

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, NOVEMBER 6, 2014
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF ACCOUNTS PAYABLE

- November 6, 2014

APPROVAL OF PAYROLL

- October 23, 2014

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations
2. 10:00 a.m. Pete Dougherty, Sheriff
- Request approval in adding Donald Rowland to the Bailiff and Trip Guard lists and James Hoffman to the Trip Guard list - Discussion/Action
3. 10:15 a.m. James E. Williams, Harpers Ferry-Bolivar Public Service District
- Request for financial assistance to help pay unpaid operations expenses - Discussion/Action
4. 10:30 a.m. Jennifer Brockman, Director of Planning and Zoning
- Approval of job offer for vacant Zoning Administrator position - Discussion/Action
5. 10:45 a.m. **BREAK**

6. 11:00 a.m. Pete Kelley, Jefferson County Emergency Services Agency President
- Presentation of 2013 Audit - Discussion/Action
7. 11:15 a.m. Tim Stanton, Financial Director
- FY14 Internal Budget Revision #5 - Discussion/Action
- FY14 State Budget Revision #6 - Discussion/Action
- Discussion on closing fund #244 Bardane Fund - Discussion/Action

NEW BUSINESS

8. Approval of Resolution and grant agreement - Jefferson County Parks and Recreation - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Ambulance Fee Collection Update

COUNTY COMMISSION REPORTS

9. 11:45 a.m. **RECESS**

~~~~~ EVENING SESSION ~~~~~

10. 7:00 p.m. Public Hearing - Input on the Planning Commission's Redlined Version of the Draft 2014 Comprehensive Plan, entitled Envision Jefferson 2035, recommended to the County Commission on October 14, 2014
11. **ADJOURN**

CORRESPONDENCE/INFORMATION

Jefferson County Commission Notice of 2014 General Election Canvass on Monday, November 10, 2014.

Notice of Jefferson County Commission Office Closure on Tuesday, November 11 in observance of Veteran's Day.

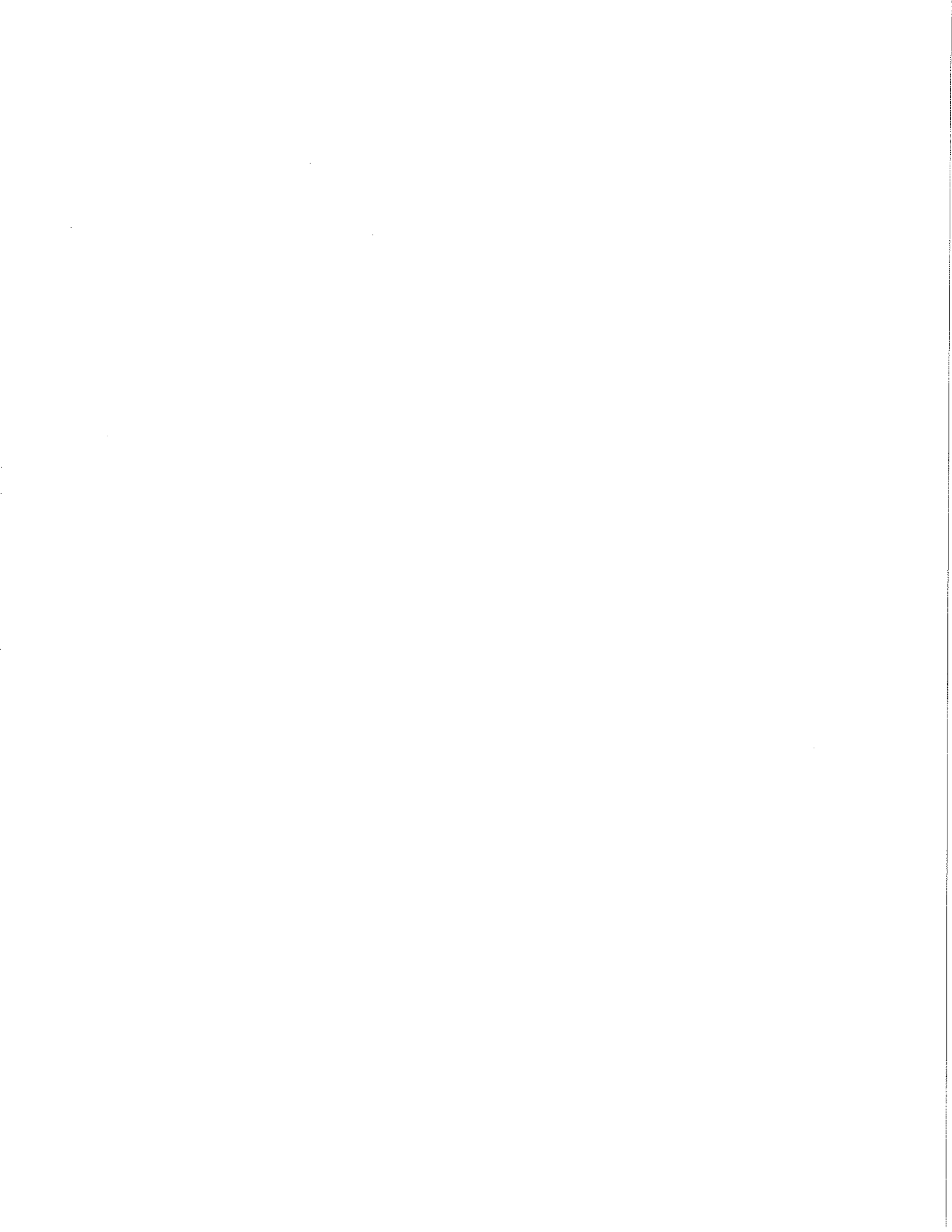
Agenda for the Jefferson County Stakeholders Roundtable Meeting on Friday, December 12, 2014.

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.

