholder makes contact with vendor to obtain a "Return Material Authorization" (RMS) number. Every vendor has different return policies. Make sure your return meets their criteria without incurring a restocking fee.~~
- ~~2. The item(s) to be returned need(s) to be repackaged in the original manufacturer's carton.~~
- ~~3. Using the County's Return Merchandise Form (Attachment F), fill in all information as completely as possible.
 - ~~a. Enclose one copy in box being returned.~~
 - ~~b. Keep one copy for your records and the Purchasing Log.~~~~

~~A credit voucher or email should then be received from the vendor. After the item has been returned and received by the vendor, a P-Card credit will be processed by the vendor. The cardholder shall verify that this credit is reflected on the next monthly statement. If the vendor has not replaced or corrected the item by the date the Cardholder receives his/her monthly statement, then the purchase of that item will be considered in dispute.~~

Commented [MG33]: Formerly 6 7 3

~~Disputed Charge - If the Cardholder is disputing a charge, he or she shall complete a disputed charge report and include it with the monthly P-Card Log. See Statement of Disputed Item(s) form (Attachment G)~~

~~If the Cardholder's monthly statement lists a transaction where the goods have not been received or there is some other discrepancy, the Cardholder should resolve these items prior to sending an approved monthly statement to the P-Card Coordinator. Most exceptions can be resolved between the Cardholder and the Vendor. If the dispute cannot be settled at this level, the Cardholder shall notify the P-Card Coordinator and provide the P-Card Coordinator a copy of all correspondence.~~

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~~Transactions not appearing on Statement - If purchased items or credits are not listed on the monthly statement, the appropriate transaction documentation shall be RETAINED by the Cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within 60 days after the date of purchase or return, the Cardholder or Card Verifier shall notify the P-Card Coordinator and provide a copy of all correspondence to resolve and reconcile the statement.~~

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4.3 Account Coding

The ~~[P-Card Coordinator/~~Card Verifier] is responsible for assuring all expenditures are assigned to their appropriate line item in the **Entity/County's** general ledger on a ~~(specify period: daily, weekly, monthly)~~ basis, and, that the purchase is within budget. Account coding is ~~periodically also~~ reviewed by ~~(assign someone~~

~~independent of the purchasing card cycle, the accounts payable clerk, the chief financial officer, the P-Card Coordinator, and a commissioner.~~

Technology is provided for importing of p-card data and default account coding for Cardholder's transactions. Cardholders may have default coding in which purchases are assigned automatically to a specific account. The ~~P-Card Coordinator~~ Card Verifier is responsible for periodically reviewing this coding and related charges to ensure the coding is proper.

Commented [MG36]: Updated for the new financial system
electronic signature/ workflow

4.4 Payment Process

Entity County Officials are responsible for ensuring that the master billing account is paid in full every month.

The Entity County shall remit all P-Card payments directly to the financial institution. The financial institution should receive payments within twenty-five (25) successive, calendar days after the billing cutoff on a standard monthly payment cycle.

The Entity County is required to pay the balance due regardless of pending credits or disputed transactions. Resolved disputes and credits will be applied to subsequent bank statements or checks will be issued by the financial institution directly to the Entity County. If ~~an~~ Entity County fails to make required payments in a timely manner, the **State Auditor** may prohibit further participation in the program.

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Section 5.0: Fraud, Misuse and Abuse

5.1 Fraud

Fraud is a deception deliberately practiced in order to secure unfair or unlawful gain. For example, fraud occurs when the cardholder's account information has been intentionally utilized for personal gain. Intentional use of the P-Card to make purchases for personal use or non-state business is fraudulent and is prohibited.

If a Cardholder fraudulently uses their P-Card, the following actions could potentially take place:

- ~~Local Governments should insert remedial actions here some examples include: card privileges revoked; termination of employment; notification of potential criminal violation to appropriate authorities.~~
A Cardholder who makes unauthorized purchases or carelessly uses the credit card may be liable to the County for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the financial institution in connection with the misuse.
- The Cardholder may have their card privileges revoked.
- The Cardholder may be subject to criminal prosecution.
- The Cardholder may also be subject to disciplinary action up to and including termination of employment.

Commented [MG37]: Updated with stronger language

Instances of unlawful use, possible fraud, misappropriation, or mismanagement with the P-Card shall be reported immediately to the Entity County P-Card Coordinator. The P-Card Coordinator shall report all aforementioned instances to the **State Auditor's Office** Local Government P-Card Division within 24 hours of his or her discovery. Notification of card misuse to the **State Auditor's Office** Local Government P-Card Division is **REQUIRED**, even if the instance was handled internally by Entity County Officials.

The potential penalties for the unlawful use of a local purchasing card are outlined in West Virginia Code §6-9-2c, a through d which states the following:

“(a) It is unlawful for any person to use a local government purchasing card, issued in accordance with the provisions of section two-a of this article, to make any purchase of goods or services in a manner which is contrary to the provisions of section two-a of this article or the rules promulgated pursuant to that section.

(b) It is unlawful for any person to knowingly or intentionally possess with the intent to use a purchasing card without authorization pursuant to section two-a of this article or the rules promulgated pursuant to that section.

(c) Any person who violates the provisions of this section is guilty of a **felony** and, upon conviction thereof, shall be confined in a state correctional facility not less than one year nor more than five years, or fined no more than \$5,000, or both fined and imprisoned.

(d) A violation of this section may be prosecuted in the county in which the card was issued, unlawfully obtained, fraudulently used, used without authorization, or where any substantial or material element of the offense occurred.”

Failure to comply with P-Card Policies and Procedures, rules, and law associated with the Local Government P-Card Program may result in revocation or limitation of P-Card privileges, a period of probation, or mandatory P-Card training in addition to any other discipline deemed necessary or appropriate by the Entity County.

5.2 Misuse and Abuse

Misuse/Abuse is the improper, unlawful or incorrect use, compromise or misapplication of the P-Card. Examples include:

- Failure to maintain security protecting your P-Card.
- Paying for items in which the P-Card is not authorized for payment.
- Purchase of authorized goods or services, at terms (e.g. price, quantity) that are excessive.

If a Cardholder fraudulently uses their P-Card, the following actions could potentially take place:

- A Cardholder who makes unauthorized purchases or carelessly uses the credit card may be liable to the County for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the financial institution in connection with the misuse.
- The Cardholder may have their card privileges revoked.
- The Cardholder may be subject to criminal prosecution.
The Cardholder may also be subject to disciplinary action up to and including termination of employment.

~~Local Governments should insert remedial actions here some examples include: card privileges revoked; termination of employment; notification of potential criminal violation to appropriate authorities.~~

Section 6.0: Program Monitoring

6.1 ~~Entity County Review~~

Commented [MG38]: Formerly 5.3

~~Entity County~~ Officials ~~are encouraged to~~ ~~are encouraged to~~ conduct random reviews of transactions within their program. Various reports are available through the financial institution's online management website or through the Local Government P-Card Division. Coordinators should be knowledgeable of the types of transactions appropriate for cardholders within their area of responsibility and review, and have the authority to request documentation for any transaction appearing on a cardholder's account.

~~The P-Card Coordinator – The P-Card Coordinator (or CFO if a separate P-Card Coordinator has not been designated) shall be responsible for the implementation and enforcement of the following procedures that include but are not limited to:~~

- ~~• Responsible for reviewing all cardholder electronic or paper P-Card Individual Log Sheets submitted to the County and ensuring all P-Card guidelines and regulations are followed.~~
- ~~• Periodically review all charges and accounts.~~
- ~~• Submit and process all P-Card cardholder limits, terminations, issuance, and changes. Document accordingly.~~
- ~~• Ensure all appropriate cardholders attend P-Card annual training.~~
- ~~• Arrange P-Card training through the state's P-Card office personnel.~~
- ~~• Ensure each cardholder has signed a P-Card Cardholder Agreement form and the original is in their office. Report any abnormalities or suspicious activities to the County Administrator.~~
- ~~• Liaison for cardholder questions.~~

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~~Cardholder – The Cardholder (all personnel issued purchasing cards) under this procedure shall be responsible for the purchasing card and its use in accordance with the policy and procedures, including annual training.~~

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~~County Commissioner - As appointed by the Commission, a Commissioner is responsible for reviewing and signing off on each cardholder's P-Card Log Sheet before payment to the Financial Institution is made. The purpose is to ensure the P-Card Coordinator and staff are following protocols. The Commissioner should report any abnormalities or suspicious activities to the County Administrator.~~

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~~Chief Financial Officer – The Chief Financial Officer is responsible for reviewing and signing off on each cardholder's P-Card Log Sheet before payment to the Financial Institution is made. The purpose is to ensure the P-Card Coordinator and staff are following protocols. The Chief Financial Officer should report any abnormalities or suspicious activities to the County Administrator.~~

Commented [MG42]: New section to coincide with approvals that are being made by the former and current CFO

~~Accounts Payable – The Accounts Payable clerk shall:~~

- ~~• Ensure attendance to annual P-Card training.~~
- ~~• Process P-Card payments in a timely and efficient manner.~~

- Compare P-Card master bill to individual bills and ensure each charge is accounted for. Notify the P-Card Administrator and County Administrator when there is anything of a suspicious nature, when someone uses the card for a personal reason, or when you are asked to withhold payment by an employee or Department Head.
 - Ensure P-Card Coordinator has had all signatures and reviews as required.
- ~~Local Governments should insert the policy related to P-Card Monitoring Here.~~

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6.2 State Auditor's Office Review

The State Auditor's Office may perform a review or examination of the Entity's County's P-Card Program at any time and issue a report that contains suggestions for improvements to the program. This evaluation may be conducted by the Local Government P-Card Division or the Chief Inspector Division to determine compliance with Local Government P-Card Policies and Procedures. Relevant documentation related to the administration of the Local P-Card Program should be provided upon request.

6.3 Failure to Follow P-Card Policies and Procedures

The **State Auditor's Office** may limit or revoke P-Card privileges, institute a period of probation or require mandated training for any EntityCounty, if that Entity-County is found to have violated P-Card policies and procedures and failed to take corrective action.

Section 7.0: Miscellaneous

7.1 Record Retention

The Entity-County shall maintain all documentation in the County's automated financial system, Tyler Technologies relating to the P-Card Program (cardholder applications, agreements, maintenance forms, training certificates, and transaction support documentation) until a post-audit review has been completed by either the State Auditor's Office Chief Inspector Division or a firm approved by the Chief Inspector. Furthermore, the Entity County shall maintain these records for the minimum time period designated with governing laws and local rules and regulations.

Commented [MG44]: Updated for the new financial system

Attachment A: Request for Purchase Card

JEFFERSON COUNTY PURCHASING CARD PROGRAM

REQUEST FOR PURCHASE CARD (P-CARD)

A P-Card is requested for the following employee.

Name: _____

Title: _____

Department: _____

Telephone Number: _____

Restricted Purchases:

Monthly Credit Limit: requested \$ _____

Single Transaction Limit \$ _____

Number of Transactions per day _____ (20 or less transactions is the standard)

Number of transactions per billing cycle _____

Department Head: _____ Date: _____
_____ (Signature)

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Attachment B: Lost/Stolen Card Notification

JEFFERSON COUNTY PURCHASING CARD PROGRAM

LOST/STOLEN CARD NOTIFICATION

Card was: Lost Stolen Other (Describe) _____

Cardholder Name: _____

Account Number: _____

Date Called Into Bank: _____

Approved By: _____

For Jefferson County

Date: _____

Cardholder/Authorized Signer's Name: _____

LOST OR STOLEN LG P-CARDS MUST BE REPORTED IMMEDIATELY TO FIFTH THIRD BANK AT 1-800-375-1747.

THE CARDHOLDER MUST COMPLETE THE FORM AND IT MUST BE SUBMITTED WITHIN 24 HOURS OF THE CARD LOSS TO THE P-CARD COORDINATOR. THE COORDINATOR WILL COMPLETE A CARD MAINTENANCE FORM AND SEND IT TO THE WV LG P-CARD PROGRAM.

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Attachment C: Card Destruction Notice

JEFFERSON COUNTY PURCHASING CARD PROGRAM

CARD DESTRUCTION NOTICE

The attached P-Card was destroyed for the following reason (please check one):

_____ P-Card had been reported as lost and was subsequently found.

_____ Cardholder has left employment with the County.

_____ Cardholder has transferred to another department within the County.

Other: _____

Cardholder Name (signed): _____

Cardholder Name (printed): _____

Department Head Signature: _____

Date: _____

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Attachment D: Hospitality Form

Field Code Changed

Jefferson County Commission
REQUEST/APPROVAL FOR HOSPITALITY SERVICE

SPENDING UNIT NAME _____
 CONTACT PERSON _____
 TELEPHONE NUMBER _____
 FUNCTION SPONSOR _____
 LOCATION OF FUNCTION _____
 DATE(S) OF FUNCTION _____

EXPENSES:
 Instructions After approved event is conducted, attached receipts must correspond to the actual expenses listed for the event.

	Estimated	Actual
FOOD AND BEVERAGE	_____	_____
MEETING ROOM	_____	_____
EQUIPMENT RENTAL	_____	_____
LODGING	_____	_____
OTHER/	_____	_____
OTHER/	_____	_____
OTHER/	_____	_____
TOTAL	\$ -	\$ -

PURPOSE/JUSTIFICATION OF FUNCTION:

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

PRE-EVENT AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____ Date: _____
 Function Representative's Signature

By: _____ Date: _____
 Agency's Head Signature

POST-EVENT AGENCY APPROVAL FOR THE ABOVE FUNCTION

I have reviewed the actual expenses and related receipts for this event and it is an accurate and true representation and in accordance with JEFFERSON COUNTY COMMISSION policies and procedures.

By: _____ Date: _____
 Function Representative's Signature

By: _____ Date: _____
 Agency's Head Signature

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**JEFFERSON COUNTY COMMISSION
LOCAL GOVERNMENT PURCHASING CARD
LOG SHEET**

CARDHOLDER NAME: _____ TRANSACTION LIMIT: _____
 ACCOUNT NUMBER: XXXX - XXXX - XXXX - _____ BILLING CYCLE (Month/Year): _____
 ENTITY: _____ DEPT/ORG.#: _____

Transaction Date	Vendor	Item Description	Quantity	Total Amount	Date Received	R* D* C*

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

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

*R=Reconciled
 *D=Disputed
 *C=Carryover

 Purchasing Cardholder Signature Date

 Card Verifier/ Supervisor Signature Date

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Attachment F: Return Merchandise Form

JEFFERSON COUNTY PURCHASING CARD PROGRAM

RETURN MERCHANDISE FORM

Return to (Vendor): _____

From (Cardholder): _____

Account Number: _____

Sales Order Number: _____

Date of Transaction: _____

Amount of Transaction: _____

Description of Merchandise: _____

Reason for return:

Wrong item received

Damaged

Duplicate Order/Defective

Did not like product

Other:

Detail _____

Cardholder Signature: _____

Date: _____ Phone: _____

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Attachment G: Statement of Disputed Items

JEFFERSON COUNTY PURCHASING CARD PROGRAM

STATEMENT OF DISPUTED ITEM(S)

Cardholder Name: _____ Phone Number: _____

Vendor Name: _____

Transaction Amount: _____ Transaction Date: _____

The above referenced transaction is being disputed for the following reason(s).

_____ There is a difference in the amount I authorized and the amount I was billed. (A copy of your charge must be enclosed).

_____ I only transacted one charge and I was previously billed for this sales draft. (Date of previous Charge: _____)

_____ The above transaction is mine but I am disputing the transaction. (Please state your reasons why in detail.) _____

_____ I do not recognize the above transaction.

_____ I have received a credit voucher for the above transaction, but it has not yet appeared on my account. (A copy of the credit voucher must be enclosed).

_____ My account has been charged for the above transaction, but I have not received this merchandise. The details of my attempt to resolve the disputes with the merchant and the merchant's response are attached/indicated below.

_____ My account has been charged for the above transaction, but the merchandise has since been returned. (Please enclose a copy of your shipping receipt).

Signature: _____ Date: _____

Attach or upload completed form to your monthly LG P-Card statement for review and approval of your department head.

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Michelle Gordon

From: Linda Johnson <Linda.Johnson@wvsao.gov>
Sent: Friday, January 29, 2021 8:34 AM
To: Linda Johnson
Subject: Local Government Policies and Procedures reminder
Attachments: Exhibit A - Cardholder Agreement rev 09-2020.pdf; Legislative Rule 155 CSR 06 March 2020.pdf; LG P-Card PnP Sept 2020 version.docx

Good morning,

As a reminder, changes were made to the Local Government Purchasing Card Policies and Procedures (P&P) in September 2020 to comply with Legislative Rule 155 CSR 6. As a result, your existing Policies and Procedures Manual may need revisions. For your convenience, I have attached a copy of the Local Government Purchasing Card Policies and Procedures, Cardholder Agreement, and the Legislative Rule 155 CSR 6.

The attached copy allows insertion of entity-specific policies for travel, convenience fees, additional restricted purchases, etc. However, we encourage you to include the minimum requirements in this draft to tailor a document reflecting your entity's actual policies, procedures, and internal controls regarding your purchasing card program.

Entity Officials need to approve any revisions.

Email your entity's revised policies and procedures to wvlqpcard@wvsao.gov.

Please confirm all potential Cardholders have received the required training from our office and signed a Cardholder Agreement form before P-Cards are requested. You may contact us at wvlqpcard@wvsao.gov to schedule a virtual training session via Teams.

Thank you for your continued support to make this program successful.

Please do not hesitate to contact us with any questions or concerns.

Local Government Purchasing Card Division Staff

Linda

Linda S. Johnson, CPCP
Assistant Director, Local Government P-Card Division
Office of the West Virginia State Auditor
1900 Kanawha Blvd. East
Building 1, Room W-100
Charleston, WV 25305
Telephone: (304) 618-0050
Fax: (304) 340-5098

John B. McCuskey
West Virginia State Auditor



WEST VIRGINIA SECRETARY OF STATE

MAC WARNER

ADMINISTRATIVE LAW DIVISION

eFILED

3/30/2020 4:56:30 PM

Office of West Virginia
Secretary Of State

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Auditor TITLE-SERIES: 155-06
RULE TYPE: Legislative Amendment to Existing Rule: No Repeal of existing rule: No
RULE NAME: Local Government Purchasing Card Program
CITE STATUTORY AUTHORITY: 6-9-2a

The above rule has been authorized by the West Virginia Legislature.

Authorization is cited in (house or senate bill number) HB 4252

Section 64-9-32 Passed On 3/6/2020 12:00:00 AM

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

March 31, 2020

This rule shall terminate and have no further force or effect from the following date:

March 31, 2025

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.

Yes

Stephen R Connolly -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.

TITLE 155
LEGISLATIVE RULE
STATE AUDITOR

SERIES 6
LOCAL GOVERNMENT PURCHASING CARD PROGRAM

§155-6-1. General.

1.1. Scope. -- This legislative rule is an explanation and clarification of operative procedures for the Local Government Purchasing Card Program. This program provides the preferred method of payment for goods and services.

1.2. Authority. -- W. Va. Code §6-9-2a.

1.3. Filing Date. -- March 30, 2020

1.4. Effective Date. -- March 31, 2020

1.5. Sunset Date. -- This Rule shall terminate and have no further force or effect on March 31, 2025.

§155-6-2. Definitions.

2.1. "Auditor" means the Auditor of the State of West Virginia.

2.2. "Cardholder" means the individual responsible for and named on the Pcard.

2.3. "Chief Financial Officer" means the individual responsible for oversight of the financial activity within a spending unit.

2.4. "Director of Chief Inspector Division" means the audit program administrator for the Auditor's chief inspector division.

2.5. "Director of Operations" means the operations' program administrator for the Auditor's local government purchasing card division.

2.6. "Executive Director" means the individual appointed by the Auditor to oversee and coordinate the operations and audit functions of the Purchasing Card Program and manage the purchasing card division.

2.7. "Goods" means commodities, supplies, materials, printing, equipment, and any other articles or items used by or furnished to a spending unit.

2.8. "Maintenance" means services including, but not limited to, the care and preservation of facilities, grounds, equipment or computer software, including parts incidental to providing the service.

2.9. "Point of Sale Vendor" means the point of sale or supplier of goods or services that accepts the purchasing card for payment.

2.10. "Purchasing card" or "Pcard" means the payment account issued by the financial institution to make payment for transactions.

155CSR6

2.11. "Purchasing Card Coordinator" or "Coordinator" means the spending unit's Chief Financial Officer or his or her designee responsible for the administration of the Pcard Program within his or her spending unit.

