

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, DECEMBER 19, 2013**  
**10:30 A.M.**

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

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**CALL TO ORDER**

**Revised 12/16/13**  
**4:20 p.m.**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- December 5, 2013 Regular Meeting

**APPROVAL OF PURCHASE ORDERS**

- December 19, 2013

**APPROVAL OF ACCOUNTS PAYABLE**

- December 12, 2013
- December 19, 2013

**PUBLIC COMMENT**

**PRESENTATIONS:**

1. 10:45 a.m. Leslie Smith  
Financial Presentation
2. 11:30 a.m. Interviews and Appointments to the Jefferson County Emergency Services Agency (JCESA) Board for (3) three-year terms ending November 2, 2016 - Discussion/Action
3. 11:45 a.m. Roger Goodwin, Chief County Engineer  
- Partial Release of the Escrow Agreement for DR Acquisitions, LLC - Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26) - Cash in Escrow with the Bank of Charles Town, Charles Town, West Virginia originally in the amount of \$972,616.00 - Discussion/Action  
- Request the Commission to allow staff to call on any Letter of Credits that have not been renewed by Monday, January 6, 2014 - Discussion/Action

**NEW BUSINESS:**

4. Discuss Budget Goal - Discussion/Action (JT)
5. Set dates and times for the 2014 Board of Review and Equalization meetings - Discussion/Action
6. Set date and time for the FY2014 HOME Investment Partnership Public Hearing - Discussion/Action
7. Discuss meetings in January, 2014 - Discussion/Action
8. Set date and time for public hearing - Probate Matters - Discussion/Action
9. Clarifying role of County Commission liaison to different boards and commissions - Discussion/Action (LW)

**COUNTY ADMINISTRATOR REPORTS**

- HRA Short Plan Year
- Process for Policies
- PCard Rebate
- Elected Official Roundtable

**COUNTY COMMISSION REPORTS**

10. 12:00 p.m. Break for Lunch

*~~~~~ AFTERNOON SESSION ~~~~~*

11. 1:30 p.m. Tim Stanton, Finance Director
  - Internal Budget Revisions - Discussion/Action
  - General County Fund Budget Revisions - Discussion/Action
  - Discuss finances and potential cost savings list (blue list)- Discussion/Action
  - Presentation of new Jefferson County Finance Department Policies and Procedures - Discussion/Action
  - Recommendation for Current Open Positions - Discussion/Action
12. ADJOURN

**CORRESPONDENCE:**

**Notice of County Office Closure for Christmas Eve and Christmas Day.**

**Notice of County Office Closure for New Year's Eve and New Year's Day.**

**Jefferson County Commission Notice of Intent to Appoint to the Board of Zoning Appeals.**

**Memorandum from the Jefferson County Engineering Department - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

**Memorandum from the Jefferson County Engineering Department - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

**Memorandum from the Jefferson County Engineering Department - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

**Memorandum from the Jefferson County Engineering Department - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.**

**Letter from Joe DeLong, Executive Director of the West Virginia Regional Jail and Correctional Facility Authority regarding the changes that have been made at the Regional Jail Authority over the past several months and what further initiative lie ahead.**

**Jefferson County Public Service District - November 4, 2013 Minutes from the Regular Board Meeting.**

**Notice from the Loudoun County, Virginia Planning Department regarding a public hearing scheduled for December 11, 2013 on the Comprehensive Plan Amendment.**

**West Virginia Weekly Lottery Settlement for Charles Town week ending November 30, 2013.**

**West Virginia Weekly Lottery Settlement for Charles Town week ending December 7, 2013.**

***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.***