Payroll Approval

Checks Dated: 10-23-14

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 366,784.75	\$ 567.70	\$ 367,352.45
6.2% Tax Payable OASDI	\$ 21,935.71	\$ 34.93	\$ 21,970.64
1.45% Tax Payable HI	\$ 5,130.08	\$ 8.17	\$ 5,138.25
Fed Withholding	\$ 42,211.37	\$ 56.52	\$ 42,267.89
WV State Withholding	\$ 15,678.32	\$ 27.93	\$ 15,706.25
PERS Retirement Deduct	\$ 12,719.14	\$ 25.55	\$ 12,744.69
Hosp. Pre-Tax	\$ 10,345.38		\$ 10,345.38
Cancer/ICU Pre-Taxed	\$ 1,272.09		\$ 1,272.09
Cancer/ICU Not Pre-Taxed	\$ 928.79		\$ 928.79
Optional Life Not Pre-Taxed	\$ -		\$ -
Christmas Club	\$ 5,820.00		\$ 5,820.00
Wage Attach #1	\$ 1,339.39		\$ 1,339.39
Wage Attach #2	\$ 83.25		\$ 83.25
Wage Attach #3	\$ 212.31		\$ 212.31
Wage Attach #4	\$ 154.83		\$ 154.83
DSRS Retirement Deduct 8.5%	\$ 5,420.93		\$ 5,420.93
457 - Nationwide	\$ 749.00		\$ 749.00
457I - ING	\$ 3,040.00		\$ 3,040.00
MD State Tax	\$ 319.74		\$ 319.74
D/VF	\$ 1,369.84		\$ 1,369.84
VA. State Tax	\$ 82.34		\$ 82.34
COLONIAL(PLUS)	\$ 258.09		\$ 258.09
Total Deductions	\$ 129,070.60	\$ 153.10	\$ 129,223.70
Net Wages Total	\$ 237,714.15	\$ 414.60	\$ 238,128.75
Pay Dates	23-Oct-2014		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

Department or Organization: **Asessor's Office**


Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 6,, 2014**

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*):

 **Exonerations**

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: Pete Dougherty

Department or Organization: JCSD

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Trip Guard/Bailiff

Please provide the County Commission with a description of your request or presentation, including any background information: I am seeking approval in adding Donald Rowland to the Bailiff and Trip Guard lists and James Hoffman (already a Bailiff and Reserve) to the Trip Guard list.

Is this a funding request? Y/N

If so, how much? \$

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the hire of Donald Rowland as a Bailiff and Trip Guard and the addition to James Hoffman as a Trip Guard.

Attach supporting documents for request, or request may be denied.
If not attached, explain:

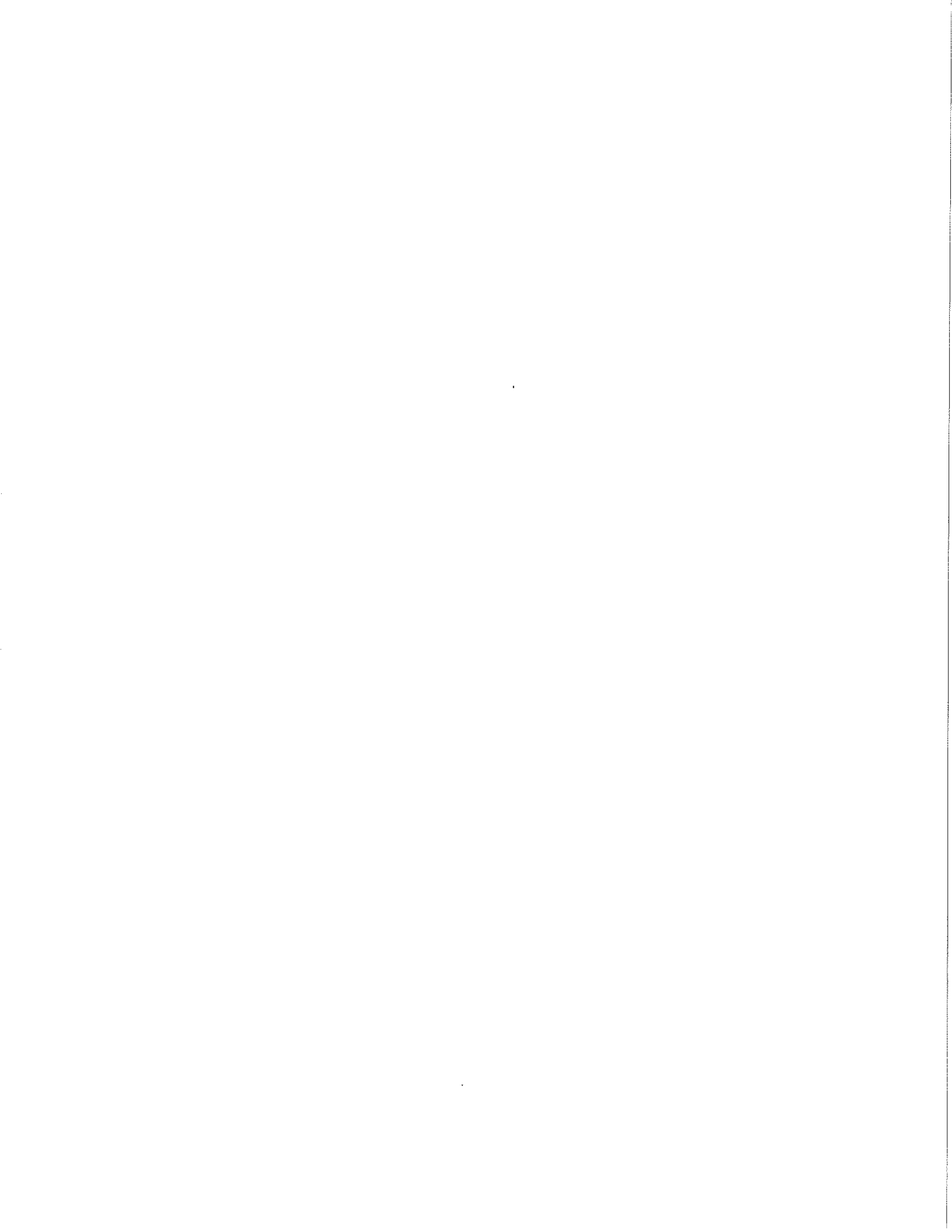
Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address: pdougherty@jcsdww.com Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: James E. Williams

Department or Organization: **Harpers Ferry-Bolivar PSD**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **November 6, 2014**

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

Date Requested – 2nd Choice: November 20, 2014

Subject (*Wording to be placed on agenda*): Financial help requested by Harpers Ferry-Bolivar PSD to help pay unpaid operation expenses.