2.12. "Purchasing Card Provider" or "Provider" means the financial institution providing the State with Pcard services.

2.13. "Services" means the furnishing of labor, time or effort by a vendor.

2.14. "Spending unit" means all local governments within the state, including a county, county board of education, municipality, and any other authority, board, commission, district, office, public authority, public corporation, or other instrumentality of a county, county board of education, or municipality or any combination of two or more local governments except those statutorily exempted.

2.15. "Local Purchasing Card Program" or "Pcard Program" means the Division of the Auditor's office that administers, oversees and enforces the rules, procedures, and operations governing use of the local government Pcard.

2.16. "Transactions" means the payment for:

2.16.1. Goods;

2.16.2. Services, including but not limited to, maintenance and utilities;

2.16.3. Registration, license or membership fees for spending units or for individuals where the fees are required for the performance of the employee's job;

2.16.4. Tuition for seminars, academic courses, or other education, continuing or otherwise as are required for the performance of an employee's job duties and authorized by law or Attorney General opinion;

2.16.5. Travel in accordance with the applicable spending unit guidelines; and

2.16.6. Routine, regularly scheduled payments. This includes all payments which have either received approval in accordance with statute or do not require approval, and are made on a regular, predictable and routine basis whether weekly, monthly, annually, or on any other regular schedule. The routine, regularly scheduled payments shall include but are not limited to the following: association dues; accreditation fees; contracts; software licenses and maintenance fees; resale merchandise; maintenance contracts; temporary space rentals; inter-library loan charges; inter/intra-institutional charges; contracts for artists, entertainers, and speakers; open end contracts; license fees of all types; utilities of all types; federal, state and municipal fees and assessments; real property rental fees; postage; books and related items, including those for libraries and bookstores; hospitality expenses; travel expenses; shipping, handling, and freight charges; advertising; subscriptions; periodicals, and publications; athletic and academic team related expenses; and necessary job related medical or drug testing and treatment.

2.17. "Transaction Limit" means the maximum dollar amount permitted in any single transaction as approved by the Spending Unit Coordinator.

2.18. "Utilities" means electricity, gas, heating oil, telecommunications, water, sewage, garbage collection, and similar services.

§155-6-3. Applicability.

3.1. This legislative rule applies to all spending units of local government within the state, including a county, county board of education, municipality, and any other authority, board, commission, district, office, public authority, public corporation, or other instrumentality of a county, county board of education, or municipality or any combination of two or more local governments except those statutorily exempted. Exempted spending units may elect to follow the provisions of this rule.

§155-6-4. Power and Authority.

4.1. The Director of Operations may:

4.1.1. Allow agency participation in the Pcard Program;

4.1.2. Require documentation of appropriate accounting and internal control procedures related to Pcard use;

4.1.3. Allow Pcard purchases of transactions not exceeding transaction limits;

4.1.4. Establish the procedures by which spending units may use the Pcard for cash advances;

4.1.5. Monitor spending unit records of transactions;

4.1.6. In joint effort with the Director of the Chief Inspector Division, resolve questions and conflicts regarding procedural matters related to the implementation and administration of the Pcard;

4.1.7. Revoke authority to use a Pcard at any level of use if it is determined that a spending unit is in violation of this rule;

4.1.8. Draft letters and memorandum concerning Pcard policies and procedures and changes in the program;

4.1.9. Maintain a current cardholder list;

4.1.10. Coordinate contractual agreements between the Provider and the State of West Virginia;

4.1.11. Receive, review and approve new Pcard application forms and cardholder maintenance forms reflecting cancellations or other changes to cardholder information;

4.1.12. Maintain a Pcard coordinator list;

4.1.13. Advise and train coordinators and cardholders in correct business usage of the Pcard;

4.1.14. Authorize cardholder renewals;

4.1.15. Approve all permanent limit changes for cardholders and spending units as requested by the coordinators;

4.1.16. Research new applications for the Pcard;

4.1.17. Assist spending units with establishing Pcard Programs;

4.1.18. Assist point of sale vendors who wish to participate in the Pcard Program;

4.1.19. Direct the Pcard provider to restrict a point of sale vendor from using the program when the restriction is in the best interest of the State;

4.1.20. Establish procedures for documenting, reconciling and paying invoices for Pcard transactions;

4.1.21. Approve the format of Pcard provider invoices;

4.1.22. Monitor available credit by spending units on a periodic basis, and, when necessary intervene with the provider and/or spending unit to prevent a spending unit from exceeding the maximum credit level; and

4.1.23. Market the program to spending units and the general public.

4.2. The Director of the Chief Inspector Division may:

4.2.1. Establish the manner of inspection and review of all records and reconciliation of documents associated with Pcard transactions;

4.2.2. Conduct inspections and reviews associated with Pcard transactions;

4.2.3. Require documentation of appropriate accounting and internal control procedures;

4.2.4. Determine that goods and services purchased are properly received;

4.2.5. Determine if Pcard transactions are in compliance with applicable law, rules and regulations, and policies and procedures and other governing instruments;

4.2.6. In joint effort with the Director of Operations, resolve questions and conflicts regarding procedural matters related to the implementation and administration of the Pcard;

4.2.7. Revoke authority to use Pcards at any level of use if it is determined that a spending unit is in violation of this rule.

4.3. Purchasing Card Coordinators:

4.3.1. Each spending unit's Chief Financial Officer or his or her designee shall serve as the spending unit Pcard Coordinator and shall determine to whom Pcards will be issued.

4.3.1.a. Pcard Coordinators may restrict usage of the Pcard consistent with the needs of the spending unit.

4.3.1.b. A Pcard Coordinator shall maintain appropriate accounting and internal control procedures for his or her spending unit.

4.4. Administrative Penalties:

4.4.1 The Auditor and the Division shall, immediately and without the necessity of giving any notice to Spending Unit, have the right to offset the amount of any unpaid, past-due billing invoice, together with interest and penalties accrued thereon, against any state funding source except school aid funding provided pursuant to § 18a-9a-1 *et. seq.* Offset will apply against any other funding source, including but not limited to public utility funds, payable pursuant to § 11-66-1 *et. seq.* and §11-6-1 *et. seq.*, rebate funds payable pursuant to § 6-9-2b, and any other funds due the Spending Unit from the State in the event the Entity's purchasing card bill remains unpaid sixty (60) days after the end of the billing cycle. The offset amount will include the full amount of any such unpaid and past due invoice owed the Vendor and any interest authorized by law as well as any late penalty. If the Spending Unit does not pay the invoice by the due date the Auditor may also suspend or terminate the Spending Unit's participation in the program.

4.4.2 If the Spending Unit has not established adequate internal controls; failed to properly monitor internal controls; failed to adequately safeguard cards and card numbers; or there were an inordinate amount of potentially fraudulent transactions on the Purchasing Cards maintained by the entity; the State Auditor may suspend or terminate the Spending Unit's participation in the program.

§155-6-5. Payment Methods.

5.1. The Pcard is to be used in the spending unit's best interest.

§155-6-6. Itemizing Claims for Payment.

6.1. The Pcard provider shall issue a detailed statement of transactions to each spending unit, as required by the Auditor. The Auditor may consolidate payments to the Pcard provider.

§155-6-7. Violations.

7.1. Any person who uses a Pcard in a manner which violates this rule or the West Virginia Code is guilty of a felony, pursuant to W. Va. Code §6-9-2C.

Jefferson County, West Virginia

Purchasing Card Procedures

July 22, 2013

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WEST VIRGINIA LOCAL GOVERNMENT
PURCHASING CARDHOLDER AGREEMENT

This agreement outlines the responsibilities I have as a holder of the West Virginia Local Government Purchasing Card. My signature indicates I have read and understand these responsibilities. I agree to adhere to the Purchasing Card Policies and Procedures and any applicable purchasing guidelines, as set forth by the Local Government Entity (Jefferson County, WV) issuing this purchasing card.

1. I understand that the purchasing card is solely for official business of Local Government Entity, intended to facilitate the payment of goods and services, for conducting official business within applicable activity limits and is not for my personal use.

2. I understand that the use of the purchasing card for payments not authorized within the Local Government Policies and Procedures will be considered misuse of the purchasing card and will be grounds for immediate forfeiture of the purchasing card and/or disciplinary action. I understand that I am personally liable for any payments not authorized by the spending unit and permitted within the Local Government Policies and Procedures.

3. I understand that all charges will be billed directly to and paid directly by the Local Government Entity and that United Bank cannot accept payments from me personally.

4. I understand that the purchasing card is issued in my name and I am responsible for maintaining the security of the purchasing card and for all charges made by or authorized by me against it. I understand and agree that I will not give the purchasing card bearing my name to any other person to use either on my behalf or someone else's.

5. I will keep my purchasing card safe at all times with appropriate security from the time I receive the purchasing card until such time as my purchasing card is surrendered to United Bank or my Local Government Program Coordinator. If my purchasing card is lost or stolen, I agree to immediately notify United Bank at 1.800.242.7600 or 1.800.VISA911 and my Local Government Program Coordinator.

6. I agree to follow the West Virginia State Law, purchasing guidelines of my Local Government Entity and established Policies and Procedures.

7. I understand that the purchasing card must be surrendered upon request and/or upon my termination of employment from the Local Government Entity.

8. I understand that I must receive training on purchasing card usage and policies and procedures prior to using the Local Government Purchasing Card.

9. I understand and agree that the Local Government Purchasing Card is not to be used for cash, cash credits or cash advances.

10. I understand that my Program Coordinator will activate my purchasing card on my behalf.

11. I understand that it is necessary to provide United Bank with certain personal information that will be used only to verify my identity and for security reasons.

12. I understand that it is a violation of policy to manipulate the ordering, billing, or payment process in order to circumvent established cardholder limits.

13. I understand it is my responsibility to save all receipts for transactions posting to my Local Government Purchasing Card and that United Bank does NOT have copies of those receipts.

14. I understand and agree that I will immediately notify my Program Coordinator and/or United Bank of any disputed items appearing on my monthly bill. I further understand that telephoning will not preserve my rights and that I must follow up in writing to United Bank within sixty (60) days of the date of posting or may lose my rights to dispute the item(s).

15. I agree that, should I violate the terms of the Purchasing Cardholder Agreement, I will reimburse my Local Government Entity for all charges improperly authorized by me to the purchasing card and all costs incurred by the Local Government Entity and United Bank related to the collection of such charges.

*Cardholder Signature: _____ Date: _____

Cardholder Name (please print):

Local Entity Name: Jefferson County Commission

**Program Coordinator's Signature: _____ PIN: _____

(Issued by WWSAO)

*Cardholder must sign and forward this form prior to issuance of a purchasing card.

**Program Coordinator will forward a copy of this form to the Regional Representative of the West Virginia State Auditor's Office, Local Government Purchasing Card Program.

1.0 Purpose

To establish a methodology for use and to define the limits of use of Jefferson County Purchasing Card (P-Card) provided to certain personnel in order to make payment of goods and/or services required by Jefferson County, West Virginia.

2.0 Applicability

This procedure is applicable to all personnel, who are issued the purchasing card. All personnel issued a P-Card must read and sign a Cardholder Agreement and attend a training session before a MC P-Card will be issued and/or activated.

3.0 References

All payment/purchases made with the purchasing card must be made in accordance with the current Jefferson County Purchasing Policy and within budget limits.

4.0 Attachments

All forms listed as attachments are provided following the end of the policy narrative.

4.1 Sample – “Request for P-Card”

4.2 Sample – “Authorization for P-Card Use”

4.3 Sample – “P-Card Destruction Notice”

4.4 Sample – “Procurement Log”

4.5 Sample – “Statement of Questioned Item”

4.6 Sample – “Lost or Stolen Card Notification”

4.7 Sample – “Purchasing Card Maintenance Request”

4.8 Sample – “Local Government Program Coordinator Set Up and Maintenance Form”

4.9 Sample – “Card Setup Form”

4.10 Sample – “WV Local Government Purchasing Cardholder Agreement”

4.11 Sample – “Local Government card Maintenance Form”

4.12 Sample – “Disputed Transaction Form”

4.13 Sample – “Cardholder Agreement”

5.0 General

5.1 Abbreviations

P-Card – Purchasing Card Program of Jefferson County

5.2 Definitions

5.2.1 Vendor – A company from which Jefferson County purchases goods and services or materials and/or equipment under the provisions of these procedures.

5.2.2 Cardholder – Jefferson County personnel who has been issued purchasing cards and who are authorized to make payment for goods and services or materials and/or equipment in accordance with these procedures.

5.2.3 Monthly Statement – This is the monthly listing of all transactions of Account by the cardholder, issued by the bank directly to the cardholder.

5.2.4 Single Transaction Limit – The dollar amount limitation of procurement purchasing authority delegated to a cardholder. The County’s single transaction limit varies; please see Program Coordinator for your limits.

5.2.5 Monthly Limit – This is a budgetary dollar limit established for Cardholder each 30 days billing cycle.

5.2.6 Transaction – The act of making a purchase with the purchasing card.

5.2.7 Requesting Official – The Jefferson County employee in a departmental or supervisory position who has a staff member with a need to procure goods or services that can only be supplied by a vendor. Under this P-Card Procedure, a requesting official may be a cardholder; however, a requesting official must have the Program Coordinator approve their card request. Requesting Official will approve Cardholders that are in his/her department.

5.2.8 Approver – The Jefferson County elected official or department head that reviews and approves their department’s monthly invoices.

5.3 Responsibilities

5.3.1 The Program Coordinator Director – shall be responsible for the implementation and enforcement of this procedure.

Responsible for reviewing all individual Log Sheets submitted to the County and ensuring all PCard guidelines and regulations are followed.

Periodically review all charges and accounts.

Submit/process all PCard holder limits/terminations/issuance/changes. Document accordingly.

Ensure all appropriate employees attend PCard annual training.

Arrange PCard training through the state’s PCard office personnel.

Ensure you attend annual PCard training.

Ensure each employee has signed a PCard Enrollment form and the original is in your office.

Report any abnormalities/suspicious activities to the County Administrator.

Liaison for employee questions.

5.3.2 Cardholder – All personnel issued purchasing cards under this procedure shall be responsible for the purchasing card and its use in accordance with the policy and procedures, including annual training.

5.3.3 County Commissioner - As appointed by the Commission, a Commissioner is responsible for reviewing and signing off on each employee's PCard Log Sheet before reimbursement to the PCard bank is made. The purpose is to ensure the PCard Coordinator and staff is following protocols.

Report any abnormalities/suspicious activities to the County Administrator.

5.3.4 Accounts Payable -

Ensure attendance to annual PCard training.

Process PCard payments in a timely and efficient manner.

Compare PCard master bill to individual bills and ensure each charge is accounted for. Notify the PCard Administrator and County Administrator when there is anything of a suspicious nature, when someone uses the card for a personal reason, or when you are asked to withhold payment by an employee or manager.

Ensure PCard Coordinator has had all signatures and reviews as required.

5.3.5 Deputy Administrator – Administratively responsible for the PCard Coordinator.

6.0 Procedure

6.1 Introduction -This program is being established in order to provide a more expedient procedure and payment for low dollar value purchases, and to reduce paperwork and handling costs. By using P-Cards the traditional purchasing/payment cycle is greatly reduced. The Jefferson County personnel that have been issued purchasing cards may now initiate transactions in person, over the internet, or by telephone, within the limits of these procedures. Payments to vendors are made via the West Virginia Local Government Purchasing Card Program administrated by The West Virginia State Auditor's Office. Jefferson County will make monthly settlements with the provider bank.

6.2 Receiving a Purchasing Card

6.2.1 Department Heads may propose personnel to be cardholders by completing the request for purchasing card (Attachment A). The request(s) is to be forwarded to the Program Coordinator for final approval.

6.2.2 Upon receipt and review of the request form, the Program Coordinator will complete a card application and forward the approved form to the West Virginia Local Government Purchasing Card Program for processing.

6.2.3 The proposed Cardholder shall be issued a copy of this procedure and shall be required to acknowledge (countersign) an authorization form, Attachment 4.2, indicating that the Cardholder understands the procedure and the responsibilities of a P-Card cardholder. The proposed cardholder shall attend a training session before being issued a P-Card.

6.2.4 The Program Coordinator shall maintain all records of purchasing card requests, limits, cardholder transfers and lost/stolen/ destroyed card information.

6.3 Authorized Purchasing Card Use

6.3.1 The unique purchasing card that the Cardholder receives has his/her name embossed on it and shall ONLY be used by the Cardholder. NO OTHER PERSON IS AUTHORIZED to use that card. The Cardholder may make transactions on behalf of others in their department. However, the Cardholder is responsible for all use of his/her card.

6.3.2 Use of the Purchasing card shall be limited to the following conditions: The total value of a transaction shall not exceed a Cardholder's single purchase limit. Payment for a purchase WILL NOT be split into multiple transactions to stay within the single transaction limit. Cardholders are responsible for staying within their budget. If a budget line is exceeded and funds are not available for a budget revision, the cardholder could be personally liable for the purchase. **Any purchase over \$5,000 must be pre-approved by the County Administrator.**

6.3.3 The items or services that may be procured by using the purchasing card are limited. Purchasing Card cannot be used to purchase gift cards. Except where otherwise exempted by statute, rule, or waiver from the State Auditor's Office Local Government P-Card Division, the P-Card may not be used to obtain cash, cash credits, or cash advances.

6.4 Unauthorized Purchasing card use

6.4.1 The purchasing card SHALL NOT BE USED FOR THE FOLLOWING:

- a) Personal purchases or identification
- b) A single purchase that exceeds the Cardholder's single purchase limit; unless a higher limit has been agreed in writing with the Program Coordinator Director.
- c) Cash Advances
- d) Telephone calls/monthly service
- e) Meals/tips or any type of food purchase

6.4.2 Any exceptions to 6.4.1 will be handled on an individual basis with the Program Coordinator Director.

6.4.3 A Cardholder who makes unauthorized purchases or carelessly uses the credit card may be liable to County for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the Bank in connection with the misuse. The Cardholder will also be subject to disciplinary action.

6.5 Making a Purchase

6.5.1 Whenever making a purchasing card purchase the Cardholder will check as many sources of supply as reasonable for the situation to assure best price and delivery.

6.5.2 Cardholders will utilize the following "checklist" when making a purchase:

- a) Solicit a reasonable number of sources. If vendors furnish standing price quotations or catalog prices on a recurring basis check that the price listed is current.

b) Once a vendor is designated and that vendor confirms that the good or service is available, meets the specification and delivery requirements, etc.:

1. Confirm that the vendor agrees to charge the purchasing card.

2. Advise the in-state-vendor that Jefferson County is tax exempt and must not pay sales tax. Out-of state vendors may charge sale taxes.

3. Direct the vendor to include the following information on the shipping label and packing list:

- Cardholder's name
- Complete delivery address
- The words "Purchasing card Purchase"
- The vendor's order number

4. Give the vendor your purchasing card number.

5. It is extremely important that all purchases be sent to the cardholder ordering the merchandise as this will ensure that the documents necessary for the record keeping listed in 6.6 are readily available to the cardholder.

6. If necessary, advise the individual within your area who receives merchandise, of the vendor's name and order number, anticipated delivery date, number of boxes expected, carrier (UPS, FedEx, etc.) and to notify the Cardholder when delivery is made.

6.6 Cardholder Record Keeping

6.6.1 Procurement Log – Whenever a transaction is made, either over the counter or by telephone, documentation shall be made on the Procurement Log (Attachment 4.4) and all sales documents (packing slip, invoice, cash register tape and purchasing card slips, etc.) must be attached to the log as proof of the purchase. Such documentation will be used to verify the purchases listed on the Cardholder's monthly statement of account.

The information headings on the Procurement Log are self-explanatory. However, the following reminders should be noted:

- Vendor – Record the vendor's name.
- Comments – add miscellaneous information pertaining to the purchase under this heading. Comments" may include under/over shipment of quantity, goods were damaged, purpose of purchase, errors to be resolved.
- Receipt date/received by – is important to record

6.6.2 Over the Counter Transactions – When the purchase is made over the counter, the Cardholder shall retain the invoice and "customer copy" of the charge receipt. The Cardholder is responsible to

check that the vendor lists the quantity, fully describes the item(s), excluding sales tax, and does not make arithmetic errors, prior to the Cardholder signing the slip. The transaction's details shall also be added to the cardholder "Procurement Log". (Attachment F).

6.6.3 Telephone Transactions – When making a purchase by telephone (make sure to inform Vendor that Jefferson County is tax exempt), the cardholder shall also document the transaction on the "Purchasing Log". When the goods are received after placing the telephone order, retain all shipping documentation.