Please provide the County Commission with a description of your request or presentation, including any background information: Harpers Ferry-Bolivar PSD is requesting \$21,103.76 to help pay unpaid invoices due to low revenue income at the District at this time.

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

If so, how much? \$21,103.76

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 to approve the funding request from the Harpers Ferry-Bolivar PSD in the amount of \$21,103.76.

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: James E. Williams

Email address: harpersferrypsds@frontiernet.net

Phone Number: __304-535-2390

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>



Public Service Commission of WV
ADMINISTRATION
PO Box 812
Charleston, WV 25323

Phone # (304) 340-0441
Fax # (304) 340-3742

Invoice

Date	Invoice #
6/19/2014	7073

Bill To
HARPERS FERRY-BOLIVAR PSD ADMINISTRATOR PO BOX 235 HARPERS FERRY, WV 25425

For ACH payments please contact Vickie at the number above.

Due Date
7/1/2014

Description	Rate	Revenue	Amount
Intrastate Revenue Assessment	0.0036	365,072	1,314.26
<p>Under the provisions of Chapter 24, Article 3, Section 6 of the Code of West Virginia, there is authorized to be levied for the support of the Public Service Commission, an assessment fee derived from intrastate business (business originating and terminating within the State of West Virginia) in the previous calendar year.</p> <p>When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as an image transaction. For inquiries, please call 1-866-243-9010. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution.</p>			

Total	\$1,314.26
Payments/Credits	\$0.00
Balance Due	\$1,314.26

Please contact Vickie at the number above if you have any questions concerning this invoice.



Public Service Commission of WV

201 Brooks Street
 PO Box 812
 Charleston, WV 25323

Phone (304) 340-0441
 Fax (304) 340-3753

Statement

Date
 9/4/2014

HARPERS FERRY-BOLIVAR PSD
 ADMINISTRATOR
 PO BOX 235
 HARPERS FERRY, WV 25425

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic transfer from your account or to process the payment as an image transaction. For inquiries please call 1-866-243-9010.

When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution.

Please contact Vickie at the number above if you have any questions concerning this statement.					Amount Due	Amount Enc.
					\$1,314.26	
Date	Description			Amount	Balance	
06/18/2014	Balance forward				0.00	
06/19/2014	INV #7073. Due 07/01/2014. --- Intrastate, 365,072 @ \$0.0036 = 1,314.26			1,314.26	1,314.26	
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due	
0.00	0.00	0.00	1,314.26	0.00	\$1,314.26	

Corporation of Harpers Ferry Water Works

P.O. Box 217, Harpers Ferry, WV 25425



Date	To	Ship To
May 1, 2014	Harpers Ferry/Bolivar Public Service District P.O. Box 235 Harpers Ferry, WV 25425	Same as recipient

Quantity	Description	Unit Price	Total
751	Sewer Bills for month of May	3.00	2,253.00
n/a	Monthly payment processing and collections	n/a	500.00
Total Due			2,753.00

Thank you for your business!

Corporation of Harpers Ferry Water Works

P.O. Box 217, Harpers Ferry, WV 25425



Date	To	Ship To
June 1, 2014	Harpers Ferry/Bolivar Public Service District P.O. Box 235 Harpers Ferry, WV 25425	Same as recipient

Quantity	Description	Unit Price	Total
756	Sewer Bills for month of June	3.00	2,268.00
n/a	Monthly payment processing and collections	n/a	500.00
Total Due			2,768.00

Thank you for your business!

J.C. Kunkle & Associates, A.C.
CERTIFIED PUBLIC ACCOUNTING & CONSULTING



164 Lina Lane ■ Martinsburg, WV 25405
304/263-9299 ■ Fax 304/267-7032
e-mail: jckunkle@jckunkleassociates.com

Harpers Ferry-Bolivar Public Service District
P.O. Box 235
Harpers Ferry, WV 25425

DATE: **7/3/2014** INVOICE #: **14-323**
TERMS: PAYABLE UPON PRESENTATION

Finance charges are computed on balances over 30 days old at a periodic rate of 1.5% per month, which is an annual percentage rate of 18%.

FOR PROFESSIONAL SERVICES RENDERED:

In connection with the audit of the financial statements for the year ended June 30, 2013.	\$ 3,500.00
In connection with the preparation of the WVPSC report for the year ended June 30, 2013.	<u>1,300.00</u>
Total fees	\$ <u>4,800.00</u>

J.C. Kunkle & Associates, A.C.
CERTIFIED PUBLIC ACCOUNTING & CONSULTING

164 Lina Lane ■ Martinsburg, WV 25405
304/263-9299 ■ Fax 304/267-7032
e-mail: jckunkle@jckunkleassociates.com



Harpers Ferry-Bolivar Public Service District
P.O. Box 235
Harpers Ferry, WV 25425

DATE: **7/30/2014** INVOICE #: **14-351**
TERMS: PAYABLE UPON PRESENTATION

Finance charges are computed on balances over 30 days old at a periodic rate of 1.5% per month, which is an annual percentage rate of 18%.

FOR PROFESSIONAL SERVICES RENDERED:

In connection with the District's Rule 19A Application to the West Virginia Public Service Commission to increase rates and charges.

Total fees \$ 1,200.00

J.C. Kunkle & Associates, A.C.
CERTIFIED PUBLIC ACCOUNTING & CONSULTING



164 Lina Lane ■ Martinsburg, WV 25405
304/263-9299 ■ Fax 304/267-7032
e-mail: jckunkle@jckunkleassociates.com

Harpers Ferry-Bolivar Public Service District
P.O. Box 235
Harpers Ferry, WV 25425

DATE: **7/30/2014** INVOICE #: **14-352**
TERMS: PAYABLE UPON PRESENTATION

Finance charges are computed on balances over 30 days old at a periodic rate of 1.5% per month, which is an annual percentage rate of 18%.

FOR PROFESSIONAL SERVICES RENDERED:

In connection with the preparation of the revised draft of the WVPSC Rule 42 Exhibit for the year ended June 30, 2013, and completion of WVIJDC preliminary application.

Total fees **\$ 2,800.00**



OPERATING HOURS
 MON-FRI - 8:00AM-5:00PM
 SAT-SUN - CLOSED
 24 HOUR EMERGENCY
 SERVICE AVAILABLE

Invoice

APPARATUS REPAIR & ENGINEERING, INC.
 90 WEST LEE STREET, HAGERSTOWN, MD 21740
 (301) 739-8285 ~ (800) 592-3100
 FAX: (301) 739-3804 ~ EMAIL: APPREP@APPREP.COM

Customer Number

05220

Invoice Number

CRO722626

Contact

James Williams

Order Date

7/21/2014

Shipped Date

9/17/2014

Invoice Date

9/17/2014

Bill To:

Harpers Ferry Public Service District
 Attn: Jim Williams
 PO Box 235
 Harpers Ferry, WV 25425

Ship To:

Harpers Ferry Public Service District
 Attn: Jim Williams
 Harpers Ferry, WV 25425

Ship Via

Our Truck

Terms

Net 30 Days

Salesperson

David Payne

Customer PO

Original Order #

CRO722626

Repair ID 4-3442

RPM 3450

Serial # 4-3442

Frequency (Hz) 60

Make Hydromatic

Rated V. 230

Model S44VXL500JD

Rating 15

Rated A. 48.7

of Phases 3

Product ID	Qty	Ship	Description	Sales Price	Total
HazMat Charge	1	1	Hazardous material handling/disposal charge	5.00	5.00
35111	1	1	Impeller, 5.69"	1,398.12	1,398.12
35338	1	1	Volute	1,398.12	1,398.12
17862	1	1	Kit Seal S4HVX, S4MX,	554.69	554.69
46220	2	2	Oil, insulating, transformer, Shell Diala S2ZX-A, (55/DR)	25.60	51.20
09479	1	1	Bearing, ball, 6309-ZZ	57.12	57.12
09473	1	1	Bearing, ball, 6306-ZZ	24.26	24.26
50816	1	1	Flex Seal 150 Compound, 1 Lb Kit	59.94	59.94
31251	15	15	Lead wire, #14, AWG, motor, XL-Dur	1.90	28.50
43202	9	9	P8 Parallel Connector	0.39	3.51

Subtotal:

Freight:

Other:

0.000 % Sales Tax 1:

0.000 % Sales Tax 2:

Total:

Charge Card:

Exp Date:

...

Thank You!

Our Tax ID: 52-1755208

Your Tax ID:



OPERATING HOURS
 MON-FRI ~ 8:00AM-5:00PM
 SAT-SUN ~ CLOSED
 24 HOUR EMERGENCY
 SERVICE AVAILABLE

Invoice

APPARATUS REPAIR & ENGINEERING, INC.
 90 WEST LEE STREET, HAGERSTOWN, MD 21740
 (301) 739-8285 ~ (800) 592-3100
 FAX: (301) 739-3804 ~ EMAIL: APPREP@APPREP.COM

Customer Number

05220

Invoice Number

CRO722626

Contact

James Williams

Order Date

7/21/2014

Shipped Date

9/17/2014

Invoice Date

9/17/2014

Bill To:

Harpers Ferry Public Service District
 Attn: Jim Williams
 PO Box 235
 Harpers Ferry, WV 25425

Ship To:

Harpers Ferry Public Service District
 Attn: Jim Williams
 Harpers Ferry, WV 25425

Ship Via

Our Truck

Terms

Net 30 Days

Salesperson

David Payne

Customer PO

Original Order #

CRO722626

Repair ID 4-3442

RPM 3450

Serial # 4-3442

Frequency (Hz) 60

Make Hydromatic

Rated V. 230

Model S44VXL500JD

Rating 15

Rated A. 48.7

of Phases 3

Product ID	Qty	Ship	Description	Sales Price	Total
Labor	1	1	Disassemble, inspect, clean all parts. Check mechanical fits. Bake components to dry. Perform electrical tests on windings - OK. Replace leads on stator, Reset leads and cord, repot leads and cord, Installed new bearings, mechanical seals, orings, impeller, volute, assemble, test run 230 Volts 14 Amps	1,890.54	1,890.54

Subtotal: 5,471.00

Freight: 47.50

Other: 0.00

0.000 % Sales Tax 1: 0.00

0.000 % Sales Tax 2: 0.00

Total: 5,518.50

Thank You!

Charge Card:

...

Exp Date:

Our Tax ID: 52-1755208

Your Tax ID:



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: November 6, 2014

Date Requested – 2nd Choice: _____

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

Proposed start date is November 26, 2014.

Subject: **Approval of Job Offer for Vacant Zoning Administrator Position**

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

See attached employee action form and personnel request form. Applicant has 15 years experience in private and public Planning and Zoning offices. Proposed start date is November 26, 2014.

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

I move approval of the recommendation of the Director of Planning and Zoning to hire the preferred applicant to fill the vacant Zoning Administrator position for the Departments of Planning and Zoning in accordance with the Department of Planning's budgeted position.