6.7. Review and Payment of Monthly Statement

6.7.1 Department Head/Elected Official Approval -The Department Head shall check the Cardholder's monthly statement and purchasing log and confirm the following items as minimum:

- Itemized receipts and shipping documents exist for each purchase.

- The goods were received or the services were performed

- The Cardholder has complied with applicable procedures, including this P-Card procedure.

The Department Head/Elected Official shall assign budget account numbers and sign reconciled statement indicating his review and approval. The Department Head/Elected Officials' signature/approval of a Cardholder's monthly statement indicates that the Cardholder was authorized to make those purchases and those purchases were made in accordance with the applicable procedures.

6.7.2 Lack of Documentation of Transaction – If the Cardholder does not have documentation of a transaction listed on the monthly statement, he/she shall attach an explanation that includes a description of the item(s) purchase, date of purchase, Vendor's name and reason for the lack of supporting documentation. Three "lack of supporting documentation" shall cause the cardholder's card to be revoked.

6.7.3 P-Card Returns -If an item is not satisfactory, received wrong, damaged and/or defective, duplicate order, etc. the following steps should be followed. The cardholder makes contact with vendor to obtain a "Return Material Authorization" (RMA) number. (Every vendor is different for return policies – make sure your return meets their criteria without incurring a restocking fee). The item(s) to be returned needs to be repacked in original manufacturer's carton. Make out "Return Form" (Attachment 4.7). Fill in all information as completely as possible.

- Enclose one copy in box being returned.
- Keep one copy for your records. (Purchasing Log)

A credit voucher should then be received and reflected on your next monthly statement. When an item has been returned and a credit voucher received, the cardholder shall verify that this credit is reflected on the monthly statement. If the Vendor has not replaced or corrected the item by the date the Cardholder receives his/her monthly statement, then the purchase of that item will be considered in dispute.

Attach "Statement of Questioned item" from 4.5 to monthly statement.

6.7.4 Disputed Charge – If the Cardholder is disputing a charge, he/she shall complete a disputed charge report and include it with the statement package.

See "Statement of Questioned Item" form (Attachment C)

If the Cardholder's monthly statement lists a transaction where the goods have not been received or some other discrepancy, the Cardholder should resolve these items prior to his/her sending an approved monthly statement to the Program Coordinator. Most exceptions can be resolved between the Cardholder and the Vendor. If the dispute cannot be settled at this level, the Cardholder shall advise the Program Coordinator and provide Program Coordinator a copy of all correspondences.

6.7.5 Transactions not appearing on Statement – If purchased items or credits are not listed on the monthly statement, the appropriate transaction documentation shall be **RETAINED** by the Cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within 60 days after the date of purchase, the Cardholder or Department Head shall notify the Program Coordinator to resolve and reconcile the statement.

6.8 Monthly Account Summaries

6.8.1 Monthly Account Summaries, listing all transactions, shall be issued by the Bank to the appropriate County staff and Department Heads. These listings will allow Department Heads to track their cardholder's activities.

6.9 Reports

6.9.1 The follow reports are issued by the Bank on a monthly basis:

- Master Statement of Account – listing or all transactions by the Cardholder for the preceding month (30days), sent directly to the Program Coordinator.
- Individual Account Statement – This is the Bank's listing issued to Jefferson County covering Cardholder transactions, sent directly to each Cardholder.

6.10 Accounting Transaction Recording

On a monthly basis, the Bank will provide an electronic file and/or paper copy, listing all activity for the period, to the Program Coordinator. For this purpose, when each procurement card is issued, a single account/center number will be assigned to the card. All transactions for that card will have this account as part of the data file.

Any questioned/disputed items are indicated by the cardholder on the Monthly Statements which are sent to Program Coordinator after the cardholder review them. All questioned/disputed items will be held in a file and the Program Coordinator will periodically check with the cardholder regarding the resolution of such items. If necessary, the questioned item will be referred to the Program Coordinator for resolution.

6.11 Card Security

6.11.1 It is the Cardholder's and/or Department Head's responsibility to safeguard the purchasing card and account number to the same degree that a Cardholder safeguards his/her personal credit information. The Cardholder must not allow anyone to use his/her account number. A violation of this trust will result in that Cardholder having his/her card withdrawn and disciplinary action.

6.11.2 If the card is lost or stolen the Cardholder shall immediately notify the United Bank at the following number: 1-800-242-7600. Representatives are available 24 hours a day. Advise representative that the call is regarding a Visa Procurement Card. The cardholder may also call 1-800-VISA911.

The Program Coordinator is also to be notified immediately. The Cardholder shall also notify his/her Department Head of the lost or stolen card within (1) working day after discovering the card missing. The Cardholder shall prepare and submit to his/her Department Head a written report of the loss within five (5) working days. This report shall include the following information:

- a) The card number
- b) The Cardholder's full name
- c) The date and location of the loss of the card
- d) If stolen, date reported to police
- e) Date and time the Bank was notified
- f) Any authorized purchase(s) made on the day the card was lost
- g) Any other relevant information

A copy of this report shall be forwarded to the Program Coordinator. The Program Coordinator shall also send the "Lost or Stolen Card Notification" form to the Bank (Attachment D).

6.11.3 A new card shall be promptly issued to the Cardholder after the reported loss or theft. A card that is subsequently found by the Cardholder after being reported lost shall be cut in half and given to the Department Head. The Department Head and Cardholder shall sign the "Card Destruction Notice" form (Attachment E) and forward to the Program Coordinator who will notify the Bank.

6.12 Cardholder Transfer/Separation

6.12.1 Prior to a transfer to another department or separation from Jefferson County, the Cardholder shall surrender the purchasing card and current purchasing card purchasing logs to his/her Department Head. Upon its receipt, the Department Head will review, approve and forward to Accounts Payable, the month end purchasing card statement. The Department Head shall cut the purchasing card in half, complete the "Card Destruction Notice" and forward the form to the Program Coordinator. The Coordinator will notify the LG P-Card Program at 1-877-982-9148 or by e-mail at wvlgpcard@wvsao.gov. Coordinator will complete a Card Maintenance Forms and send to the WV LG P-Card Program.

6.12.2 If this is a transfer, when the Cardholder reports to his/her new department, he/she may request a new card in accordance with Section 6.2 of this procedure.

JEFFERSON COUNTY PURCHASING CARD PROGRAM

REQUEST FOR P-CARD

A P-Card is requested for the following employee:

Name: _____

Title: _____

Department: _____

Telephone Number: _____

Restricted Purchases:

Monthly Credit Limit: requested \$ _____

Single Transaction Limit \$ _____

Number of Transactions per day _____ (20 or less transactions is the standard)

Number of transactions per billing cycle _____

Department Head: _____ Date: _____
(Signature)

Attachment - A

JEFFERSON COUNTY PURCHASING CARD PROGRAM

CARD DESTRUCTION NOTICE

The attached P-Card was destroyed for the following reason (please check one):

- Card had been reported as lost and was subsequently found.
- Cardholder has left employment with the County.
- Cardholder has transferred to another department within the County.
- Other: _____

Cardholder Name (signed): _____

Cardholder Name (printed): _____

Department Head Signature: _____

Date: _____

Attachment - B

JEFFERSON COUNTY PURCHASING CARD PROGRAM

STATEMENT OF DISPUTED ITEM(S)

Cardholder Name: _____ Phone Number: _____

Vendor Name: _____

Transaction Amount: _____ Transaction Date: _____

The above referenced transaction is being disputed for the following reason(s):

___ There is a difference in the amount I authorized and the amount I was billed. (A copy of your charge must be enclosed).

___ I only transacted one charge and I was previously billed for this sales draft. (Date of previous charge: _____)

___ The above transaction is mine but I am disputing the transaction. (Please state your reasons why in detail.)

___ I do not recognize the above transaction.

___ I have received a credit voucher for the above transaction, but it has not yet appeared on my account. (A copy of the credit voucher must be enclosed).

___ My account has been charged for the above transaction, but I have not received this merchandise. The details of my attempt to resolve the disputes with the merchant and the merchant's response are indicated below.

___ My account has been charged for the above transaction, but the merchandise has since been returned.

(Please enclose a copy of your shipping receipt).

Signature: _____ Date: _____

Attach completed form to your monthly LG P-Card statement for review and approval of your department head.

Attachment - C

JEFFERSON COUNTY PURCHASING CARD PROGRAM

LOST/STOLEN CARD NOTIFICATION

Card Was: ___ Lost ___ Stolen ___ Other (Describe) _____

Cardholder Name: _____

Account Number: _____

Date Called Into Bank: _____

Approved By: _____

For Jefferson County

Date: _____

Cardholder/Authorized Signer's Name: _____

LOST OR STOLEN LG P-CARDS MUST BE REPORTED IMMEDIATELY TO UNITED BANK AT 1.800.242.7600 OR VISA AT 1.800.VISA.911.

THE CARDHOLDER MUST COMPLETE THE FORM AND IT MUST BE SUBMITTED WITHIN 24 HOURS OF THE CARD LOSS TO THE PROGRAM COORDINATOR. THE COORDINATOR WILL COMPLETE A CARD MAINTENANCE FORM AND SEND IT TO THE WV LG P-CARD PROGRAM.

JEFFERSON COUNTY PURCHASING CARD PROGRAM

RETURN MERCHANDISE FORM

Return to (Vendor): _____

From (Cardholder): _____

Account Number: _____

Sales Order Number: _____

Date of Transaction: _____

Amount of Transaction: _____

Description of Merchandise: _____

Reason for return:

Wrong item received

Damaged

Duplicate Order

Defective

Did not like product

Other

Detail _____

Cardholder Signature: _____

Date: _____ Phone: _____

Jefferson County Interoffice Memo

To: Employees with PCards
From: Cindy Schott
Date: July 23, 2013
Subject: PCard Policy and Procedures

Attached is a revised PCard Policy and procedures as a result of our recent state PCard audit. The items in red are the changes effective the last time in 2012. Here are the important changes you need to note with the latest revision:

The Log Sheet has been revised to:

- Requires a Commission to sign off on all Log Sheets when reviewed.
- The explanation area has been enlarged for further expanded documentation for the items/expenses incurred. It will be critical for you to complete the reason for the purchase.
- In the rare event you accidentally make a purchase on your PCard, you are required to complete a Log Sheet and provide the information, noting it was by accident. (Personal purchases may subject you to termination).

Reminders:

- If you are purchasing an item in the state of West Virginia you should note our tax exempt ID number to the vendor (it's located on the front of the PCard) so the County doesn't have to pay state sales tax. This is a savings to the County.
- It is required for the Department Head/Elected Official to ALWAYS sign the Log Sheet for their employees. Supervisor signatures indicate they have ensured all proper documentation is included, and concur it was a valid purchase/expense.
- The receipts MUST be itemized. The receipt must clearly show the item or expense on the receipt, not just the credit slip total. For example, if you purchase 5 items from Staples, you must use the receipt which shows each item purchased, not just the credit slip which shows the total amount paid. This will also be required for food purchases at restaurants.

From this point forward, it is our intent to be much more critical of our PCard processes to ensure compliance with the policy.

If you have questions, please call.

Thanks!

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Debra Young

Department or Organization: **Jefferson County Victim Assistance Program**

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

Date Requested – 1st Choice: **March 18, 2021**

If a specific date is needed, please provide reason for specific date: Need VOCA Grant Application approval and Signed in order to meet Grant application Deadline.

Date Requested – 2nd Choice: March 18, 2021

Subject (*Wording to be placed on agenda*): Approval and signing of VOCA Grant Application.

Please provide the County Commission with a description of your request or presentation, including any background information: **Requesting the County Commission's approval and signing of the VOCA (Victims of Crime Act) Grant Application, which provides funding of the Jefferson County Victim Assistance Program located in the Prosecuting Attorney's Office.**

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*): Approval and signing of the VOCA (Victims of Crime Act) Grant Application

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

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

**General Administrative Information
Page 1**

<i>Applicant Agency:</i>	Jefferson County Commission	<u>Type of Agency</u> <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Non-Profit
<i>Address:</i>	PO Box 250 Charles Town, WV 25414	
<i>Phone:</i>	304-728-3284	
<i>Fax Number:</i>	304-728-7916	

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

Amount Requested: **\$111,273.00** Amount Awarded: _____
 Project Period: **October 1, 2021 – September 30, 2022**

Percent Breakdown by Crime Category:	Number of years previously funded: <u>23</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: 57,146
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: Josh Compton	Title: President, Jefferson County Commission
Address: PO Box 250 Charles Town, WV 25414	Phone: 304-728-3243 Fax: 304-728-7916 E-Mail: jjcompton05@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	\$ 27,818.00	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

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>			

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

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 has two Circuit Court Judges and three Magistrates often holding court at the same time. The addition of two Part-Time Advocates 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 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.



**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 commingled 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 (EEO) 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 EEO Certification form and, if required, an EEO 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: _____



**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: _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Russell Burgess**

Department or Organization: **Department of Information Technology**

Estimation of amount of time needed for appointment: **10 minutes**

Date Requested – 1st Choice: **March 18, 2021**

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

Date Requested – 2nd Choice: **April 1, 2021**

Subject (*Wording to be placed on agenda*): **Approve the Hiring of the Department of Information Technology Support/Helpdesk Technician Level 1 that was approved to be advertised on January 7, 2021**

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

- **The Department of Information Technology would like to fill the above full time position that was opened up in June of 2020 due to employee resignation. Because of the COVID-19 pandemic the position was not filled at the time of resignation. This position was approved to be advertised by the Commission on January 7, 2021. The Information Technology Department reviewed over 35 applicants and after interviews would like the County Commission to approve the hiring of Spencer Fraser for the above position at an annual salary of \$35,000.00 per year full time employee.**

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*):

- **Motion to approve the Information Technology Department to hire for the position of Support/Helpdesk Technician Level 1 at salary of \$35,000.00 per year full time employee.**

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: *Erin Bajada*

Department or Organization:

Estimation of amount of time needed for appointment: 1 minute

Date Requested – 1 st Choice: **March 18th**

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

Date Requested – 2 nd Choice:

Subject (Wording to be placed on agenda):

Letter of support requested from Peace Ridge Gardens Co-op and Company 501c-3 to apply for the USDA Rural Development Community Facilities Loan and Grant

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

Peace Ridge Gardens Co-op and Company 501c-3 is applying for a loan through the USDA RD Community Facilities Loan and Grant Program in the amount of \$90k-\$100k for the construction of a community facility. The community facility is a barn that will function for the mission of the Non-profit. The mission of the non-profit is to empower future farmers in sustainable agriculture and support local business and entrepreneurs by providing education and resources. Peace Ridge Gardens has partnered with Jefferson County Public Schools at CW Shipley to provide summer school programming as well as the Sacred Garden School for adults. The summer programming for children will educate children in nutrition, agriculture, horticulture, and cooking. The programming for adults will include introductions to permaculture, agriculture, animal husbandry, herbalism, nutrition, DIY crafts, foraging. Cooking classes will be offered by local chefs in the kitchen in the barn. And the kitchen will be available for our local farmers to produce Value-Added goods. The purpose of the non-profit is to empower people to use the skills learned on the farm to utilize and possibly create a business of their own. This community facility is integral to the success of the non-profits mission. In order to provide classes we need shelter, a gathering space, public restrooms, space to house equipment for a projector, desks and chairs, commercial kitchen, cold storage for the harvest to provide to our local schools and community, and GAP certified washing station. Income raised by the community facility will pay for the loan and go towards more programming and resources.

Is this a funding request? ~~N~~ through the USDA RD Community Facilities Loan and Grant

If so, how much? \$90,000-\$100,000 *USDA Loan + grant*

Provide exact financial impact/request:

Exact request is for \$90,000 to \$100,000 loan for a multipurpose barn at Peace Ridge Gardens Co-op and Company.

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

A letter from the County Commission in support of our business to apply for the USDA Rural Development Community Facilities Loan and Grant.

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

If not attached, explain:

Letter is Attached in Email

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

No

Contact information:

Email address: enfoye@gmail.com

Phone Number: 301-310-5599

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

County Commission of West Virginia

Erin Bajada, Director
Peace Ridge Gardens Co-op and Company
321 Peace Ridge Rd
Harpers Ferry, WV 25425

Dear Director of USDA Rural Development:

I write on behalf of the County Commission of West Virginia in support of Peace Ridge Gardens Co-op and Company's proposal to the USDA RD Community Facilities Loan and Grant Program for a loan to fund the Peace Ridge Gardens Center for Sustainable Agriculture to improve a community food system that increases food equity. In "an equitable food system, all community members are able to grow, procure, barter, trade, sell, dispose and understand the sources of food in a manner that prioritizes culture, equitable access to land, fair and equitable prices and wages, human health, and ecological sustainability." Peace Ridge Gardens will educate children and adults in sustainable agriculture, nutrition and health, food cycles, and empower future farmers and entrepreneurs by maintaining 4 distinct program areas.

We strongly support this grant application and Peace Ridge Gardens focus on an equitable food system. The programming will benefit our community immensely. There are many proven benefits to working outside that include reduced obesity, reduced anxiety, increased focus, and increased mood that will help our children and parents. Also, people going through the programming may graduate as future leaders in the food and ag industry and will be able to make more informed decisions on sustainable food systems that will benefit the future health of our community.

Peace Ridge Gardens Co-op and Company will take the initiative to lead the Peace Ridge Gardens Center for Sustainable Agriculture by maintaining 4 distinct program areas :

Future Farmers Program -- This program will train future farmers for new careers in agriculture. Through hands-on working experience on the farm, guest presentations from established farmers, field-trips, and homework on business, growing practices, pest management, marketing strategies, etc. Peace Ridge Gardens is also working to add additional programming which would offer a paid internship on their partner farm, Tranco Farms, Inc. in Berryville, VA. This programming would provide paid work experience in Sustainable Crop Farming and offer land to garden and raise animals as a Phase II to our future farmers training program.

Community Kitchen -- Will teach aspiring chefs of all ages how to prepare menus based on seasonal availability through workshops. The Community Kitchen will also be available to rent as a certified kitchen to prepare meals, baked goods, and canned goods. The front portion of the barn will house a fresh market where produce and meat from our farm and other neighboring farms can be sold.

Farm to School Program -- Will educate students about healthy eating and growing practices through interactive school field trips. And provide hands-on food and farm experience as well as provide schools with local, healthy food.

Herbalism and Well-being Program -- Will educate how to grow in harmony with nature, using only sustainable growing practices such as cover cropping, integrated pest management, low tillage, composting, crop rotation and no synthetic sprays. We also focus on the health and well-being of our animals by providing nutritious food and good husbandry. The Sacred Garden School will provide community and adult education on different aspects of herbal medicinals, perennial gardens, foraging, and DIY. Through weekend-intensive programming or a 9 month semester adults can learn to grow in harmony with nature and learn how to nourish and heal their bodies.

We look forward to working with Peace Ridge Gardens in eliminating food inequity in our community and achieving food equity.

Sincerely,
County Commission of West Virginia

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Anne Ditto

Department or Organization:

Estimation of amount of time needed for appointment: 5 mins

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date: March 18

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:

Request removal of late fees

Is this a funding request? Y N

If so, how much? \$

Provide exact financial impact/request:

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

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: Anne Ditto

Phone Number: 304-725-3283

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jefferson County Commission
 Ambulance Fee
 P.O. Box 250
 124 E Washington St
 Charles Town, WV 25414

Phone Number
 O: 304-728-5606
 F: 304-725-7916

**** DELINQUENT ****

Your account may be subject to collection activities and additional charges may be added.

Add additional late fee after 03/31/2021 (\$10 per Res unit OR 20% for Non-Res)

CUSTOMER	CUSTOMER NUMBER	STATEMENT DATE	STATEMENT TOTAL DUE
ANNE E DITTO	55751	02/10/2021	\$80.00

Bill Description: AMBULANCE FEE BILLINGS-RESIDENTIAL

Date: 08/31/2020

Bill Number: 2132083

DETAIL DESCRIPTION	DATE	BILLED	ADJUSTED	PAID	AMOUNT DUE
1 HOMESTEAD-EXEMPTION RESIDENTIAL FEE EMERGENCY AMBULANCE SERVICE FEE	08/31/2020	\$20.00	\$0.00	\$0.00	\$20.00
2 RESIDENTIAL LATE FEE-FIRST DUE DATE	01/06/2021	\$0.00	\$5.00	\$0.00	\$5.00
Bill Summary		\$20.00	\$5.00	\$0.00	\$25.00

Bill Description: AMBULANCE FEE BILLINGS-RESIDENTIAL

Date: 08/31/2020

Bill Number: 2132084

DETAIL DESCRIPTION	DATE	BILLED	ADJUSTED	PAID	AMOUNT DUE
1 RESIDENTIAL-NON OWNER OCCUPIED EMERGENCY AMBULANCE SERVICE FEE	08/31/2020	\$50.00	\$0.00	\$0.00	\$50.00
2 RESIDENTIAL LATE FEE-FIRST DUE DATE	01/06/2021	\$0.00	\$5.00	\$0.00	\$5.00
Bill Summary		\$50.00	\$5.00	\$0.00	\$55.00

~~Account~~

#2993

Sept. 2nd
47.67 ?