Attachments:

- **Employee Action Form**
- **Personnel Requisition form from Jennifer Brockman dated 10/30/14**
- **Applicant's resume**

**Jefferson County Commission
Employee Action Form**

Employee Name:	James Borsos		
Department Number:	439	Work Location:	Mason Bldg
Birthdate:		Mail Address:	
Social Security:		Mail Address:	
Home Phone:		Cell Phone:	
Salary:	\$53,844.53	Salary:	\$ -
Reason:	new hire		New Hire Promotion Temporary Assignment Annual Increase
Step:	C	Step:	
Grade:	V	Grade:	
Min/Mid/Max	Max	Min/Mid/Max	
From:	Candidate Non-Exempt Exempt <input checked="" type="checkbox"/> Full-Time Perm > 1820 hrs/annual Full-Time Perm 2080 hrs/annual Full-Time Temp < 6 mos Part-time Perm < 1040 hrs/annual Part-time Temp/Intern Contract Termination/Retirement	To:	Candidate Non-Exempt Exempt Full-Time Perm > 1820 hrs/annual Full-Time Perm 2080 hrs/annual Full-Time Temp < 6 mos Part-time Perm < 1040 hrs/annual Part-time Temp/Intern Contract Termination/Retirement
From:	FMLA Personal Unpaid Active Workers Comp WC Rate:	To:	FMLA Personal Unpaid Active Workers Comp WC Rate:
	Military Personal Paid Return to Work WC Code		Military Personal Paid Return to Work WC Code
Additional Info: The recommended applicant is filling position vacated by Steve Barney (Zoning Administrator) in June 2013. The position vacated by Seth Rivard (Planner) in September 2014 is still vacant and is not budgeted at this time.			
Effective Date:		11/26/2014	
Co Admin/Elected Official:		HR Approval	
Commission Approval		Hiring Mgr Appr	
Hiring Mgr Notified		Payroll Done	

JEFFERSON COUNTY
Personnel Requisition

Department Name: Planning and Zoning **Date:** 10-30-14 **Date Needed:** November 26, 2014 (ASAP)

Job Title: Zoning Administrator **Salary:** Grade V **Criminal History Check:** Yes No

Suggested Recruitment Source(s): N/A

Applicants Interviewed By: Jennie Brockman and staff **Position Reports To:** Director, Planning and Zoning

Minimum Education Required: Bachelor's degree in planning, public policy, legal, or related field from an accredited college or university with at least two (2) years related work experience; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Minimum Experience Required: Essential skills include strong writing skills, including experience in writing local land use ordinances; strong written and verbal communication skills, effective record keeping, and time management skills, and effective customer service skills are required. Knowledge of common principles and theories related to Planning and Zoning laws; department and office operations; laws and regulations pertinent to position functions; working knowledge of the Internet and Microsoft Office Suite in support of department operations. Ability to supervise, assign, and evaluate the work of employees. Ability to read plans and enforce ordinances. Good judgment and decision making abilities; ability to work independently with minimal supervision, and the ability to communicate professionally with people of diverse backgrounds and levels of education. Must be an analytical thinker and detail-oriented. NOTE: Employee will be required to work beyond normal business hours to attend regularly scheduled evening meetings and additional meetings as needed and requested by the Director.

Job Duties: Responsible for the administration, interpretation, and enforcement of the County's Zoning and Land Development Ordinance; also assists with the administration, interpretation, and enforcement of the Subdivision and Land Development Regulations, and the Comprehensive Plan. Review and evaluate all Site Plans and Subdivision Plats, including Concept Plans, Community Impact Statements, and environmental assessments/determinations, for conformance with the County Zoning and Land Development Ordinance. Evaluate and administer Zoning Certificate Applications; review and respond to general information requests; evaluate subdivision proposals and projects for Zoning Ordinance compliance, conformance to Comprehensive Plan, and Subdivision Regulations, and prepare written documentation of responses. Act as lead staff liaison for the Board of Zoning Appeals, preparing and presenting staff reports on all actionable items, providing relevant background and Zoning and Land Development Ordinance references, and supervising clerical staff functions for the BZA. Administer the LESA and Conditional Use Permit process, including staffing and providing follow up to the Neighborhood Compatibility Meeting and the Board of Zoning Appeals action items. Prepare staff summaries and recommendations on development proposals as needed for presentation at various meetings including the Board of Zoning Appeals meetings. Maintain a log of Zoning Ordinance and land use interpretations and policies for future reference. Enforce Zoning code violations with the assistance of the Ordinance Compliance Officer and with the assistance of the County Prosecuting Attorney. Interpret and advise the public and development community on development activities, including participating in Pre-Proposal Conferences (PPCs) requiring land use and zoning interpretation and preparing written responses. Direct personnel engaged in publication of legal notices, and notification of adjacent property owners or affected agencies or organizations with regard to the BZA land development matters in accordance with

County, State, and local regulations. Collaborate with the County Director of Planning and Zoning and/or County Engineer in preparation of amendments to any ordinances related to land use requirements and land development standards and processes. Recommend amendments to provide clarity of intent and to support Comprehensive Plan recommendations. Collaborate with the County Director in revisions or updates to the County Comprehensive Plan and in any special area planning studies or activities. Attend seminars, conferences, and meetings to keep abreast of new laws, research, technologies, and trends in zoning, planning, and GIS, as well as more specific issues as they relate to Jefferson County and the region. Establish and maintain professional relationships with colleagues in planning and zoning and other related fields in order to foster open communication and coordination of efforts as they relate to Jefferson County and the region. Assist with other zoning duties as needed by the Director. Willingness to take on additional duties as needed in support of Departmental and County goals and objectives.

Budget Information

Addition Replacement Explain or For Whom: Steve Barney, Zoning Administrator vacated in June 2013.

Position Budgeted Yes No Proposed Salary \$53,844.53 (Grade V, Step C) Date of Hire: Nov. 26, 2014

Is Position: Full-Time: Regular Part-Time On-Call Occasional Temporary

Safety/Security Hours Per Week: Exempt Position and includes evening meetings

Approvals

Elected Official Approval _____ Date _____

Department Head Approval _____ Date _____

County Commission Approval _____ Date _____

Comments _____

James Borsos
5801 Walnut Creek Road, G152
River Ridge, Louisiana 70123
(504) 799-9578
jimborsos@hotmail.com

August 30, 2014

Jennifer Brockman, AICP, Director
Jefferson County Departments of Planning and Zoning
P.O. Box 338
Charles Town, West Virginia 25414

RE: Zoning Administrator position

I am applying for the Zoning Administrator position with Jefferson County that is currently being recruited via the American Planning Association website. My resume is included with this letter of interest via email to you.

My credentials includes the AICP and LEED GA designations, 15 years of experience in the planning field in both municipal agencies and private planning consulting firms.

My experience includes a full range of both current planning and long range planning: pre-proposal conferences with developers and the processing of subdivisions, site plans, rezonings, comprehensive plan amendments, and special exception use permits.

I respectfully request your review of my resume and consideration for a personal interview. I very much appreciate your time and attention and look forward to hearing from you soon. Please don't hesitate to contact me with any questions or comments that you may have.

Sincerely,

James Borsos

Summary AICP since 2003, LEED GA, Planning Commissioner appointed by City Commission to Delray Beach Site Plan Review and Appearance Board, American Planning Association Chapter Co-Professional Development Officer, Palm Beach Planning Congress Past Board Member, Planning Committee experience includes Development Review Committees, Community Appearance Board, and Land Use Technical Advisory Committee; Community Redevelopment Agency projects, In-depth knowledge of building, zoning and landscape codes, Presentations to City Commissions, Planning and Zoning Boards and other growth management public hearings, Smart Code training, Comprehensive planning and research and current planning

Education Doctor of Business Administration; Nova University, studies towards degree; 1993-94
Master of Business Administration; Tennessee State University; awarded 1983
Bachelor of Arts Communication; Bowling Green State University; awarded 1978

Professional Experience

- 2010 – Present Parish of Jefferson, Louisiana (population 432,000)
Current Planning and Comprehensive Planning and Research Divisions
- * Complete design review experience with development agreement, ordinance and resolution processing and writing
 - * Review, analysis and processing of subdivision plat applications
 - * Review, analysis and processing of rezoning and land use change applications
- 2005 - 2008 City of Lauderhill, Lauderhill, Florida (population 70,000)
- * Coordination of mixed-use development for a 400,000 square foot mixed-use town center with 150 hotel rooms, Caribbean consulate offices, convention facility, and entertainment district
 - * Review and approval of over 1,000 new residential units and \$300 million in commercial real estate projects, including subdivision plats and rezoning
 - * Mixed use, residential, commercial, industrial parks and greenways development
 - * Deputy Chairman Development Review Committee Public Hearings
- 2003 - 2005 City of Delray Beach, Delray Beach, Florida (population 70,000)
- * Site plan, rezoning, comprehensive plan amendments, variances, annexation and special use reviews, analysis and approvals
 - * Historic preservation, architecture, landscaping, and zoning reviews
 - * Liaison between real estate developers and city permitting staff
- 1999 – 2003 Land Design South, West Palm Beach, Florida
- * Site planning and entitlements for large scale national residential developers
 - * Eminent domain specialist for the Florida Department of Transportation; corridor studies; and research and preparation of expert witness testimony
 - * Wide ranging due diligence research and property history research
 - * Land development regulations code writing for South Florida communities
- 1997 – 1999 Land Research Management, West Palm Beach, Florida
- * Wrote comprehensive plan amendment and rezoning applications
 - * Prepared Development of Regional Impact (DRI) applications
 - * Research and economic analysis included impact fee projections

- * Land use market and economic studies for all types of real estate developments: residential, commercial, industrial and institutional properties

1982 – 1997

CareerPro, Boca Raton, Florida – Divisional Director

- * Operations management for national career agency with 500 offices
- * Managed a team of approximately 20 direct reports with total of over 100 persons
- * Engaged in site selection and lease negotiations for office nationwide