Sherriff

check # 3049

#2985 Automobile
Tax?

[Handwritten initials]

1 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS	INTEREST	OTHER FEES	TOTAL DUE
\$0.00	\$70.00	\$0.00	\$0.00	\$0.00	\$10.00	\$80.00

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



Jefferson County Commission
 Ambulance Fee
 P.O. Box 250
 124 E Washington St
 Charles Town, WV 25414

Phone Number
 O: 304-728-5606
 F: 304-725-7916

**** DELINQUENT ****

REMIT PORTION

Statement Date 02/10/2021

Customer Number 55751

Statement Total Due \$80.00

MAKE CHECKS PAYABLE TO: JEFFERSON COUNTY COMMISSION
 Add additional late fee if paying after March 31st

WE ACCEPT: CHECK, MONEY ORDER, CREDIT/DEBIT:
 CONVENIENCE FEE APPLIES TO CARD **NO PAYMENTS
 ACCEPTED BY PHONE** ONLINE PAYMENTS:
 WWW.JEFFERSONCOUNTYWV.ORG

ANNE E DITTO
 PO BOX 1037
 CHARLES TOWN, WV 25414 USA

00000182021402132084100000080002

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jeffrey B. Shores, Colonel, USAF (Ret.)

Department or Organization: Shannondale Enterprises, Inc. dba Mountain Lake Club

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **March 18, 2021**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Request Approval for WV ABC (Beer & Wine) License

Please provide the County Commission with a description of your request or presentation, including any background information: The Mountain Lake Club (MLC) has operated in the Shannondale community since 1954 as a recreational activities membership organization for lake, beach, and community meeting space. This includes a restaurant café that has historically served beer and wine. As the new owners of the Club, we request the authorization to maintain the restaurant café, inclusive of serving non-intoxicating beer and wines. We request to preserve the establishment that has served as a community space for over 60 years, albeit under our own alcoholic beverage license, as the sale of the location did not include the transfer of an existing license that was held under the previous owner. Since the Mountain Lake Club is not situated within a municipality, the WV ABC requires a letter from the County Commission stating that the MLC location is zoned properly.

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*):

"I move the commission approve and direct the release of the required letter to the WV ABC stating the Mountain Lake Club is located in an approved zone for the attached liquor license application by Shannondale Enterprises, Inc. dba Mountain Lake Club."

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: Jeff Shores, President

Email address: MountainLakeClub@gmail.com

Phone Number: 719-321-6529

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



**STATE OF WEST VIRGINIA
DEPARTMENT OF REVENUE
ALCOHOL BEVERAGE CONTROL ADMINISTRATION
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302**

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR
RETAIL CLASS A LICENSE-ON PREMISES**

PLEASE READ ALL THE INSTRUCTIONS CAREFULLY. ALL QUESTIONS ARE TO BE ANSWERED IN FULL. APPLICANT'S ACCURACY AND THOROUGHNESS IN COMPLETING THE APPLICATION FORM WILL ASSIST THIS OFFICE IN PROCESSING THE APPLICATION AND PREVENT UNNECESSARY DELAYS.

APPLICANTS MUST TYPE OR PRINT, IN INK, ALL ANSWERS ON FORMS

Please find enclosed:

- 1.) Application for Retail License, Consumption on Premises, Class A (ABCA – 192A)
- 2.) Release of Information & Waiver of Confidentiality of Records (ABCA-Lic. RIWCR.2)
- 3.) Alcohol Beverage Control Bond (ABCA-193) and Nonintoxicating Beer Bond (ABCA-194)
- 4.) Floor Plan (ABCA-Lic.FP3), give dimensions of licensed premises
- 5.) Zoning Form (ABCA-Lic.Z.2)

INSTRUCTIONS

All questions and/or descriptions must be answered. The application must be signed and notarized. If any questions/description cannot be completed in the available space on the application, please submit additional pages as needed. Each additional page submitted must include entity name, DBA name, and indicate which question applicant is answering.

Applications must be completed correctly, and all necessary paperwork included when mailed to the WVABCA. Failure to do so will result in the application being delayed and/or returned to the applicant for the necessary corrections.

LEASE – Applicants must provide a copy of a valid lease if not the property owner.

LICENSE FEES – License fees must be paid by Certified Check, Cashier's Check, or Money Order. Personal checks, business checks, or cash will not be accepted. Make checks payable to the WVABCA.

All retail licenses are valid from issue date to June 30th of the current licensing period. If applying for a license to be issued after December 31st, most license fees are semi-annually prorated to half the initial fee.

LIVE SCAN FINGERPRINTING – All applicants must complete a Live Scan Fingerprint in order to obtain a valid license. Identogo by MorphoTrust will provide fingerprinting services for all WVABCA license applicants. Contact Identogo at 855-766-7746 or online at <https://enroll.identogo.com> for information on fingerprinting, locations, scheduling appointments, and fee requirements.

Fingerprint result reports **MUST** be sent to WVABCA directly from Identogo by Morpho Trust.

Please contact the WVABCA Licensing Department at 304-356-5500 to obtain the paper service code for the Live Scan Fingerprinting process.

NO REPORTS WILL BE ACCEPTED DIRECTLY FROM LICENSE APPLICANTS.

BONDS – Applicants must have a \$1,000.00 Nonintoxicating Beer Bond and/or a \$5,000.00 Alcohol Beverage Control Bond completed on the form(s) provided by the WVABCA. (If applying for a Brew Pub only no bond is required.)

HEALTH PERMIT – Applicants must provide a copy of a valid Health Permit issued in applicant’s name. (If Association, Limited Liability Company, or Corporation, the Health Permit must be issued in the business entity name and list the DBA name.)

WV SECRETARY OF STATE – All Associations, Corporations, Limited Liability Companies, Non-Profit Clubs, and Fraternal Organizations must be duly certified and registered with the WV Secretary of State.

INSTRUCTIONS FOR SIGNING:

- a.) If an individual, by the owner
- b.) If a partnership, by each member of the partnership (Copy of Partnership Agreement to be submitted to WVABCA)
- c.) If an association, by each member of the governing board
- d.) If a corporation, by all officers, or by other persons specifically authorized by corporate resolution (copy of resolution must be enclosed)
- e.) If a limited liability company, by all members
- f.) Manager(s) must sign

All applicants must apply for a “Special Occupation Tax (TTB F 5630.5d)” with the Alcohol and Tobacco Tax and Trade Bureau. Form and instructions are available through download at the following website: <http://www.ttb.gov/> or by calling the toll-free number at 1-800-937-8864. A copy of the TTB form must be submitted with application to the WVABCA.

BUSINESS CLOSURE

If Issued the license may not be abandoned, rented, leased, given, loaned, or sold to another. Upon sale or closure of the applicant’s business, the license must be returned to the WVABCA Licensing Division. Please include reason for closure, date business closed, and signature on back of license.

MAIL COMPLETED APPLICATION, FEES, AND REQUIRED ACCOMPANYING FORMS TO:

West Virginia Alcohol Beverage Control Administration
ATTN: Licensing Division
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE PLEASE CALL THE ADMINISTRATION AT 1-800-642-8208 OR (304) 356-5500 AND ASK FOR THE LICENSING DIVISION.

CHECKLIST OF FORMS/PAPERS TO RETURN TO THE WVABCA, LICENSING DIVISION:

- Application Form
- Release of Information & Waiver of Confidentiality of Records
- ~~Copy of Valid Lease (if not owner)~~
- License Fee(s)
- Floor Plan
- Copy of Valid Health Permit
- Zoning Form completed by applicant & municipality if within city limits or, Zoning Form completed by applicant & letter from County Commission if outside city limits
- Copy of TTB form
- Bonds
- Copy of menu for Private Club and Private Wine Restaurant
- Naturalization papers (if applicable)

FRATERNAL REQUIREMENTS:

- 1.) A copy of the by-laws.
- 2.) A list verifying the names, addresses and phone numbers of the officers of the national and/or state organization with which your organization is affiliated.
- 3.) A list verifying the names, addresses and phone numbers of all dues-paying members.
- 4.) A copy of all documents verifying membership in a national and/or state charter.
- 5.) A copy of all documents verifying that the national and/or state charter with which your organization is affiliated permits lodges to seek a WVABCA license.
- 6.) A copy of all motions and/or minutes where the president and/or officers of your organization were permitted or authorized by the membership to seek a WVABCA license.

WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION

APPLICATION FOR RETAIL LICENSE

CONSUMPTION "ON PREMISES"

CLASS A

FOR FISCAL YEAR 2020 TO 2021

COUNTY: Jefferson

PLEASE CHECK ALL APPROPRIATE BOXES BELOW. BE SURE TO CHECK THE BOX(ES) BESIDE EACH (ALL) OF THE LICENSES FOR WHICH YOU ARE APPLYING.

A. LIQUOR APPLICATION	B. WINE APPLICATION	C. BEER APPLICATION	D. APPLYING AS: (CHECK ONE)
<input type="radio"/> Fraternal Club\$900* <input type="radio"/> Private Club (less than 1,000 members).....\$1,150* <input type="radio"/> Private Club (more than 1,000 members).....\$2,650* <input checked="" type="radio"/> Off Premises Wine Sales\$100 <input type="radio"/> Bottle Sales\$1,000 (On-premises consumption only)	<input checked="" type="radio"/> Private Wine Restaurant.....\$250 <input type="radio"/> Private Wine Spa.....\$150 <input type="radio"/> Private Wine Bed & Breakfast.....\$150 <input type="radio"/> Off Premises Wine Sales.....\$100	<input type="radio"/> Fraternal.....\$150 <input checked="" type="radio"/> Tavern, Restaurant, Etc.....\$150 <input type="radio"/> Brew Pub.....\$500 (Resident Brewers Only) *Must hold Resident Brewer License prior to applying for Brew Pub License	<input type="radio"/> Individual <input type="radio"/> Partnership <input type="radio"/> Limited Partnership <input checked="" type="radio"/> Corporation <input type="radio"/> Association <input type="radio"/> Limited Liability Company
*These fees include liquor, wine, and beer.		<p style="text-align: center;">Operational Fee</p> Operational Fee.....\$100 *This is a non-refundable and non-prorated fee to be paid with the filing of the application.	Only Associations, Corporations, or Limited Liability companies May apply for liquor license.

1. Email (Required): mountainlakeclub@gmail.com Fax Number: _____ WV TAXI.D./FEIN: 85-3273265

2. Applicant/Entity Name: Shannondale Enterprises, Inc.

3. Doing Business As (DBA) Name: Mountain Lake Club

4. Business Address: 1329 Lakeside Drive
(STREET)

Harpers Ferry WV 25425 719-321-6529
(CITY) (STATE) (ZIP CODE) (TELEPHONE)

5. Mailing Address (required): 1329 Lakeside Drive
(STREET)

Harpers Ferry WV 25425 719-321-6529
(CITY) (STATE) (ZIP CODE) (TELEPHONE)

6. SUPPLY THE FOLLOWING INFORMATION ABOUT OWNER(S) AND/OR OFFICER(S) AND MANAGER(S).

<u>President</u>	<u>Jeffrey B. Shores</u>	<u>238 Blackberry Lane, Harpers Ferry, WV 25425</u>	<u>50%</u>	
<u>Title</u>	<u>Name (please print)</u> <u>29APR69</u> <u>420-98-4284</u>	<u>Residence Address, City, State and Zip Code</u> <u>719-321-6529</u>	<u>% Ownership</u> <u>10</u>	<u>US Citizen**</u> Y <input checked="" type="radio"/> N <input type="radio"/>
	<u>Date of Birth</u> <u>Social Security Num.</u>	<u>Telephone Number</u>	<u>YRS Resident</u>	
<u>Secretary</u>	<u>Matthew D. Barager</u>	<u>238 Blackberry Lane, Harpers Ferry, WV 25425</u>	<u>50%</u>	
<u>Title</u>	<u>Name (please print)</u> <u>28DEC70</u> <u>574-32-5405</u>	<u>Residence Address, City, State and Zip Code</u> <u>719-232-6653</u>	<u>% Ownership</u> <u>10</u>	<u>US Citizen**</u> Y <input checked="" type="radio"/> N <input type="radio"/>
	<u>Date of Birth</u> <u>Social Security Num.</u>	<u>Telephone Number</u>	<u>YRS Resident</u>	
<u>Title</u>	<u>Name (please print)</u>	<u>Residence Address, City, State and Zip Code</u>	<u>% Ownership</u>	<u>US Citizen**</u> Y <input type="radio"/> N <input type="radio"/>
	<u>Date of Birth</u> <u>Social Security Num.</u>	<u>Telephone Number</u>	<u>YRS Resident</u>	
<u>Title</u>	<u>Name (please print)</u>	<u>Residence Address, City, State and Zip Code</u>	<u>% Ownership</u>	<u>US Citizen**</u> Y <input type="radio"/> N <input type="radio"/>
	<u>Date of Birth</u> <u>Social Security Num.</u>	<u>Telephone Number</u>	<u>YRS Resident</u>	
<u>Title</u>	<u>Name (please print)</u>	<u>Residence Address, City, State and Zip Code</u>	<u>% Ownership</u>	<u>US Citizen**</u> Y <input type="radio"/> N <input type="radio"/>
	<u>Date of Birth</u> <u>Social Security Num.</u>	<u>Telephone Number</u>	<u>YRS Resident</u>	

**** IF NATURALIZED U.S. CITIZEN, MUST SUBMIT COPY OF NATURALIZATION DOCUMENTS.
NON-CITIZENS MAY BE LISTED AS SHAREHOLDER, OWNER, OR DIRECTOR OF CORPORATION ONLY.
TITLE REFERS TO CORPORATE OFFICERS, PRESIDENT, VICE PRESIDENT, SECRETARY TREASURER, MEMBER**

7. CRIMINAL HISTORY- THE FOLLOWING IS A RECORD OF ALL CONVICTED ARRESTS OF THE OWNERS, PARTNERS, OFFICERS, DIRECTORS, MEMBERS AND/OR MANAGERS. ATTACH ADDITIONAL PAGES IF NECESSARY. IF THERE HAVE BEEN NO ARRESTS INSERT THE WORD "NONE"

<u>NAME</u>	<u>DATE OF ARREST</u>	<u>CHARGE</u>	<u>DISPOSITION OF ARREST</u>	<u>LOCATION OF COURT (COUNTY & STATE)</u>
Matthew D. Barager	Mar-2005	DWAI	Convicted	El Paso County, Colorado

8. STATE NAME AND ADDRESS OF ALL PERSONS HAVING TWENTY PERCENT (20%) OR MORE INTEREST IN THE APPLICANTS' CORPORATION, ASSOCIATION, PARTNERSHIP, LIMITED PARTNERSHIP, AND/OR LIMITED LIABILITY COMPANY. STATE THE EXACT PERCENTAGE OF OWNERSHIP INTEREST FOR EACH PERSON LISTED. A TRUST CAN HOLD NO PERCENTAGE OF OWNERSHIP.

<u>NAME</u>	<u>ADDRESS</u>	<u>SOC. SEC. #</u>	<u>%OWNERSHIP</u>
Jeffrey B. Shores	238 Blackberry Lane, Harpers Ferry, WV 25425	420-98-4284	50%
Matthew D. Barager	238 Blackberry Lane, Harpers Ferry, WV 25425	574-32-5405	50%

9. HAS ANY OFFICER, MANAGER, OR 20% STOCK HOLDER EVER HELD OR CURRENTLY HOLD A WVABCA LICENSE?

YES NO IF YES, WHO? _____

DBA NAME? _____

WAS THE LICENSE: REVOKED _____ DATE _____

SUSPENDED _____ DATE _____

SANCTIONED _____ DATE _____

Shannondale Enterprises, Inc.

10. OWNER OF PREMISES TO BE LICENSED (PROPERTY OWNER'S NAME) _____

IF NOT PROPERTY OWNER, APPLICANT MUST HOLD A VALID LEASE (ATTACH COPY OF THE LEASE)

11. DOES THIS LOCATION CURRENTLY HAVE A WVABCA LICENSE? YES NO

Mountain Lake Club Resort

IF YES, NAME OF LICENSED ESTABLISHMENT: _____

LICENSE #: 19-A-021-013447 _____

12. THE LICENSE APPLIED FOR IS NOT FOR ANY COLLEGE FRATERNITY OR SORORITY AND THE PROPOSED LOCATION OF THE PREMISES HAS NOT BEEN DETERMINED BY LAW TO BE A PUBLIC NUISANCE, EXCEPT AS FOLLOWS: N/A

13. ARE THE APPLICANT'S PREMISES LOCATED:

A. WITHIN AN INCORPORATED MUNICIPALITY OR WITHIN ONE MILE OF THE CORPORATE LIMITS OF ANY MUNICIPALITY: YES NO

B. WITHIN ONE MILE OF THE CORPORATE LIMITS OF TWO OR MORE MUNICIPALITIES: YES NO

IF YES, NAME THE MUNICIPALITIES:

(1) _____

(2) _____

(3) _____

14. LIST THE DISTANCE TO THE NEAREST:

- A.) CHURCH 1 mile
- B.) SCHOOL 3+ miles
- C.) RESIDENCE 500 feet
- D.) GOVERNMENT OFFICE 5+ miles

15. WILL TOBACCO PRODUCTS BE SOLD AT THIS ESTABLISHMENT? YES NO

16. WILL THERE BE EXOTIC ENTERTAINMENT? YES NO
(ONLY PRIVATE CLUBS MAY HOLD EXOTIC ENTERTAINMENT)

17. WILL YOU BE APPLYING FOR A LIMITED VIDEO LOTTERY LICENSE? YES NO

18. IS THE APPLICANT'S LOCATION READY FOR AN INITIAL INSPECTION? YES NO

IF NO, WHAT IS THE PROJECTED DATE FOR THE INITIAL INSPECTION? 01APR21

19. ON WHAT DAY (DATE) WAS THE "SPECIAL TAX REGISTRATION AND RETURN APPLICATION" (TTB FORM) SUBMITTED TO THE ALCOHOL AND TRADE BUREAU?
10 MAR 21

The undersigned agree, if a license is issued as herein applied for, to comply at all times and observe all the provisions of West Virginia §§ Chapter 11, Article 16 et seq., and Chapter 60, Articles 1 through 8 et seq., and all Federal and State Statutes and all other laws of this State and the rules and regulations promulgated by the Alcohol Beverage Control Administration. I or we certify under penalty of law and disqualification of licensure that all statements are true and complete. I or we release the State of West Virginia and any agent acting on its behalf from any and all liability due to the request for such information.

The undersigned hereby verify that we are all officers and all member of the board of directors on the application and that the statements and answers made in the foregoing application are true and the said writing is the act and deed of said Corporation, Limited Liability Company, Association, Individual, Partnership, Limited Partnership. OFFICERS, INDIVIDUAL, OR MEMBER(S) SIGNATURES MUST BE NOTARIZED! MUST MATCH OFFICERS LISTED WITH THE SECRETARY OF STATE. MANAGERS MUST ALSO SIGN.

PRINT CLEARLY/ WRITTEN SIGNATURES REQUIRED

NAME: Jeffrey B. Shores TITLE: President

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: Matthew D. Barager TITLE: Secretary

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

State of West Virginia, _____ County, To-Wit:

_____, being first duly sworn

according to law, deposes and says that he/she is _____ of the

President, Individual or Controlling Member(s)

_____, authorized by law to do business in the State of West Virginia, and that the

Business Entity

statements and answers made in the foregoing application are true and acknowledged the said writing to be the act and deed of said corporation.

(Applicant Signature) _____

STATE OF WEST VIRGINIA,

COUNTY OF _____, to wit:

Sworn to before me and subscribed in my presence this _____ day of _____

NOTARY PUBLIC

My Commission Expires: _____



Applicant/Entity Name: Shannondale Enterprises, Inc.