- * Prepared operating budgets; negotiated national service contracts; travelled coast-to-coast extensively

Professional Associations

American Institute of Certified Planners (AICP)

American Planning Association (APA)

APA, Louisiana Chapter (Past Executive Committee)

APA, Louisiana Chapter, Co-Professional Development Office

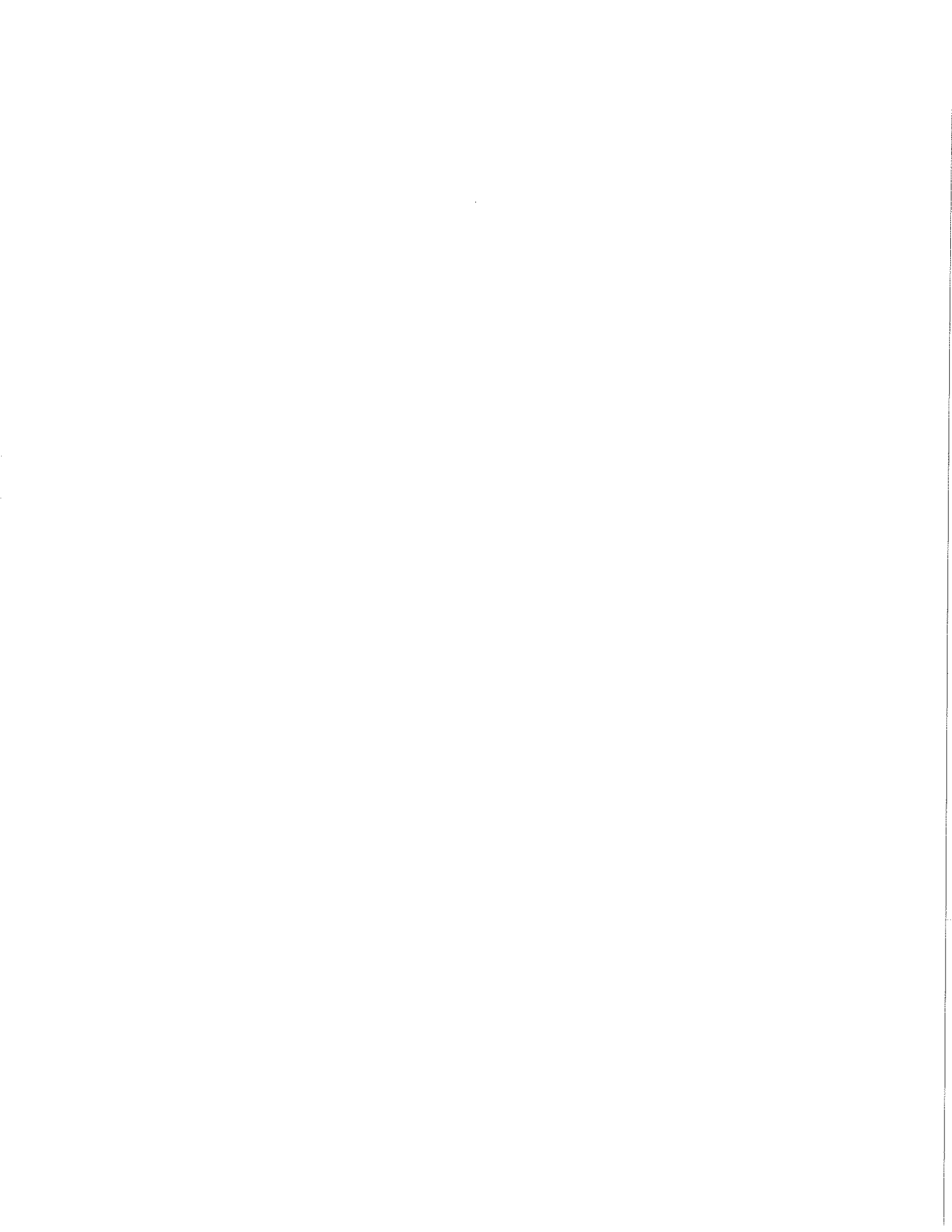
Green Building Certification Institute LEED Green Associate

United States Green Building Council (Louisiana Chapter Member)

Palm Beach Planning Congress (Past Board Member)

Art Deco Society of the Palm Beaches (Past Board Member)

City of Delray Beach Site Plan Review and Appearance Board Quasi-Judicial (Past Board Member) - Appointed by City Commission



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Kelley, President

Department or Organization: **Jefferson County Emergency Services Agency Board**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **November 6, 2014**

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

Date Requested – 2nd Choice: November 20, 2014

Subject (*Wording to be placed on agenda*): **Presentation of the 2012-2013 Audit**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



State of West Virginia

Glen B. Gainer III

State Auditor and
Chief Inspector

Office of the State Auditor
Chief Inspector Division
1900 Kanawha Boulevard, East
State Capitol, Building 1, Suite W-100
Charleston, West Virginia 25305

Toll Free: (877) 982-9148
Telephone: (304) 558-2540
Fax: (304) 205-6033
www.wvsao.gov

September 10, 2014

The Honorable Members of the Board
Jefferson County Emergency Services Agency
419 Sixteenth Avenue
Ranson, West Virginia 25438

Dear Members of the Board:

Enclosed is a copy of the audit report of Jefferson County Emergency Services Agency for the fiscal year ended June 30, 2013.

As the recipient, you are required to notify all members of the governing body of the receipt of this report and related correspondence and make the contents available for inspection by all such officers. You are also advised that this report, under the provisions of West Virginia Code § 6-9-9a, is considered public information and must be made available for public inspection.

We are pleased to note that the audit report does not contain instances of noncompliance. However, it does contain internal control weaknesses, and it remains the responsibility of all members of the governing body to review the audit report and strive to maintain a high quality of service for the community.

If I can be of further assistance, please do not hesitate to contact this office.

Very truly yours,

Charles K. McKinney
Assistant Chief Inspector
Chief Inspector Division



CKM/et

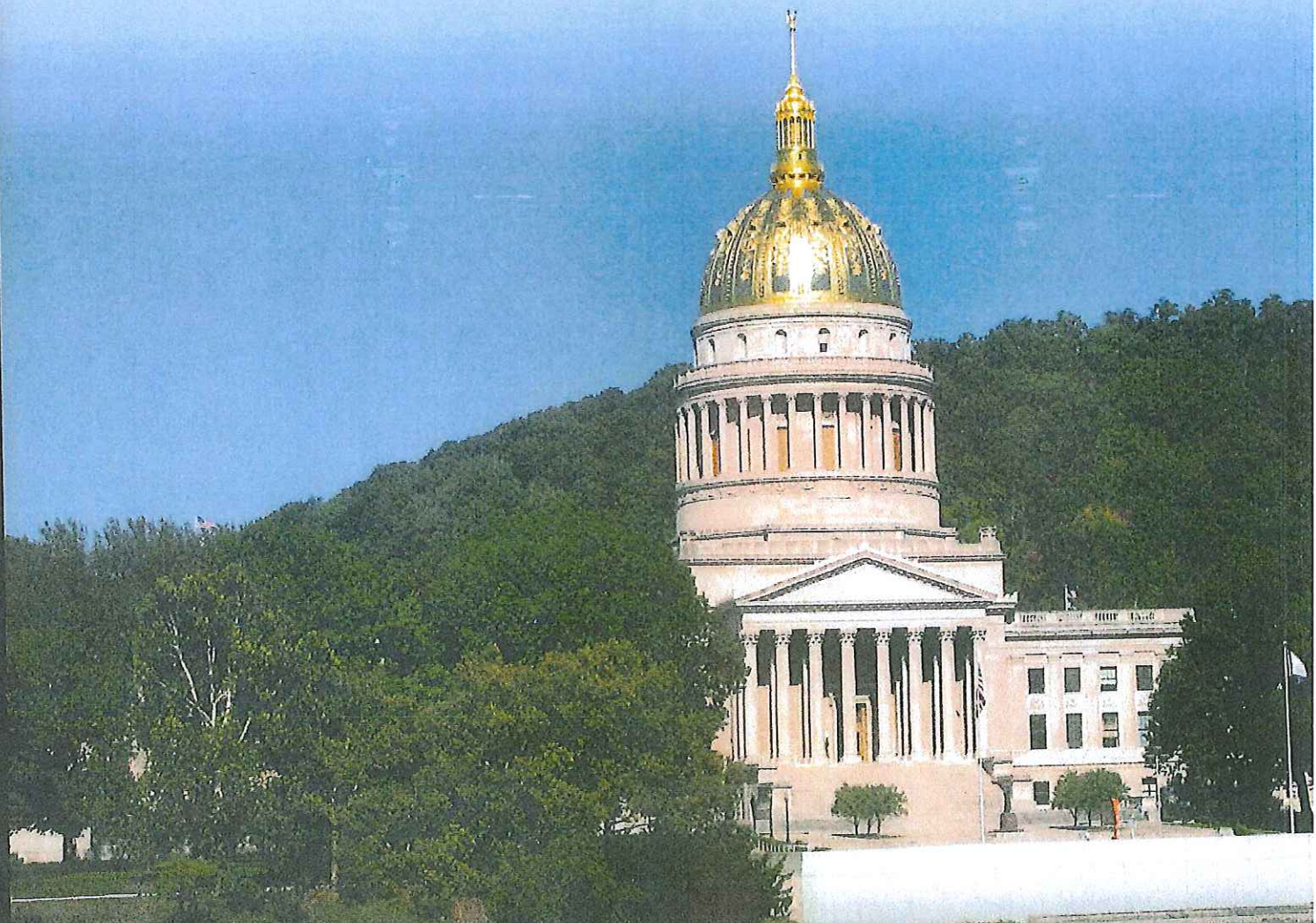
Enclosure

WEST VIRGINIA

State Auditor's Office

CHIEF INSPECTOR DIVISION

AUDIT REPORT OF
EFFERSON COUNTY EMERGENCY SERVICES AGENCY
FOR THE FISCAL YEAR ENDED JUNE 30, 2013



GLEN B. GAINER III
STATE AUDITOR
EX OFFICIO CHIEF INSPECTOR AND SUPERVISOR OF PUBLIC OFFICES
WWW.WVSAO.GOV

**AUDIT REPORT OF
JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

This audit has been conducted pursuant to the authority and duty of the State Auditor as Chief Inspector and Supervisor of Public Offices to conduct an annual inspection of all political subdivisions of the State of West Virginia and any agency created by these subdivisions. This power is granted by West Virginia Code §6-9-1 et seq.

**JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
SCHEDULE OF FUNDS INCLUDED IN REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

GOVERNMENTAL FUND TYPE

MAJOR FUND

General

**JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
TABLE OF CONTENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

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INTRODUCTORY SECTION

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

BOARD MEMBERS

For the Fiscal Year Ended June 30, 2013

OFFICE	NAME	TERM
	<u>Elective</u>	
Board Members:	Ed Boober	11/02/09 - 11/02/12
	John Considine	11/02/12 - 11/02/15
	Brenda Engle	11/02/10 - 11/02/13