Doing Business As (DBA) Name: Mountain Lake Club

WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION

RELEASE OF INFORMATION AND WAIVER OF CONFIDENTIALITY OF RECORDS

I or we, having made application with the West Virginia Alcohol Beverage Control Administration for issuance of a license to sell alcoholic beverages within the State of West Virginia, hereby waive the benefit of any municipal, county, state, or federal statute, rule, ordinance, regulation or other law prescribing the confidentiality of any records or documents, whether formal or informal, pending or closed, maintained by any public or private agency or organization as those records or documents pertain to residency, business location, business activities, education and/or training, employment, criminal history, civil litigation, or law enforcement investigation.

I or we, hereby authorize and request every public or private agency, organization, or person maintaining such records to furnish to the West Virginia Alcohol Beverage Control Administration, or their agents or representatives, any information contained therein and to permit them to inspect and make copies of such records and documents.

I or we, hereby authorize the West Virginia Alcohol Beverage Control Administration to disclose any information pertaining to the licensure to any municipal, county, state, federal or private agency or organization that has any interest in the licensing of said applicant.

I or we, hereby release the West Virginia Alcohol Beverage Control Administration, their agents and representatives, and any agency, organization, or person furnishing information from all liability arising out of any investigation concerning the applicant. I or we further agree that a copy of this Release and Waiver shall function as an original.

I or we, hereby acknowledge that it is understood that a background check will be completed by both the West Virginia State Police and the Federal Bureau of investigation. It is further understood that if I or we, dispute an FBI submission under Title 28, C.F.R., 16.34, I or we have the right to challenge the completeness or accuracy of the criminal history record by contacting the Federal Bureau of Investigation directly.

I or we acknowledge that by affixing a signature(s) below gives this document full force, and upon this date all aforementioned information may be received and shared as prescribed.

Name: Must include owner's, officer's, member's and manager's printed and written signature(s).	Title	Date
Jeffrey B. Shores	President	
Matthew D. Barager	Secretary	

ALCOHOL BEVERAGE CONTROL BOND
THIS BOND MAY BE USED BY AN ASSOCIATION OR CORPORATION

KNOW ALL MEN BY THESE PRESENTS:

That WE, Jeffrey B. Shores & Matthew D. Barager

of Jefferson County, West Virginia, _____

Shannon Enterprises, Inc. doing business under the firm name

Mountain Lake Club

as principal, and Surety Bonds Direct a corporation authorized to do business in the State of West Virginia, as surety, are held and firmly bound unto the STATE OF WEST VIRGINIA in the full and just sum of Five Thousand Dollars (\$5,000.00), to the payment whereof well and truly to be made, we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION of the above obligation is such that whereas the above bound principal is about to obtain a license in pursuance of the provisions of Article 7, Chapter 60 of the Code of West Virginia, of 1931, as amended and regulations promulgated thereunder by the Commissioner, a LICENSE TO OPERATE A PRIVATE CLUB on the premises described in the application for such license.

NOW, THEREFORE, if the said principal shall faithfully observe the laws of the State of West Virginia, and regulations promulgated thereunder by the Commissioner with respect to the distribution, sale and dispensing of alcoholic liquors, and the operation of a private club, then this obligation to be void; otherwise to remain in full force and effect, and if the license of said principal shall be revoked, then the full amount of this bond shall be forfeited to the State of West Virginia, and said amount when received by the State shall be credited to the state fund, general revenue.

This bond is executed in pursuance of the provisions of said Article 7, Chapter 60 of the Code of West Virginia, of 1931, as amended, and regulations promulgated thereunder by the Commissioner, and the pertinent provisions of said article and regulations are hereby made a part of this bond.

ASSOCIATION APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, each owner/member of the principal has hereunto set his hand and affixed his seal, and the said surety has caused its corporate name to be signed hereto and its corporate seal to be hereunto affixed by its official or agent thereunto duly authorized, and this bond is to be effective from the _____ day of _____, _____, to the 30th day of June, _____, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this _____ day of _____, _____

ALL OWNERS MUST SIGN AS PRINCIPALS

Principal _____ (SEAL)

_____ (SEAL)

_____ (SEAL)

_____ (SEAL)

_____ (SEAL)

SURETY _____ (SEAL)

SURETY CORPORATE SEAL

BY _____

ITS _____ (TITLE)

COUNTERSIGNED BY: _____

WEST VIRGINIA RESIDENT AGENT OF SURETY

CORPORATION APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, the said principal and the said surety have caused their respective corporate names to be signed hereto and their respective corporate seals to be hereunto affixed by their respective officials or agent thereunto duly authorized, and this bond is to be effective from the _____ day of _____, _____, to the 30th day of June, _____, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this _____ day of _____, _____

PRINCIPAL CORPORATE SEAL

PRINCIPAL _____ (Seal)

BY _____ (Seal)

SURETY _____ (Seal)

SURETY COPORATE SEAL

BY _____ (Seal)

ITS _____ (Title)

ASSOCIATION ACKNOWLEDGMENT

STATE OF WEST VIRGINIA,
COUNTY OF _____, To-wit:

I _____, a Notary Public in and for the county and state aforesaid, do hereby certify that _____, who signed the writing above, or hereto annexed, for _____, an association, on the _____ day of _____, _____ (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said association.

Given under my hand this _____ day of _____, _____

NOTARY PUBLIC

My commission expires on the _____ day of _____, _____.

CORPORATIONS - CORPORATION ACKNOWLEDGMENT

STATE OF WEST VIRGINIA,
COUNTY OF _____, To-wit:

I _____, a Notary Public in and for the county and state aforesaid, do hereby certify that _____, who signed the writing above, or hereto annexed, for _____, a corporation, on the _____ day of _____, _____ (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this _____ day of _____, _____

NOTARY PUBLIC

My commission expires on the _____ day of _____, _____.

BONDING COMPANY - CORPORATE ACKNOWLEDGMENT

STATE OF WEST VIRGINIA,
COUNTY OF _____, To-wit:

I _____, a Notary Public in and for the county and state aforesaid, do hereby certify that _____, who signed the writing above, or hereto annexed, for _____, a corporation, on the _____ day of _____, _____ (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this _____ day of _____, _____

NOTARY PUBLIC

My commission expires on the _____ day of _____, _____.

For Fiscal Year 2020 to 2021

NONINTOXICATING BEER BOND

THIS BOND MAY BE USED BY AN INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION

KNOW ALL MEN BY THESE PRESENTS:

That (I) (we), Shannondale Enterprises, Inc. being a corporation _____ / in Jefferson County _____

doing business under the name of Mountain Lake Club / 1329 Lakeside Drive, Harpers Ferry, WV 25425

West Virginia, as principal, and Surety Bonds Direct a corporation authorized _____

to do business in the State of West Virginia, as surety, are held and firmly bound unto the STATE OF WEST VIRGINIA in the full and just sum of One Thousand Dollars (\$1,000.00), to the payment whereof well and truly to be made, we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION of the above obligation is such that whereas the above bound principal is about to obtain a license in pursuance of the provisions of: Article 16, Chapter 11 of the Code of West Virginia, of 1931, as amended, and regulations promulgated thereunder by the Commissioner, a CLASS A RETAIL DEALER'S LICENSE to sell nonintoxicating beer on the premises described in the application for such license.

NOW, THEREFORE, if the said principal shall faithfully observe the laws of the State of West Virginia, and regulations promulgated thereunder by the Commissioner, with respect to the distribution, sale and dispensing of nonintoxicating beer, then this obligation to be void; otherwise to remain in full force and effect, and if the license of said principal shall be revoked, then the full amount of this bond shall be forfeited to the State of West Virginia, and said amount when received by the State shall be credited to the state fund, general revenue.

This bond is executed in pursuance of the provisions of said Article 16, Chapter 11 of the Code of West Virginia, of 1931, as amended, and regulations promulgated thereunder by the Commissioner, and the pertinent provisions of said articles and regulations are hereby made a part of this bond.

INDIVIDUAL OR PARTNERSHIP APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, the said principal(s) (has) (have) hereunto set (his) (their) hand and seal(s), and the said surety has caused its corporate name to be signed hereto and its corporate seal to be hereunto affixed by its official or agent there unto duly authorized, and this bond is to be effective from the ___ day of _____, _____ to the 30th day of June _____, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this _____ day of _____, _____

(All Partners Must Sign As Principal)

Surety: _____

Principal: _____ (Seal)

Address: _____

_____ (Seal)

_____ (Seal)

BY: _____

_____ (Seal)

(SURETY CORPORATE SEAL)

CORPORATE OR ASSOCIATION APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, the (said corporate principal) (said association principal) and the said surety have caused their respective names to be signed hereto and their respective seals to be hereunto affixed by their respective officials or agents thereunto authorized, and this bond is to be effective from the ___ day of _____, _____ to the 30th day of June _____, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this _____ day of _____, _____

Instructions For Signing

If Association or Fraternal Club has two owners, all must sign bond as Association principals. If ownership involves more than two persons, one officer or (owner) can be empowered to sign on behalf of Association. Corporation must be signed by President or Vice-President. If any other officer signs, attach corporate resolution or Power of Attorney permitting him to bind corporation.

Association _____ (Seal)

_____ (Seal)

_____ (Seal)

Principals: _____ (Seal)

Corporate Name: _____

By: _____ (Seal)

Its: _____ Title

Resident Agent: _____
Address: _____

Phone No: _____

Note: No. 1 -To be completed by Notary Public for an Individual or Partnership.
No. 2 -To be completed by Notary Public for a Corporation or an Association.
No. 3 -To be completed by Notary Public for Bonding Company Signature.

Power of Attorney should be attached and dated, notarized same day as issuance of bond.

NO. 1 - INDIVIDUAL OR PARTNERSHIP ACKNOWLEDGMENT

STATE OF WEST VIRGINIA,

COUNTY OF _____, To-wit:

I, _____, a Notary Public in and for the county and state aforesaid, do hereby certify that _____, whose name(s) (is) (are) signed to the writing above or hereto annexed, bearing date on the ____ day of _____, _____, (has) (have) this day acknowledged the same before me in my said county.
Given under my hand this ____ day of _____, _____.

Notary Public
My commission expires on the ____ day of _____, _____.

NO. 2- CORPORATION OR ASSOCIATION ACKNOWLEDGMENT

STATE OF WEST VIRGINIA,

COUNTY OF Jefferson, To-wit:

I, _____ a Notary Public in and for the county and state aforesaid, do hereby certify that _____, who signed the writing above, or hereto annexed, for, (a corporation) (an association), bearing date on the ____ day of _____, _____, (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said (corporation) (association).

Given under my hand this ____ day of _____, _____.

Notary Public
My commission expires on the ____ day of _____, _____.

NO. 3-BONDING COMPANY - CORPORATE ACKNOWLEDGMENT
(For Individual Signing For Surety)

STATE OF WEST VIRGINIA,

COUNTY OF _____ To-wit:

I, _____ a Notary Public in and for the county and state aforesaid, do hereby certify that _____, Who signed to the writing above, or hereto annexed for _____, a corporation, bearing date on the ____ day of _____, _____ (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this ____ day of _____, _____.

Notary Public
My commission expires on the ____ day of _____, _____.

West Virginia Alcohol Beverage Control Administration

Floor Plan

License Period: 2020 to 2021

Applicant Entity Name: Shannondale Enterprises, Inc.

Doing Business As (DBA) Name:

Mountain Lake Club

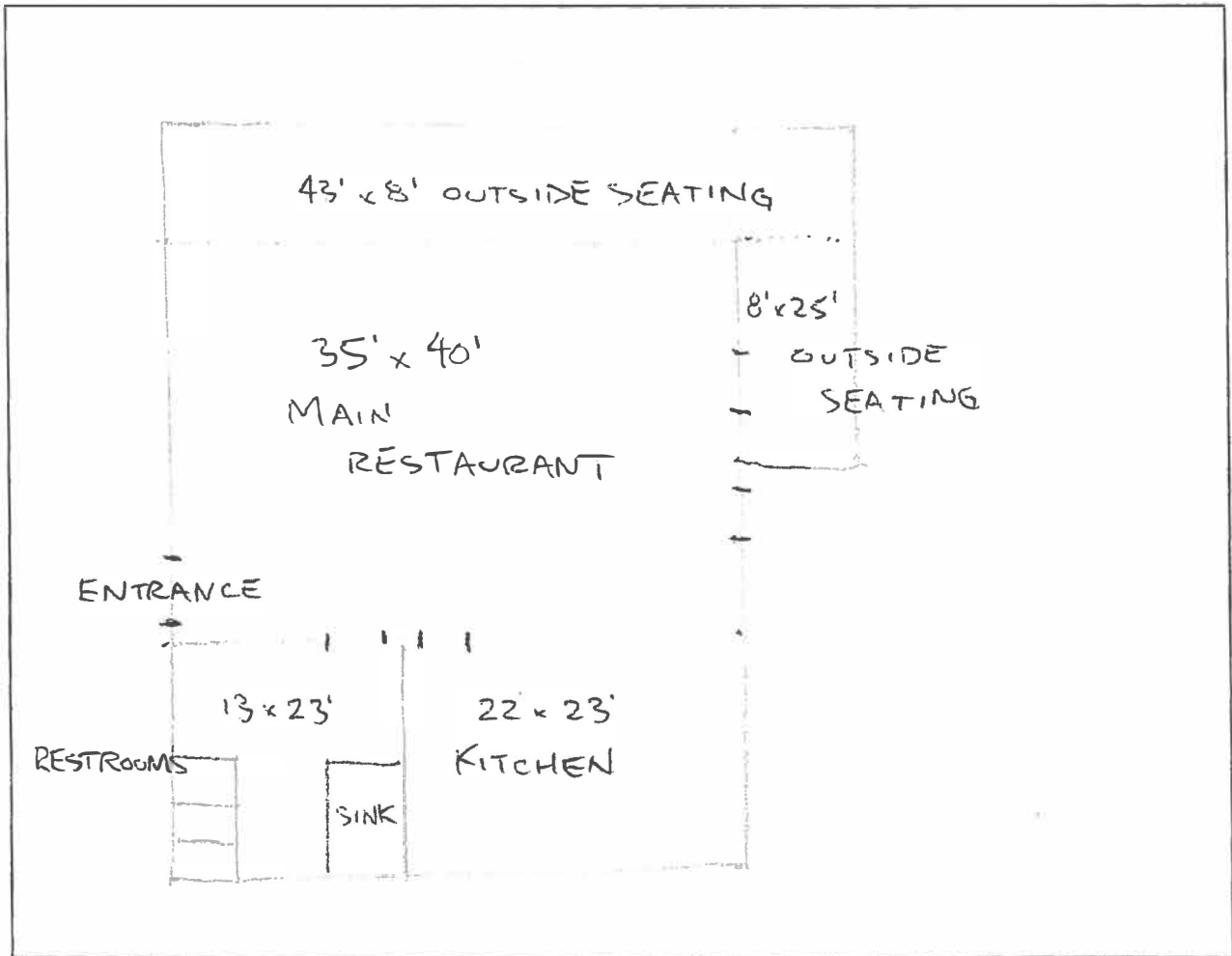
County: Jefferson

Floor plan **must** include **all areas under the control or lease of the applicant** where alcohol is to be stored, sold, or consumed. All areas under control or lease of the applicant must be licensed.

SUBMIT (1) COPY TO WVABCA. MUST GIVE DIMENSIONS.

KEEP (1) COPY AT LICENSED PREMISES.

(Licensed premises must be a minimum of 500 square feet)



*If there are attached drawings please check:

Zoning Form

(Original copy must be submitted to the WVABCA Licensing Department)

Note: If an establishment's location is not situated within a municipality, this office will need a letter from the County Commission stating that the establishment location is zoned properly. All applicants must complete the obverse (front) portion of the form.

To: Municipal Clerk or Recorder

Under the requirements set forth in 60-7-4a and/or 11-16-8(a)(5) of the W. Va. State Code, a person intending to apply for a license to operate an ABCA licensed Private Club, Private Wine Restaurant or Tavern at any location within a municipality **must file a notice of such intention with the Clerk or Recorder of such municipality at least ten (10) days prior** to filing an application for such license with the Alcohol Beverage Control Administration. Pursuant to this requirement, **notice** is herein given that the following intends to apply to the WVABCA for a license to operate a Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern issued pursuant to the provisions of §§ Chapter 60, Article 7 and Article 8 and/or Chapter 11, Article 16 of the W.Va. State Code.

Shannondale Enterprises, Inc.

Entity Name: _____

Mountain Lake Club

DBA (Doing Business As): _____

Address of Establishment: **1329 Lakeside Drive, Harpers Ferry, WV 25425**

(Street/Route) (City) (State) (Zip Code)

Applicant's Name(s): **SHORES, Jeffrey B.**

(Last) (First) (Middle)
BARAGER, Matthew D

(Last) (First) (Middle)

General Description of Premises: **Large open area room for dining including a bar and outside porch seating and a large yard near the lake.**

Food Services to be Offered: **Snacks, menu items made to order, banquets style meals and pastries and coffee.**

Patron Capacity: **100+**

This Notice has been filed with the Clerk or Recorder of the City/Town of
_____ **on this** _____ **day of** _____, _____.

Applicant's Signature(s): _____ Date: _____
_____ Date: _____

(FOR USE BY MUNICIPAL AUTHORITIES ONLY)

Is the proposed location for the Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern described consistent with the zoning ordinances or your Municipality as either a permitted use or a conditional use of such premises?

Yes _____ No _____

If the answer to the first question was "no," does your Municipality provide within its business zones suitable alternative locations for Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern?

Yes _____ No _____

Is the proposed location for the Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern herein described situated in an area designated for the use of community development block grant funds in the municipality?

Yes _____ No _____

If yes, is the planned use of the premises at the location herein described consistent with any plan adopted by the governing body of the municipality for revitalization of the area wherein the premises are situated?

Yes _____ No _____

Does the municipality have any restrictions or regulations prohibiting Limited Video Lottery?

Yes _____ No _____

Does the municipality have any restrictions or regulations prohibiting Exotic Dancing establishments?

Yes _____ No _____

Additional comments to the Alcohol Beverage Control Administration:

Approved By: Authorized Official Signature and Title

City/Town

Date: _____

**Return Original To: WVABCA
Licensing Division
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302**

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Christy Huddle

Department or Organization: **Harpers Ferry Water Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **3/18/21**

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

We just closed on the \$6.3 million USDA loan; construction start date is during week of 4/15/21

Date Requested – 2nd Choice: **4/15/21**

Subject (*Wording to be placed on agenda*): request from Harpers Ferry Water Commission to place a temporary sign advertising the impending water treatment plant upgrade on the existing poles near the frontage of the Welcome Center on W Washington St near Rt 340

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

The Harpers Ferry Water Commission would like to place a temporary sign on the Welcome Center frontage to inform the water customers in its service area of the impending improvements that will be made to the water treatment plant. The sign would include the company names of the contractors, the amount and source of the loan, and the town agencies involved in the 10-year effort to obtain the USDA approval. The sign is proposed to be placed on the existing metal sign poles for several months. The water service area includes the corporations of Harpers Ferry and Bolivar and the nearby unincorporated area, including Bolivar Heights and Cavalier Heights. Placing the sign at the water treatment plant on Bakerton Road would not be nearly as effective as the Welcome Center location. The attached photo shows the requested location.

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*): That the County Commission approve the placement of a temporary sign on the existing poles next to the frontage of the Welcome Center on W Washington St. that will inform the water customers in the service area of the impending improvements to the water treatment plant.

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: Christy Huddle, Harpers Ferry Water Commission

Email address: huddlec@yahoo.com

Phone Number: 304-997-9779

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



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 18, 2021**

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. 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.
2. Discussion of Solar Text Amendment as received from Planning Commission. Discussion/Action.
3. Discussion of issues regarding impact fees, proffers, and TischlerBise Impact Fee Study. Discussion/Action.
4. Report by counsel on opioid case. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170) - Discussion/Action.
5. Discussion of Greenway contract and zoning reorganization.
6. Discussion of Jefferson County Civil Action No. 2021-C-22. 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



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 18, 2021**

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

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

Set date and time for joint meeting for the Jefferson County Fire and Rescue Association, Jefferson County Emergency Services Agency, and Jefferson County Commission - Discussion/Action

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Alexandra Beaulieu, Zoning Administrator

Department or Organization: Department of Engineering, Planning and Zoning

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: March 18, 2021

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

Date Requested – 2nd Choice:

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

To provide an overview of the Planning Commission's recommended Zoning Ordinance Text Amendment (ZTA 19-03). The draft amendment proposes to allow Solar Energy Facilities to process as a Principal Permitted Use (by right) in the following zoning districts: General Commercial, Highway Commercial, Light Industrial, Major Industrial, Rural, Residential Growth, Residential-Light Industrial-Commercial, and Industrial Commercial. The text amendment proposes revisions to Article 2 Definitions; Article 8 Supplemental Use Regulations (creation of Section 8.20 Solar Energy Facilities); and Appendix C Principal Permitted and Conditional Uses Table. 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 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.

- Planning Commission's Signed Findings of Fact and Conclusions of Law (March 9, 2021)
- Proposed Text Amendment to various sections of the Zoning Ordinance (ZTA19-03)

If not attached, explain:

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

Contact information: Email address: planningdepartment@jeffersoncountywv.org Phone Number: 304-728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

pressing, and tailoring; massage therapy provided by licensed massage practitioner; photographic studios; psychic readers; real estate; self-service laundromat; shoe repair; spas; tanning salons; travel agencies; video rental stores and other similar establishments.

Photovoltaic Technology Materials and devices that absorb sunlight and convert it directly into electricity.

- Plat²³ A scaled, graphic drawing of a land subdivision project prepared according to the provisions of the Subdivision and Land Development Regulations and this Ordinance. A plat depicts the design and layout of a project as well as the location of existing and proposed property boundaries and easements. A plat also includes all terms, conditions and performance requirements established prior to the approval of a subdivision.
- Preliminary Plat²³ A professionally prepared drawing of a proposed subdivision which is not a record plat but which contains detailed information concerning the proposed development, and is prepared according to the provisions of the Subdivision and Land Development Regulations and this Ordinance.
- Preschool²³ Use of a site for the provision of pre-elementary educational services on a scheduled basis to children through kindergarten. If the West Virginia Department of Education establishes requirements for a preschool, the land use shall meet these requirements.
- Preservation of a Historic Site³⁵ The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction.
- Primary Public Safety Provider²² An FCC licensed governmental user that uses wireless telecommunication facilities to provide primary communications for law enforcement, fire, ambulance or related emergency services. Primary Public Service Provider does not include Commercial Wireless Service Providers, or Competitive Local Exchange Carriers (CLEC), who provide telecommunication services on a commercial basis to Primary Public Service Providers, or who deliver emergency calls or messages from its customers to a Public Safety Answering Point (PSAP).
- Principal Permitted Use^{23, 31, 32} Any use included on the Principal Permitted and Conditional Uses Table (Appendix C) which is or may be lawfully established in a particular district, approved by the Office of Planning and Zoning without requirement of approval by a board or commission, provided the use conforms with all applicable requirements of this Ordinance. Such use does not include Conditional Uses as defined in this Ordinance.
- Principal Use²³ The primary or predominant use of any site.
- Printing and Publishing²⁷ A printing operation of an industrial scale, involving a process that is considered printing, imprinting, reproducing, or duplicating images and using printing methods including but not limited to offset printing,

Soil Value	A relative numeric value assigned to soil groups based on the group's potential for agricultural production.
<u>Solar Decommissioning Plan</u>	<u>A plan certified by a West Virginia Licensed Professional Engineer that outlines the removal and proper disposal of the components of the Solar Energy Facilities and property restoration; including, the timeline for the removal at the end of the lease and/or when production of electricity ceases, the estimated cost of the removal, the estimated salvage value of the material, equipment, devices, etc., and the reasonable restoration of the real property upon which such Solar Energy Facilities are located, including soil stabilization an re-vegetation of the ground cover of the property which may be disturbed due to the location, installation, or removal of such facilities. The Plan may also include a list of specific items that are requested to remain on site for the benefit of the property owner.</u>
<u>Solar Energy Facility</u>	<u>A facility that generates electricity from sunlight by utilization of photovoltaic (PV) technology and distributes the generated electrical power. On-site components of the facility may include solar panels and other accessory components including, without limitation, Essential Utility Equipment, transformers, inverters, cabling, electrical lines, substations, and other improvements necessary to support generation, collection, storage, and transmission of electrical power.</u>
Special Event ³⁹	A gathering of individuals for the common purpose of attending a celebration, ceremony, reception, or similar activity for the benefit of someone other than the property owner. Private parties, gatherings, and similar activities that are not subject to a use agreement between a private individual or group and the property owner are not defined as a special event.
Special Event Facility ³⁹	A facility where special events are permitted to occur. Special event facilities are subject to a use agreement between a private group or individual and the facility owner. The facility owner may or may not charge a rental fee for the use of the facility. Facilities may operate entirely within a structure, entirely outside of a structure, or both inside and outside a structure.
Special Event Facility, Agricultural ³⁹	A Special Event Facility located on a parcel which the Assessor's Office has classified as "farm use".
Species, Rare or Endangered	Any species listed with the West Virginia Department of Natural Resources Heritage Program Species List or by the U.S. Department of the Interior, Department of Fish and Wildlife Management.

B. Setback Standards to operate a Nature Center and Preserve:

Enclosed structures over 250 square feet that are solely for the purpose of housing animals shall be setback 50 feet.

All structures and motorized trails shall meet commercial setbacks of 25 feet with the exception that accessory structures under 250 square feet that are associated with the maintenance of the land use shall be setback ten feet.

All non-motorized trails and non-amplified outdoor activity areas shall meet a minimum ten foot setback. Motorized vehicles associated with the maintenance of the land use are permitted within the non-motorized trails.

C. Landscaping Standards to operate a Nature Center and Preserve:

In lieu of this Ordinance's landscaping standards, a ten foot woodland preservation buffer shall be required along the perimeter of the land use. This ten foot buffer is not required along the interior property lines of the land use. There shall be no clearing or cutting within the buffer with the exception of removing dead, dying, and/or diseased trees. The woodland preservation buffer may be used for passive recreation such as pedestrian, bike, or equestrian trails provided that:

1. No trees, shrubs, hedges, or walls are removed.
2. Not more than 20% of the width of the buffer is impervious surface.
3. The total width of the buffer area is maintained.

D. Noise Standards to operate a Nature Center and Preserve:

This land use is restricted to the noise standards of Section 8.9A.1 of this Ordinance. The Residential Growth District measurement shall apply when the use is adjacent to a lot that contains a residence, or is zoned Rural or Residential Growth.

Section 8.19 Crematorium³⁷

A. Crematorium, Livestock

A Livestock Crematorium shall process as a Conditional Use Permit in all zoning districts other than Rural, unless such use is determined by the Zoning Administrator to be accessory to an active agricultural use.

B. Crematorium, Pet

A Pet Crematorium shall process as a Principal Permitted or Conditional Use in zones as designated in Appendix C. In the Rural Zoning District, a Pet Crematorium may process utilizing the Site Plan Exemption for the Rural District.

Section 8.20 Solar Energy Facilities

Solar Energy Facilities are permitted as indicated in Appendix C.

A. Application

1. A Pre-Proposal Conference is recommended, pursuant to the Jefferson County Subdivision and Land Development Regulations.
2. A Concept Plan, pursuant to the Minor Site Development Concept Plan standards established in the Jefferson County Subdivision and Land Development Regulations is

required; except that after the Planning Commission direction is given, the next steps are Application for a Zoning Certificate and Building Permits, including submission of final Decommissioning Plan. In addition to the Concept Plan requirements outlined in the Subdivision Regulations, the Concept Plan shall also include the following standards:

- (a) Property or Properties Location
- (b) Access Points;
- (c) Anticipated location of all proposed components of the Solar Energy Facility; and
- (d) Landscaping, Buffering, Ground Cover Plan, and Fencing.

Each proposed solar panel is not required to be located on the Plan, if compliance with setbacks can be established by what is depicted on the Plan.

If the project is to be completed in phases, the Concept Plan shall reflect phasing of the project.

3. A Zoning Certificate based on an approved Concept Plan is required prior to initiating any use regarding Solar Energy Facilities.

- (a) In addition to the standards found in Section 8.20, any Zoning Certificate regarding Solar Energy Facilities shall be issued conditioned on all other State Regulations and approvals being granted, including, but not limited to, the WV Public Service Commission, WVDEP applicable NPDES Permits, Fire Marshal Approval, Building Permits through the Department of Engineering, Planning, and Zoning, and approval of the Stormwater Management Report pursuant to the Jefferson County Stormwater Management Ordinance.

B. Standards

1. Multiple adjacent properties under the same ownership or lease by the same company shall be considered one property for the purpose of these regulations. Internal boundary lines on adjacent properties under the same ownership or lease by the same company are not subject to the setbacks or buffer requirements provided below.

2. Setbacks

a. Solar Panels

- i. Front, Side, and Rear Setbacks shall be 100 feet from all external/perimeter property lines and from the edge of the State ROW or Easement of any State Road.
- ii. Solar panels and accessory components may be located on a common side or rear lot line of contiguous property owned by the same entity.

b. Accessory components, excluding solar panels and underground utilities.

- i. Front, side, and rear setbacks shall be 25' from all external/perimeter property lines and from the edge of the State ROW or Easement of any State Road.

3. Buffering, Landscaping, Security, and Access

- a. Solar Panels that are located within 200 feet of any residence, Category 1 Historic Resource, Institution for Human Care, Church, or similar use or structure as determined by the Zoning Administrator, shall provide a 20 foot wide buffer along common property lines. The buffer shall be provided anywhere within the 200 foot radius from the structures/uses herein and is not required to be provided along the entire length of the common property line.

- b. The buffer screen may be either vegetative or opaque fencing and may be placed anywhere within the buffer area. No structures, materials, or vehicular parking shall be permitted within the side and rear yard buffers. Existing, natural vegetation may be used in lieu of a planted buffer if documentation is submitted to the Zoning Administrator verifying how the existing natural vegetation complies with the required buffer standard.
- c. Accessory Components (excluding solar panels) that are located within 200 feet of any residence, Category 1 Historic Resource, Institution for Human Care, Church, or similar use as determined by the Zoning Administrator, shall comply with the commercial provisions of Section 4.11, with the exception that the Zoning Administrator can allow the use of existing, natural vegetation as appropriate to achieve the intent of the required buffering.
- d. A security fence with secured gates shall be erected around the operating areas of the Solar Energy Facility with a minimum height of 6 feet and a maximum height of 10 feet.
 - i. Arrangements shall be made with the appropriate Fire Department for Access. A letter documenting approval of access from the Fire Department shall be provided with the Zoning Certificate application. The Fire Department shall respond within 15 days of the date of the letter. If no response is provided, the Fire Department shall be deemed by this Ordinance to have approved the access.
 - ii. Upon three business days notice by the Department of Engineering, Planning, and Zoning, access shall be provided to Staff.

4. Stormwater Management

Stormwater Management shall be required in accordance with the Jefferson County Stormwater Management Ordinance. Solar Energy Facilities may be exempt from providing stormwater management if the conditions for granting exemption under Article I.D.2.h of the Stormwater Management Ordinance are satisfied.

5. Decommissioning Plan

- a. W.Va. Code §7-1-3kk provides that the County Commission may enact ordinances, issue orders, and take other appropriate and necessary actions for the elimination of hazards to public health and safety and to abate or cause to be abated anything which the commission determines to be a public nuisance.
 - i. The County Commission hereby finds and declares that a solar facility that has ceased producing electricity for a period of 12 months is a public nuisance and/or hazard pursuant to West Virginia Code §7-1-3kk and other applicable authority.
 - ii. The County Commission therefore finds that an unused solar facility must be decommissioned and removed from the property on which it is located. This means that all of the solar facility's structures and other associated property must be removed from the premises and the land must be restored to a condition reasonably similar to its original condition prior to the installation of the solar facility.
 - iii. A general outline of the decommissioning of the Solar Energy Facility shall be included with the Concept Plan. This outline shall include a general discussion on the timeline of the lease or operating plan and a general plan for removal of the

Solar Energy Facility. A full Solar Decommissioning Plan is not required until submission of the Zoning Certificate application for the Facility.

- b. The County Commission finds that, as a condition of approval, a Solar Energy Facility must:
 - i. Develop a decommissioning plan acceptable to the County Engineering Staff in accord with County Solar Decommissioning Guidelines that will provide that all parts of the solar facility be removed from the premises and the land must be restored to a condition reasonably similar to its original condition prior to the installation of the solar facility; and
 - ii. Post surety in an amount that would enable the decommissioning and removal of the solar facility in accord with the County Solar Decommissioning Guidelines in the event that the solar facility has ceased to produce electricity as defined.
- c. The approved Solar Decommissioning Plan shall be submitted as part of the Zoning Certificate Application. Either the Zoning Administrator or the Applicant may request that the Planning Commission approve or disapprove any component of the Solar Decommissioning Plan.
- d. Staff shall be notified by certified mail at least 60 days in advance of the intended decommissioning of the Solar Energy Facility. Staff will place the notice on the next regularly scheduled Planning Commission meeting under “non-actionable correspondence”.
- e. Failure of the Lessee or Property Owner to meet and/or comply with the Solar Decommissioning Plan may result in the County pursuing legal action pursuant to Section 3 of this Ordinance, including legal action to have the Solar Energy Facility, or portions thereof as applicable, removed at the Property Owner’s expense. The County may seek to recover its costs, legal fees, and legal expenses incurred to have the facility decommissioned in compliance with the Solar Decommissioning Plan.

C. General Requirements

- 1. Design, construction, and installation of the Solar Energy Facility shall conform to applicable industry standards, including those of the American National Standards Institute (ANSI), Underwriters Laboratories (UL), the American Society for Testing and Materials (ASTM) or other similar certifying organizations and shall comply with the West Virginia Fire and Building Codes, including compliance with the Jefferson County Building Code.
- 2. Prior to commencing the transmission of electricity, the Solar Energy Facility shall provide documentation evidencing an interconnection agreement or similar agreement with the applicable public utility or approved entity in accordance with applicable law.
- 3. Generation of electrical power shall be limited to photovoltaic panels, provided that any on-site buildings may utilize integrated photovoltaic building materials.
- 4. Solvents necessary for the cleaning of the Solar Panels shall be biodegradable.
- 5. Internal wiring, excluding that which is on or between the Solar Arrays, connected to substations or between Solar Panels, shall be located underground, accept where necessary to mitigate impact to environmental and/or terrain features.

6. Onsite lighting shall be minimum necessary for security and onsite management and maintenance and shall comply with the standards outlined in the Subdivision Regulations.
7. Photovoltaic Panels shall use antireflective glass that is designed to absorb rather than reflect light.
8. Ground Cover comprised of natural vegetation is required. Ground cover that uses native or naturalized perennial vegetation and that provides foraging habitat that is beneficial for songbirds, gamebirds and pollinators is encouraged but not required.
9. Collocation of other agricultural activities such as small market hand-picked crops, grazing and apiary activities are permitted and encouraged.
10. No signage or advertising is permitted on the Solar Energy Facilities other than an identifying sign at the entrance of the Facility that shall be approved by the Zoning Administrator in accordance with Article 10. All other signage must be approved by Special Exception by the Board of Zoning Appeals.
11. Solar Energy Facilities shall comply with Article 8, Section 8.9 of this Ordinance.
12. The Solar Energy Facility Use is not considered abandoned until such time it is Decommissioned.
13. Damaged or unusable panels shall be removed within 60 days from discover of damage; provided, however, longer periods may be approved by the County Engineer due to extenuating circumstances.

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
Restaurant	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Retail Sales Limited	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Retail Sales and Services, General	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Retail Store, Large	NP	CU	P	CU	NP	CU	NP	CU	CU	CU	CU	CU	
Shipping and Mailing Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
<u>Solar Energy Facility</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>Sec. 8.20</u>
Special Event Facility	P	P	P	P	NP	P	P	CU	CU	P	P	CU	Sec. 8.14
Storage, Commercial	NP	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Veterinary Services	P	P	P	P	CU	P	P	P	CU	P	P	CU	
Wireless Telecommunications Facilities	P	P	P	P	P	P	P	P	P	P	P	P	Art. 4B
Agricultural Uses*													
Agricultural Uses, as defined in Article 2	P	P	P	P	P	P	P	P	P	P	P	P	
Agricultural Repair Center	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Agricultural Tourism	P	P	P	P	P	P	P	P	P	P	P	P	
Crematorium, Livestock ³⁷	CU	CU	CU	CU	CU	CU	CU	P	CU	CU	CU	CU	Sec. 8.19
Farm Brewery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Winery or Distillery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Market	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.6
Farm Vacation Enterprise	P	P	P	P	P	P	P	P	P	P	P	P	
Farmer's Market	P	P	P	NP	NP	P	NP	P	CU	P	NP	CU	Sec. 8.6
Feed and/or Farm Supply Center	CU	P	P	P	P	P	P	P	CU	P	P	NP	
Horticultural Nurseries and Commercial Greenhouses	P	P	P	P	P	P	P	P	CU	P	P	NP	
Landscaping Business	P	P	P	P	P	P	P	P	CU	P	P	NP	
Rental of Existing Farm Building for Commercial Storage Structure must have existed for 5 years	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Special Event Facility, Agricultural	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.14
Accessory Uses													
Accessory Uses	P	P	P	P	P	P	P	P	P	P	P	P	

- | | |
|--------------------------------------|---|
| NC Neighborhood Commercial | OC Office / Commercial Mixed-Use |
| GC General Commercial | R Rural |
| HC Highway Commercial | RG Residential Growth District |
| LI Light Industrial | RLIC Residential-Light Industrial-Commercial District |
| MI Major Industrial | IC Industrial-Commercial District |
| PND Planned Neighborhood Development | V Village District |

P Permitted Uses

NP Not Permitted Uses

CU Conditional Uses (subject to requirements of district and/or other requirements of this Ordinance)

** Accessory Use to a planned residential community, if permitted pursuant to Section 5.4 and processed as a CU

¹ The Planning Commission may amend the permitted uses for a development in the PND District per Article 5.

² Approval process is per the Salvage Yard Ordinance.

JEFFERSON COUNTY PLANNING COMMISSION
SOLAR TEXT AMENDMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW

File No. ZTA 19-03

On June 23, 2020, the Jefferson County Planning Commission (“Planning Commission”), pursuant to proper notice and a hearing, approved the Solar Text Amendment (“STA”), File No. ZTA 19-03, to amend the Jefferson County Zoning Ordinance (“Zoning Ordinance”) to allow solar facilities to be constructed as a Principal Permitted Use (“PPU”) in eight (8) zoning districts of the county, including the Rural District. On October 1, 2020, pursuant to proper notice and a hearing, the Jefferson County Commission (“County Commission”) approved the STA with an amendment which increased the setback from one hundred (100) feet to two hundred (200) feet. Opponents of the STA, as amended, subsequently filed suit seeking a preliminary injunction against enforcement of the STA, as amended, among other things. On December 10, 2020, the County Commission reached a settlement of the lawsuit vacating the STA, as amended, and returning the STA to the Planning Commission “for further review, consideration and public hearing...”

Pursuant to proper notice, meetings, and/or hearings held on February 9, 2021, February 23, 2021, and on March 9, 2021, the Planning Commission, upon further review and consideration of the Solar Text Amendment, finds and concludes as follows:

FINDINGS OF FACT

1. Under W.Va. Code §8A-7-8, the Jefferson County Zoning Ordinance, and related legal authority, the County Commission may amend the Zoning Ordinance as follows:

(a) Before amending the zoning ordinance, the governing body with the advice of the planning commission, must find that the amendment is consistent with the adopted comprehensive plan. If the amendment is inconsistent, then the governing body with the advice of the planning commission, must find that there have been major changes of an economic, physical or social nature within the area involved which were not anticipated when the comprehensive plan was adopted and those changes have substantially altered the basic characteristics of the area.

W. Va. Code Ann. § 8A-7-8

2. The Comprehensive Plan encourages the development of alternative energy sources, such as solar power generation. (Comp. Plan, pp. 89-90 and 93).

3. Solar facilities help to preserve the environment in that they generate low or no emissions. Moreover, the STA requires a “decommissioning plan” to restore land to its pre-solar condition after power production ceases and a bond to cover the costs of the decommissioning.

4. The Comprehensive Plan recognizes the need for flexibility in the use of agricultural properties in order to help struggling farm operators to continue to have viable business opportunities. (Comp. Plan, p. 38). Moreover, the Comprehensive Plan rejects the preservation of farms without farmers. “There must be a viable rural economy to maintain the rural landscape.” (Comp. Plan, p. 72).

5. Solar facilities, as a minimal and reversible impact on the environment, are more likely to retain the rural and farming character of Jefferson County than other forms of development.

6. The STA promotes the economic well-being of the county by creating jobs, increasing tax revenues and generating business opportunities for farmers and other landowners, while having a very low impact upon the environment.

7. The STA minimizes the aesthetic impacts of solar facilities by requiring screening, buffering and setbacks. Moreover, the economics of solar facilities require them to be located next to existing electrical substations and transmission lines which are already exempt from zoning restrictions as “essential utilities and equipment” under state law and county ordinance. W. Va. Code §§ 8A-1-2(f) (defining essential utilities) and 8A-7-3(e) (providing that essential utilities are a permitted use in any zoning district; and Zoning Ordinance §4.7 (exempting essential utility equipment from the Zoning Ordinance). By authorizing solar development near existing infrastructure which is already exempt from zoning restrictions, the STA further minimizes the aesthetic impacts of solar facilities.

8. The Comprehensive plan does support alternate and renewable energy sources. (See, for example, Section 2D, Infrastructure, p. 89-90, and Recommendation 8, p.93). However, an additional circumstance which was not anticipated or fully considered when drafting the Future Land Use Guide became apparent during the meetings before the Jefferson County Commission involving Rockwool. These meetings revealed the importance that many of the citizens of Jefferson County attach to favoring low impact commercial and industrial development which has low or no emissions. Solar facilities satisfy these concerns because they have low or no emissions, and otherwise have a minimal and reversible impact upon the environment. Consider the following examples which illustrate the importance of alternate energy to the citizens of Jefferson County:

a) 8/2/2018 JCC meeting, part 1 at 01:18:40

“I really feel like at this tipping point, we have the opportunity to bring in green energy. So what I want to ask you guys is instead of letting this company come in and destroy our community why don’t we look for better companies who are about saving our community? Why are we not progressing, we are regressing.”

b) 8/2/2018 JCC meeting, part 2 at 09:01

“There are renewable energy opportunities. Why not a solar farm on those 130 acres planned for Rockwool?”

- c) 8/2/2018 JCC meeting, part 2 at 14:49
“Why aren’t we bringing in clean jobs? Why aren’t we supporting green industries like renewable energy? The 21st century has been here for 18 years, when are we going to start living in it?”
- d) 8/2/2018 JCC meeting, part 2 at 18:20
“If you do want to subsidize something, subsidize smart energy and green technologies.”

CONCLUSIONS OF LAW

For the foregoing reasons, the Planning Commission finds and concludes that the Solar Text Amendment, File No. ZTA 19-03, is consistent with the Comprehensive Plan. To the extent that it may be inconsistent (if at all) the Commission finds that there have been major changes of an economic, physical or social nature within the area involved which were not anticipated when the comprehensive plan was adopted and those changes have substantially altered the basic characteristics of the area, which changes include the demand of citizens for green energy as evidenced during the meetings before the Jefferson County Commission concerning the Rockwool project.

Moreover, the Planning Commission advises the County Commission of the Findings and Conclusions herein and further concludes that it is appropriate to forward the STA to the County Commission for further consideration, modification and/or approval in accordance with State Law and the Zoning Ordinance.

By majority vote at a duly called meeting of the Jefferson County Planning Commission.

Dated this 9 day of March, 2021.

JEFFERSON COUNTY PLANNING COMMISSION



Its: President



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 18, 2021**

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

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

Set date and time for Public Hearing - Repeal the County ATV Ordinance and revert to existing state law- 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.](#)

BEFORE THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
ORDINANCE RELATING TO THE REGULATION OF ALL-TERRAIN VEHICLES IN JEFFERSON COUNTY, WEST VIRGINIA

WHEREAS the West Virginia Legislature, by an act designated as W.VA Code § 17F-1, et. seq., had adopted an amendment to the Code of West Virginia relating to the regulation of all terrain vehicles generally prohibiting the operation of all all-terrain vehicle on interstate highways and on center lined roads or road with more than two lanes containing certain exception and other prohibitions; and

WHEREAS the West Virginia Legislature specifically authorized the political subdivisions of the state of West Virginia, including the County Commission of any County within this State with authority to regulate the operation of all-terrain vehicles of public roads within the County; and

WHEREAS the Legislature specifically authorized the County Commission of Jefferson County pursuant to W. Va. Code § 17F-1-3(3) to lawfully enact an ordinance regulating or prohibiting the operation of all-terrain vehicles on any road in this County except on interstate highways; and

WHEREAS W. Va. Code § 17F-1-3(3) authorizes only a County who has adopted a countywide Comprehensive Plan pursuant to W. Va. Code § 17F-1-3(3); and

WHEREAS the Jefferson County Commission has adopted a Comprehensive Plan on the 18th day of March, 2004, and meets the conditions for a local government to regulate the operation of all-terrain vehicles.

It is hereby enacted as an Ordinance of Jefferson County, West Virginia upon the duly authorized Motion, second and approval by the Jefferson County Commission on this 17th day of June, 2004 as follows:

I. (a) It shall be unlawful for any person to operate an all-terrain vehicle, as defined in W.VA. Code § 17F-1-9 on any road or highway within Jefferson County, West Virginia, whether or not the road or highway has a center line.

(b) All-terrain vehicle, or ATV, shall mean any motor vehicle, fifty-two inches or less in width, having an unladen weight of eight hundred pounds or less, traveling on three or more low pressure tires with a seat designed to be straddled by the ride, designed for or capable of travel over unimproved terrain.

(c) All-terrain vehicles, as defined in W.Va Code § 17F-1-9, shall be permitted to cross a public road or highway at an angle of approximately ninety degrees to the direction of the public road where this is not obstruction preventing a quick and safe crossing providing that the operator has a valid driver's license.

(d) Roads – a way made for traveling; a way; a course; a highway. This definition shall include public or private roads to which the public has access. Highway – a public road; a main road; a thoroughfare.

II. In addition to any other legal remedy for violation of civil or criminal provisions of this Ordinance of W.Va. Code § 17F-1 et. seq.:

(a) Any person who violates the provision of this Ordinance or who owns or has control over an all-terrain vehicle and knowingly permits it to be used in violation of the provisions of this Ordinance shall

be guilty of a misdemeanor and upon conviction thereof, shall be subject to the penalties set forth in § 17F-1-8, W. Va. Code.

III. There is exempt from this Ordinance, the operation of all-terrain vehicle for lawful farm use, pursuant to W.Va. Code § 17F-1-6.

IV. It is further enacted by the County Commission that any homeowner association as provided in W. Va. Code § 17-1-3(2), may petition the County Commission for the enactment of an ordinance regulation or prohibiting the operation of all-terrain vehicle in all areas regulated by the homeowners' association; provided a petition in the form authorized by the County Commission, setting forth and verifying (1) that the petitioner is a duly constituted homeowners association as defined under West Virginia Law, (2) that the homeowner association has, through an appropriate vote of the majority of its participating members upon proper notice as provided by the homeowners association by-laws or rules, authorized and duly appointed representative or representative of the homeowners association, through its officers and/or directors, (3) to file a petition with the County Commission certifying that it is a duly authorized homeowners association under West Virginia Law, specifying the area to be regulated by the Ordinance, (4) providing verification that a majority of the participating property owners, who are legitimate voters in the homeowners association, have voted at a duly noticed, properly held meeting to petition the County Commission to enact an Ordinance regulation or prohibiting the operation of all-terrain vehicles, (5) specifically requesting the County Commission to enact such Ordinance regulating or prohibiting the operation of all terrain vehicles and (6) specifically designating the roads or area to be regulated by the homeowners association with reasonable certainty.

This Ordinance shall be effective the 1st day of July, 2004

Adopted this 17th day of June, 2004.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **Eastern Panhandle HOME Consortium**

Estimation of amount of time needed for appointment

Date Requested – **March 18th**

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

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

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

If so, how much? \$

Provide exact financial impact/request: **None**

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

Approve a Resolution authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the Period July 1, 2021 to June 30, 2022.

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: nstrine@cityofmartinsburg.org

Phone Number: 304-264-2131 ext. 278

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

RESOLUTION

A RESOLUTION OF THE County Commission of Jefferson County, West Virginia AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM OF WEST VIRGINIA FOR THE PERIOD OF JULY 1, 2021 TO JUNE 30, 2022.

WHEREAS, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as “HOME”); and

WHEREAS, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

WHEREAS, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for the low and moderate income residents; and

WHEREAS, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, City of Charles Town, City of Ranson, Corporation of Shepherdstown, Town of Bolivar, Town of Harpers Ferry, County of Morgan, Town of Paw Paw, Town of Bath West Virginia, have formed a Consortium that has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to seek annual funding; and

WHEREAS, the Jefferson County Commission entered into a three (3) year Housing Consortium Cooperation Agreement with an annual renewal clause for participation in the HOME Consortium for the Eastern Panhandle; and

WHEREAS, the U.S. Department of Housing and Urban Development is expected to award the HOME Consortium of the Eastern Panhandle a HOME grant upon request and consideration for Fiscal Year 2021; and

WHEREAS, the Jefferson County Commission recognizes the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY THAT:

1. Jefferson County will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, City of Charles Town, City of Ranson, Corporation of Shepherdstown, Town of Bolivar, Town of Harpers Ferry, County of Morgan, Town of Paw Paw, Town of Bath West Virginia, in a Consortium for participation in the HOME Program; and
2. The President of the Jefferson County Commission is hereby authorized to enter into a one-year Cooperation Agreement for the period of July 1, 2021 to June 30, 2022 with the other members which form the Eastern Panhandle HOME Consortium of West Virginia; and

3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve funding of the Eastern Panhandle HOME Consortium of West Virginia for the above Fiscal Year 2021 HOME Investment Partnership Program.

Adopted this _____ day of _____, 2021.

BY:

Josh Compton, President,
Jefferson County Commission

ATTEST:

Jacqueline C. Shadle, County Clerk

**JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA
FY 2021 HOME INVESTMENT PARTNERSHIP PROGRAM**

Notice is hereby given by the Jefferson County Commission that it will hold a public hearing on **Thursday, March 4, 2021 at 11 am**, prevailing time, in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia. The Jefferson County Commission Chambers are accessible to persons with physical disabilities. If special arrangements need to be made to accommodate citizens in order for them to participate in the public hearing, please call **Sandy Slusher McDonald, Deputy County Administrator, at 304-728-3284** to make those arrangements.

The purpose of this public hearing is to discuss the specific housing needs of Jefferson County, WV. The Jefferson County Commission is a member of the Eastern Panhandle HOME Consortium of West Virginia which consists of the City of Martinsburg, Berkeley County, part of Jefferson County and part of Morgan County, West Virginia. The HOME Consortium is eligible to receive a HOME Investment Partnership Grant in FY 2021. The U.S. Department of Housing and Urban Development will be notifying the City of Martinsburg in the future of the amount of HOME funds that will be available for FY 2021. In order to receive those funds, the member jurisdictions in the Eastern Panhandle HOME Consortium must develop a program for the use of HOME funds as a part of the City of Martinsburg's FY 2021 Consolidated Annual Action Plan. The HOME Consortium will be preparing their HOME Program and they intend to afford citizens, local agencies, and interested parties the opportunity to become involved in the planning process.

The following general types of activities are eligible for funding under the HOME program: Homeowner Rehabilitation, including repair, rehabilitation or reconstruction of owner occupied houses; Homebuyer Activities, including funds for purchase and/or rehabilitation of existing houses or new construction of houses for homebuyers; Rental Housing, including acquisition and/or rehabilitation of existing rental housing or new construction of rental housing; and Tenant Based Rental Assistance, including financial assistance for rent, security deposits and under certain conditions, utility deposits for tenants. All HOME funds must be used for persons and households that meet the HUD income guidelines and definition of low- and moderate-income.

Notice is also hereby given that the JEFFERSON COUNTY COMMISSION is accepting proposals for the use of its portion of the HOME Consortium funds for FY 2021 beginning February 1, 2021. Application packets, instructions and information are available on an open basis. All interested applicants are encouraged to contact the Jefferson County Commission office, in order to obtain the application packet and to address any questions. **Please contact Sandy Slusher McDonald at 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284.**

All interested citizens are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the housing needs of Jefferson County and the use of HOME funds to address those needs. Written comments may be addressed to **Sandy Slusher McDonald, Deputy County Administrator, 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284**

Josh Compton, President
Jefferson County Commission



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 18, 2021**

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**
- **Discuss City of Charles Town – Proposed County Employee Parking Lot Reconstruction Project – 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.](#)



704 Foxcroft Avenue
Martinsburg, WV 25401

March 12, 2021

Jefferson County
Department of Planning and Zoning
116 E. Washington St
Charles Town, WV 25414

Attn: Roger Goodwin, P.E.
Director & Chief County Engineer

CC: Todd Wilt, Operations and Maintenance Director City of Charles Town
Daryl Hennessy, Charles Town City Manager

Re: Parking Lot Reconstruction Project – Issues & Concerns

Dear Mr. Goodwin:

We are in receipt of Planning and Zoning comments dated March 3, 2021 and offer the following responses:

Comments from Jefferson County Planning & Zoning:

Comment 1:

Will the entire parking lot be removed and reconstructed or will just the specific BMP's shown on the concept plan be installed?

Response:

The construction of the proposed facilities will be shown in 2 phases on the design plan. Phase 1 will outline improvements along Liberty Street and will most likely include entrance improvements to the county parking lot as well as work along the right of way to incorporate BMP's. Phase 2 will propose the parking lot improvements and will require the entire parking lot be milled and overlaid in addition to any other improvements.

Comment 2:

How many parking spaces will be lost? Will the size of the parking spaces be reduced?

Response:

1) There is the potential for the number of spots to be reduced. It is considered a priority of the design to maintain the existing number of spots. Current concept layouts show the potential reduction in spots being as high as 8 when compared to newly updated as-builts and Jefferson County dimensional standards, however as the design is taken from concept to final design the total reduction in parking spots may diminish.

2) Some of the existing parking spaces measure over 11' in width. The new parking spaces will be 9' wide and 20'-22' deep per the Jefferson County requirements. The parking spots along the one-way

entrance from Washington Street currently do not meet the required stall depth (22' @ 60°) as prescribed by Jefferson County for angular parking. The required stall depths or drive aisle will need to be reduced in this area to maintain current parking counts.

Comment 3:

What parking standards will be used to layout the parking lot? Preference is to use Jefferson County parking lot and drive-aisle standards.

Response:

Jefferson County dimensional requirements will be utilized everywhere feasible. It is the opinion of Greenway that all Jefferson County dimensional standards can be held other than along the one-way entrance from Washington Street as previously noted in Comment 2 and along one of the dead end aisles leading to the back of the main County Commission Building.

What is the width of the proposed one-way and two-way drive aisles?

Response:

24' will be used for all 2 way main drive aisles. One of the drive aisles that dead ends behind the main County Commission Building will require a reduced drive aisle width similar to existing conditions. One way aisles with parking at a 60 degree angle require an 18' drive aisle per Jefferson County requirements. The one way Washington Street entrance will either reduce this aisle or the stall depths in this area to maintain conditions similar to what currently exists.

Comment 4:

The concept plan does not appear to reflect actual building exterior features. It appears that parking spaces and drive aisles are shown in locations of exterior features. (e.g., generator pad, HVAC units, dumpster pad, etc.).

Response:

The concept layouts were developed based on aerial overlays. An updated as-built has been completed that shows relevant features. This as-built will be used to refine the design and avoid existing building systems and accessory structures as possible.

Comment 5:

Where will the Maintenance Department's storage shed and the garbage dumpster be located? Will this cause the loss of additional parking spaces?

Response:

The existing shed will remain in place as is. Dumpster location may be adjusted to better facilitate truck and employee access.

Comment 6:

What happens if you encounter underground fuel tanks, sinkholes, etc? Who pays for mitigation costs?

Response:

The design plan does not outline construction costs or who they will be attributable to. Per discussions during the County/City/Greenway meeting on March 5th construction funding for the project will be determined later.

Comment 7:

Will the power poles running down the middle of the parking lot be relocated underground?

Response:

It is the intent of the design to leave these poles in place in order to reduce construction costs associated with this project.

Comment 8:

The lower lot, showing 12 parking spaces, is the county vehicles parking lot. It needs to be re-signed and designated as such.

Response:

Greenway has received updated information from Jefferson County Engineering indicating the need for 14 parking spaces in a county designated area, it is believed this can be accomplished as the design progresses from concept to final design. Signage requirements can be added to the plan with the City of Charles Town's approval.

Comment 9:

Need to make sure designated employee ADA parking spaces are replaced in the same locations they currently exist.

Response:

Every effort will be made to hold existing ADA spaces in current locations and improve the grading in these areas, so the ADA spaces meet ADA requirements.

Comment 10:

With regard to the previous pavers:

- *Can salt be used on these to melt ice and snow?*
- *What type of ongoing maintenance is required for the previous pavers?*

Response:

As discussed in the County/City/Greenway meeting on March 5th pervious pavers generally only require vacuuming/street sweeping and the use of salt etc. is acceptable.

Comment 11:

With regard to the planter boxes and curb extension boxes:

- *What type of ongoing maintenance is required and who is responsible for the cost?*

Response:

As discussed at the County/City/Greenway meeting on March 5th the city is open to maintain these improvements themselves and the details of this can be worked out if the design progresses to construction.

Comment 12:

With regard to the interior parking lot greenspaces:

- *Beyond mowing the grass and trimming bushes and trees, what other type of ongoing maintenance is required?*

Response:

Mowing and trimming will be the majority of the maintenance required. Depending on the exact design there may need to be some maintenance of cleaning up debris and raking mulch.

Comment 13:

What is the timeline for the project and how long will the project take once construction starts?

Response:

Final design will need to be processed and approved by June to meet the deadline for the design phase grant. No schedule has been set for construction. Separate funding will need to be acquired before construction.

Comment 14:

With regard to county employee temporary parking:

- *Will the City of Charles Town provide temporary county employee parking in any of their lots during the construction phase?*
- *Will the City of Charles Town work as a liaison with private entities to help find temporary parking for county employees in these lots (e.g., church, library, banks, APU, etc.)?*

Response:

During the County/City/Greenway meeting on March 5th the City indicated it is willing to assist in these matters.

Note: *The assessor’s employees, buildings inspectors, etc. carry files and equipment back and forth to their vehicles. Therefore, they are the highest priority for the closet temporary parking spaces.*

Comment 15:

Can the demolition of the Smoot Building, and turning its footprint into greenspace, be included in this project? Note: If so, it needs to be approved by the County Commission.

Response:

This can be incorporated into the design.

Thank you for your assistance with this project. Contact us with any questions or need for additional information.

Sincerely,
Greenway Engineering, Inc.



12-MAR-2021

Randy L. Kepler, PE
Director of Engineering

Date



Jefferson County, West Virginia

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

2nd Quarterly Report for Planning and Zoning FY 2021 (October 1, 2020 – December 31, 2020)

Attached is an electronically generated report of all applications submitted and reviewed within the 2nd Quarter of FY2021. This data is being provided as a part of the 2nd Quarterly Report from the Planning Commission and Offices of Planning and Zoning to the County Commission. The items below reflect actions of the Planning Commission and Board of Zoning Appeals in this same time period and related meetings attended by Planning and Zoning staff.

PLANNING COMMISSION ITEMS

Planning Commission Meetings: **3 Meetings**

Subdivision Regulations Text Amendments

On-going coordination with Greenway for Major updates and revisions on hold

Zoning Ordinance Text Amendments **2**

#ZTA20-01: Zoning Ordinance Text Amendment to create provisions to allow Commercial Cemeteries to process as a Conditional Use in the Rural zoning district and a Principal Permitted Use in the RLIC and IC zoning districts.

PC PH 9/8/20; recommendation to CC 10/13/20; CC PH 12/3/20; CC disapproved 12/17/20

#ZTA20-02: Zoning Ordinance Text Amendment to change the classification for Drive-Through Restaurants in the Residential-Light Industrial-Commercial (RLIC) zoning district from Conditional Use (CU) to Permitted Use (P).

PC PH 10/13/20; recommendation to CC 10/13/20; CC PH 12/3/20; CC approved 12/17/20

Zoning Map Amendments/Rezoning **1**

#20-1-Z: Zoning Map Amendment: Planning Commission review and recommendation regarding whether the petition for a Zoning Map Amendment by property owner James W Van Evera III (et al) to rezone 5.4 ac, of the total 22.17 ac subject parcel, from Residential Growth to Residential-Light Industrial-Commercial is consistent with the *2035 Comprehensive Plan*.

Property Owner: James W Van Evera III Et Al. ; Property Location: 7948 Middleway Pike.

PC review and recommendation to the CC that the requested rezoning is consistent with the Envision Jefferson 2035 Comprehensive Plan 11/10/20

Concept Plan Public Workshops

#20-7-SP Concept Plan for a Shepherdstown Professional Center (a Major Nonresidential Site Development) consisting of one two-story building with 5,100 sf retail space (first floor) and 5,100 office space (second story); one 6,000 sf single-story building divided into six (6) 1,000 sf retail/office units and associated parking spaces and signage. Property Owner: Rankin Properties, LLC. Property Location: Vacant parcel on the northeast corner at the intersection of Potomac Farms Dr. and Kearneysville Pike (Route 480); Size: 3.56 acres; Zoning District: General Commercial.

Public Workshop 11/10/20; PC accepted the Concept Plan as submitted as complete with no conditions.

#20-18-SD Concept Plan for the re-subdivision of Lot 28 Summit View Estates into three (3) total lots and the required 224 acres of associated green space on adjacent Parcels 6 & 7, under Section 5.7D.2 Cluster Provisions. Property Owner: Hy-Crest Farms, LLC. Property. Property Location: Summit View Estates, Lot 28 Located at the end of Keith Dr.; Size: 8.5 acres; Zoned: Rural.

Public Workshop 11/10/20; PC accepted the Concept Plan as submitted as complete with no conditions.

BOARD OF ZONING APPEALS (BZA) ITEMS

Board of Zoning Appeals Meetings: 3 meetings

Zoning Appeal of Administrative Decision none this quarter

PLANNING & ZONING STAFF ITEMS

Pre-Proposal Conference (PPC) Meetings: 18 Total (12 Subdivision & 6 Site Plan)

Information Request Forms (IRFs) -- general inquiries from the public: 21 Total

Zoning and Land Development Fees Collected: \$ 25,268.93

Regional Transportation Planning Meetings (all remote)	
Eastern Panhandle Transit Authority (EPTA) Board Meetings and EPTA Safety Committee Meetings	10/19/20; 11/5/20 (safety); 11/16/20; 12/14/20
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings	10/21/20
WV DOH/Regional Planners Roundtable	n/a
Loudoun County Route 9 Safety and Operational Study regional input meeting	11/6/21

Regional Planning Meetings	
WV APA Chapter Transition Leadership Meetings (ZOOM); WV APA Chapter-wide Special Meeting (ZOOM)	10/27/20; 11/17/21; 12/3/21 (Chapter);
Mid-Atlantic Planning Collaboration Land Use Planning Webinar Series	11/5/21; 11/10/21; 11/12/21; 11/24/21; 12/1/21; 12/8/21; 12/15/21; 12/17/21
Safe Water Conservation Collaborative Meeting via ZOOM	10/1/20

	A	B	C	E	G	H	I
1	Planning and Zoning FY 2021 2nd Quarterly Report 10/1/2020 - 12/31/2020 (Generated 2/23/2021)						
2	Type	Project Number	Creation Date	Owner Name	Location	Status	Description
3		20-9-Q	12/8/2020	MCGAUGHEY SHANNA E & JOEL M	2138 SMITH RD, CHARLES TOWN, WV 25414	Open	Lift the single family restriction for Lot 8 in the Smith Mountain Subdivision for the purpose of constructing a detached accessory dwelling unit for a family member.
4						Type Total:	1
5	Conditional Use Permit	20-8-CUP	10/2/2020	STEVENS NANCY E	1122 DUNCAN RD, HARPERS FERRY, WV 25425	Closed	Request by River Chase Wedding Venue for a Conditional Use Permit to operate a Special Event Facility consisting of hosting up to 15 wedding receptions and other events per year, with a maximum of 75 grass parking spaces.
6						Type Total:	1
7	Easements	20-2-E	10/28/2020	MAGAHA T L SONS INC	EARLE RD, CHARLES TOWN, WV 25414	Open	Magaha Easement - Farmland Conservation Easement, Phase 3
8						Type Total:	1
9	Merger or Boundary Line Adjustment	20-16-M	10/2/2020	RINALDI-ALT BEVERLY	339 WHITE DOGWOOD RD, HARPERS FERRY, WV 25425	Open	Keys Ferry Acres Consolidation Deed - no plat required
10		20-17-M	11/4/2020	TOWNHOMES RENTAL LLC	4115 CHARLES TOWN RD, KEARNEYSVILLE, WV 25430	Open	Boundary line adjustment of three parcels into two. 'A portion of the BLA crosses into Berkeley County'
11		20-18-M	11/12/2020	LUTMAN PROPERTIES LLC	2 JOELENES WAY, SHENANDOAH JUNCTION	Open	Lutman Lutman BLA (Lots 1 and 2)
12		20-19-M	11/12/2020	LUTMAN PROPERTIES LLC	104 JOELENES WAY, SHENANDOAH JUNCTION	Open	Lutman-Lutman BLA (Lots 3 and 5)
13		20-20-M	12/3/2020	CRAWFORD KAREN L	212 LOCUST KNOLL DR, CHARLES TOWN, WV 25414	Open	Boundary line adjustment between Parcels 4.2 and 4.6
14		20-21-M	12/28/2020	HY-CREST FARMS LLC - Arnold Dailey	END OF KEITH DR SUMMIT VIEW ESTATES	Open	Boundary line adjustment between Lots 27 & 28
15						Type Total:	6
16	Planning Commission Variance (1979 ZO)	20-4-PCV	10/8/2020	ESPINOSA KRISTEN R	6485 SUMMIT POINT RD, CHARLES TOWN, WV 25414	Open	Variance from Section 21(b) of the 1979 Subdivision Ordinance to lift the single family restriction to allow for an In-Law Suite.
17		20-5-PCV	12/22/2020	BEALLAIR HOMES LLC	BEALLAIR MANOR DRIVE	Open	Request to extend the deadline for final plat recordation from 01/11/2021
18						Type Total:	2
19	Planning Commission Waiver	20-9-PCW	10/5/2020	BURKETT ERNEST L & APRIL A	10668 LEETOWN RD, KEARNEYSVILLE, WV 25430	Open	Waiver from Section 20.201A2 to use 40' access for minor subdivision.
20		20-10-PCW	10/19/2020	RANKIN PROPERTIES LLC - Christopher Rankin	POTOMAC FARM DRIVE, SHEPHERDSTOWN, WV 25443	Open	Waiver from Section 20.204 to process a Minor Site Plan with a Concept Plan instead of a Major Site Plan for the Shepherdstown Professional Center (File: 20-7-SP).
21		20-11-PCW	10/20/2020	FIDDLERS 1 LLC	54 FIDDLERS WAY, SHEPHERDSTOWN, WV	Open	Waiver from Section 20.201A2 to allow for a two (2) lot subdivision, which will create a total of six (6) lots on the existing access easement (Fiddlers Way).
22		20-12-PCW	11/16/2020	DAVID ACLY	SOUTHEAST CORNER OF King Lear Dr and Stratford Lane, Avon Bend Subdivision	Open	Waiver from Section 20.201 to allow the creation of an additional three lots as a minor subdivision instead of processing a major subdivision.
23		20-13-PCW	11/16/2020	Margaret Link (Estate)	French Road, Shenandoah Junction	Open	Waiver from Section 20.201 to allow the creation of an additional five lots as a minor subdivision as opposed to a processing a major subdivision.
24						Type Total:	5
25	Site Plan	20-8-SP	10/23/2020	SUDHIR RANA	James Burr Blvd, Kearneysville, WV 25430	Open	Construction of three warehouses totalling 28,740 sq ft with a 200 sq ft office in each structure and related parking.
26		20-9-SP	11/25/2020	STILES STANLEY E & BARBARA R	118 GOSHEN ARRABON LN, CHARLES TOWN, WV 25414	Open	Agricultural Event Center for up to 800 guests and Farm Vacation Lodging up to 5 units with associated parking and signage.
27		20-10-SP	12/21/2020	VAN EVERA JAMES W III ET AL	7948 MARTINSBURG PIKE, SHEPHERDSTOWN, WV 25443	Open	Gas Station, Large including a 6,100 sq ft Convenience Store with drive-thru, five (5) fueling islands with canopy, car wash, new roadway, upgraded to traffic signal for Martinsburg Pike, and related site improvements parking spaces, and signage.
28						Type Total:	3
29	Subdivision	20-20-SD	10/19/2020	SIRBAUGH TAMMY & LARRY	45 EDWARDS CASTLE CT, CHARLES TOWN, WV 25414	Closed	Proposed 3 lot MSD
30		20-21-SD	10/26/2020	BOYD LARRY H & DONNA K	Ancient Oaks Court, Charles Town, WV 25414	Closed	Family Transfer Lots 5, 6, 7 and Lot B-Residue
31		20-22-SD	11/6/2020	TIFFANY E LAWRENCE ET AL	Martinsburg Pike, Shepherdstown, WV 25443	Closed	MSD of one lot and a residue (2 total lots).
32		20-23-SD	11/12/2020	LUTMAN LAND DEVELOPMENT LLC - DAVID LUTMAN	2751 ENGLE MOLERS RD, HARPERS FERRY, WV 25425	Closed	LLD Uvilla Cluster MSD: 4 total lots
33		20-24-SD	11/13/2020	BML, LLC - BRANT LOWE	1967 KEARNEYSVILLE PIKE, SHEPHERDSTOWN, WV	Open	Project consists of a boundary line adjustment and the creation of 3 total lots.
34						Type Total:	5

	A	B	C	E	G	H	I
35	Zoning Certificate	20-27-ZC	11/4/2020	833 Jefferson Crossing LLC	91 SARATOGA DR STE D, CHARLES TOWN, WV 25414	Closed	Shopping Center: change in tenant to nail salon
36		20-28-ZC	12/21/2020	JEFFERSON UTILITIES INC	307 W BURR BLVD, KEARNEYSVILLE, WV 25430	Closed	Project consists of swapping six antennas/relocating three (3) existing antennas removing six RRHs, and installing nine (9) RRHs for a co-located telecommunications facility on an existing 160 water tank
37		20-29-ZC	12/21/2020	RAI PROPERTIES LLC	130 E BURR BLVD, KEARNEYSVILLE, WV 25430	Closed	Medical Office. In home intermittent skilled services by nursing, rehab, and social workers to address the post acute need of patients recently discharged or experiencing declining health
38							Type Total:
39	Zoning Map Amendment	20-1-Z	10/22/2020	VAN EVERA JAMES W III ET AL	7948 MARTINSBURG PIKE SHEPHERDSTOWN, WV	Closed	Request to rezone 5.4 acres from RG to RLIC
40		20-2-Z	12/28/2020	Dead Rock Contractor Services, LLC - Chris Livingston	ShIPLEY School Road east of ShIPLEY Elementary School	Open	Request to rezone the parcels from Residential Growth to General Commercial.
41							Type Total:
42	Zoning Variance	17-11-ZV	10/30/2020	COLLIS HOLDINGS LLC	DEERFIELD VILLAGE RD, SHEPHERDSTOWN, WV 25443	Closed	Variance from Section 5.4B to reduce the rear setback from 20' to 8' to construct a 12' x 12' deck.
43		20-38-ZV	11/4/2020	RADUNS JAMES & DEIRDRE EYCHNER	647 NEW MEADOW DR, KEARNEYSVILLE, WV 25430	Closed	Variance from Section 9.7 to reduce the side setback from 15' to 10' and the rear setback from 50' to 13' for a 12' x 20' accessory structure.
44		20-39-ZV	11/12/2020	MARGIE AND SCOTT BROWN	45 BRIAR PATCH LN, HARPERS FERRY, WV 25425	Closed	Variance from Section 9.7 to reduce the front setback from 20' to 16' and the rear setback from 12' to 7' for a 16' x 18' addition to the existing house
45		20-40-ZV	11/13/2020	POTOMAC EDISON COMPANY	1320 OLD COUNTRY CLUB RD, CHARLES TOWN, WV	Closed	Request to increase the height restriction from 100' to 150' for a telecommunications tower (Section 4B 7J.2.a)
46		20-34-ZV	10/5/2020	DERRICK NICHOLAS E & MEGAN R	300 BROOKLINE DR, CHARLES TOWN, WV 25414	Withdrawn	Variance from Section 5.4B (01/10/2002 Zoning Ordinance) to reduce the side setback from 12' to 6' to allow for the construction of a stairway from an existing second-story deck to a proposed 20' x 26' concrete slab
47		20-35-ZV	10/9/2020	PAIGE SHARON L & WAVERLY T	14 STILES WAY, RANSON	Open	Variance from Section 5.4B to reduce the rear setback from 20' to 11' for a 10' x 20' deck.
48		20-36-ZV	10/15/2020	HERBERT HOWARD	60 BRENTWOOD CT, HARPERS FERRY, WV 25425	Open	Variance from Section 9.7 to reduce the north side setback from 25' to 6' for a 14' x 28' accessory structure.
49		20-37-ZV	10/16/2020	HANIGAN KEVIN M & TINA M SINNETT	33 JENNY LIND DR, HARPERS FERRY, WV 25425	Open	Variance from Section 5.4B and Section 9.6C (Zoning Ordinance, as amended 10/4/90) to reduce the front setback from 25' to 2' for a 42' x 20' in ground pool and surrounding concrete
50						Type Total:	8
51						Grand Total:	37

**Jefferson County Broadband Committee Meeting
Via GoToMeeting
Wednesday March 31, 2021 10:00AM**

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Agenda

- 1) Welcome; Roll call
- 2) Call to order
- 3) Approval of Agenda
- 4) Approval of Minutes
- 5) Design 9 Final Report – Discussion about identified projects
- 6) ISP/WISP Review in Jefferson County
- 7) Next steps and timeline / Implementation
- 8) Announcements/Old Business
- 9) Citizen Comment
- 10) Adjournment; next meeting TBD

Impact Fee Status Report

February 2021

Office of Impact Fees

Summary

Date Range: Monday 1 through Sunday 28 February 2021

Report Date: 1 March 2021

Process Number Range: 2100048-2100068

Total Applications: 21

Total Non-Exempt: 20

Of which:

Commercial: 0

Residential: 20

Of which:

County: 14

Municipal: 6

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for February 2021. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 28 February 2021	1	0	20	21
Fees collected		\$0.00	\$134,096.00	\$134,096.00
<i>Of which</i>				
School Impact Fee			\$121,249.00	\$121,249.00
Law Enforcement Fee		\$0.00	\$2,395.00	\$2,395.00
Parks & Recreation Fee			\$9,432.00	\$9,432.00
EMS Fee		\$0.00	\$1,020.00	\$1,020.00

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

Description	Amount
Opening Statement Balance (1 February 2021)	\$312,250.89
January Deposits (1 – 28 February 2021)	\$134,096.00
School January Transactions (withdraws via transfer on 16 Feb. 2021)	(\$280,996.50)
Law January Transactions (withdraws via transfer on 16 Feb. 2021)	(\$22,007.67)
Parks & Rec Jan. Transactions (withdraws via transfer on 16 Feb. 2021)	(\$6,866.48)
EMS January Transactions (withdraws via transfer on 16 Feb. 2021)	(\$2,380.24)
Interest Earned (28 February 2021)	\$88.74
Ending Statement Balance (28 February 2021)	\$134,184.74
<i>Outstanding Credits (deposits through 1 March 2021)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 February 2021)	\$6,500,823.71
January Transactions (deposits via transfer on 16 February 2021)	\$280,996.50
Interest Earned (28 February 2021)	\$2,543.51
Ending Balance (28 February 2021)	\$6,784,363.72

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

Description	Amount
Opening Balance (1 February 2021)	\$174,674.24
January Transactions (deposits via transfer on 16 February 2021)	\$6,866.48
Interest Earned (28 February 2021)	\$68.22
Ending Balance (28 February 2021)	\$181,608.94

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

Description	Amount
Opening Balance (1 February 2021)	\$377,722.54
January Transactions (deposits via transfer on 16 February 2021)	\$22,007.67
Interest Earned (28 February 2021)	\$148.80
Ending Balance (28 February 2021)	\$399,879.01

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

Description	Amount
Opening Balance (1 February 2021)	\$5,044.63
January Transactions (deposits via transfer on 16 February 2021)	\$2,380.24
Interest Earned (28 February 2021)	\$2.36
Ending Balance (28 February 2021)	\$7,427.23

Table 7. Total Impact Fees as of 1 March 2021/1

Description	Amount
Office of Impact Fees General Account	\$134,184.74
School Impact Fee Account	\$6,784,363.72
Law Enforcement Fee Account	\$181,608.94
Parks & Recreation Impact Fee Account	\$399,879.01
EMS Impact Fee Account	\$7,427.23
Total Impact Fees	\$7,507,463.64

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

Table 8. Pending February 2021 Fee Transfers /1

Account	28 February 2021 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$6,784,363.72	\$121,328.87	\$6,905,692.59
Law Enforcement Fee Account	\$181,608.94	\$2,396.77	\$184,005.71
Parks & Recreation Impact Fee Account	\$399,879.01	\$9,438.21	\$409,317.22
EMS Impact Fee Account	\$7,427.23	\$1,020.89	\$8,448.12
Total Impact Fees	\$7,373,278.90	\$134,184.74	\$7,507,463.64

/1 This table represents each of the impact fee category account totals as of 31 February 2021 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in February 2021 are listed in table 1 of the General Account (3111776); these transactions will be processed in March 2021. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Monday 1 through Sunday 28 February 2021

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
2100068	02/26/2021	Joseph	Stillwell Homes,	02 Charles Town	1251	34	21A	8	\$0.00	02/26/2021	Form 200
Category Count: 1				Category Total				\$0.00			
Non-Exempt Applications											
2100048	02/03/2021	Lake	Thomas	09 Shepherdstown	1222	665	24A	22-23.2	\$4,067.00	02/03/2021	N/A
2100049	02/03/2021	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	78	\$6,700.00	02/03/2021	N/A
2100050	02/04/2021	Lawrence	Tiffany	09 Shepherdstown	1244	5	7	9.2	\$6,700.00	02/04/2021	N/A
2100051	02/08/2021	Lutman Land		09 Shepherdstown	1252	271	14	4.24	\$6,700.00	02/08/2021	N/A
2100052	02/10/2021	Quigley	Douglas	07 Middleway	1252	529	5	11	\$6,700.00	02/10/2021	N/A
2100053	02/10/2021	Gladhill	Maurice	08 Ranson Corp	1028	659	4	387	\$7,281.00	02/10/2021	N/A
2100054	02/10/2021	Gladhill	Maurice	08 Ranson Corp	1028	659	4	388	\$7,281.00	02/10/2021	N/A
2100055	02/10/2021	Gladhill	Maurice	08 Ranson Corp	1028	659	4	389	\$7,281.00	02/10/2021	N/A
2100056	02/10/2021	Gladhill	Maurice	08 Ranson Corp	1028	659	4	390	\$7,281.00	02/10/2021	N/A
2100057	02/10/2021	Gladhill	Maurice	08 Ranson Corp	1028	659	4	391	\$7,281.00	02/10/2021	N/A
2100058	02/12/2021	Christopher	Tri-State	09 Shepherdstown	1230	592	13	3	\$6,700.00	02/12/2021	N/A
2100059	02/16/2021	Huffman	Matthew and	07 Middleway	1251	1	5	10.11	\$6,700.00	02/16/2021	N/A
2100060	02/17/2021	Fritts, Jr.	Larry	08 Ranson Corp	1251	392	9	1	\$6,524.00	02/17/2021	N/A
2100061	02/22/2021	Henry	James	02 Charles Town	1252	341	6	4.6	\$6,700.00	02/22/2021	N/A
2100062	02/23/2021	J H Real Estate		07 Middleway	1202	398	2A	156	\$6,700.00	02/23/2021	N/A
2100063	02/23/2021	J H Real Estate		07 Middleway	1202	398	2A	157	\$6,700.00	02/23/2021	N/A
2100064	02/23/2021	J H Real Estate		07 Middleway	1202	398	2A	158	\$6,700.00	02/23/2021	N/A
2100065	02/23/2021	J Hess Group		06 Kabletown	1204	252	14	1.6	\$6,700.00	02/23/2021	N/A
2100066	02/23/2021	Lutman Land		06 Kabletown	1253	537	3A	107	\$6,700.00	02/23/2021	N/A
2100067	02/23/2021	Lutman Land		09 Shepherdstown	1252	273	18	5.7	\$6,700.00	02/23/2021	N/A
Category Count: 46				Category Total				\$312,127.00			
TOTAL APPLICATIONS: 47				Grand Total				\$312,127.00			