	Russell Kitchner	11/02/10 - 11/02/13
	Pete Kelly	11/02/09 - 11/02/12
	Michael Mood	11/02/11 - 11/02/14
	Robert Murto	11/02/10 - 11/02/13
	Maura Sherril	11/02/12 - 11/02/15
	Sid White	11/02/10 - 11/02/13
	Alan Williams	11/02/11 - 11/02/14
	Dave Withers	11/02/11 - 11/02/14
	<u>Appointive</u>	
President:	Alan Williams	
Director:	Doug Pittinger	
Deputy Director:	Ed Hannon	
Secretary/Treasurer:	Marty Freeman	
County Commissioner:	Dale Manuel	

FINANCIAL SECTION



State of West Virginia

Glen B. Gainer III

**State Auditor and
Chief Inspector**

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Chief Inspector Division
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State Capitol, Building 1, Suite W-100
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www.wvsao.gov

INDEPENDENT AUDITOR'S REPORT

Honorable Members of the
Jefferson County Emergency Services Agency
Ranson, West Virginia

Report on the Financial Statements

We have audited the accompanying financial statements of the Jefferson County Emergency Service Agency, (the Agency), a component unit of Jefferson County, West Virginia, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Qualified Opinion

Management had a scope limitation due to not having all pending litigation requests returned. Management has not implemented a policy to ensure the proper accounting of capital assets and corresponding depreciation on those assets nor maintained a complete listing of assets that are owned by the entity. Management has also not followed the policy implemented for the accounting of compensated absences at the end of the year. Accounting principles generally accepted in the United States of America require that capital assets be capitalized and depreciated, and compensated absences be recorded which would increase the assets, liabilities, net position, and expenses of the Agency. The amount by which this departure would affect the assets, net position, and expenses of the Authority has not been determined.

Qualified Opinion

In our opinion, except for the effects of the matter described in the "Basis for Qualified Opinion" paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the Jefferson County Emergency Service Agency, as of June 30, 2013, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

As discussed in Note I.D.8, the County implemented the provisions of Governmental Accounting Standards Board Statement Number 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*.

Required Supplementary Information

The Agency has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that comprise the Jefferson County Emergency Services Agency's basic financial statements. The introductory section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The introductory section listed in the table of contents has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 26, 2014 on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Glen B. Gainer III". The signature is written in a cursive style with a horizontal line at the end.

Glen B. Gainer III
West Virginia State Auditor
Charleston, West Virginia

August 26, 2014

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
GOVERNMENTAL FUND BALANCE SHEET / STATEMENT OF NET POSITION
June 30, 2013

	General	Adjustments (Note II)	Statement of Net Position
ASSETS			
Current:			
Cash and cash equivalents	\$ 273,786	\$ --	\$ 273,786
Receivables - net:			
Accounts	9,346	--	9,346
Noncurrent:			
Capital assets:			
Nondepreciable:			
Land	--	550,000	550,000
Depreciable:			
Buildings	--	1,366,998	1,366,998
Machinery and equipment	--	539,462	539,462
Less: accumulated depreciation	--	(556,830)	(556,830)
	283,132	1,899,630	2,182,762
Total assets			
LIABILITIES			
Current liabilities payable			
from current assets:			
Accounts payable	9,519	--	9,519
Payroll payable	26,399	--	26,399
Accrued Interest Payable	1,214	--	1,214
Noncurrent liabilities payable due			
within one year:			
Notes payable	--	26,121	26,121
Noncurrent liabilities due			
in more than one year:			
Notes payable	--	1,204,501	1,204,501
Compensated absences payable	--	7,787	7,787
	37,132	1,238,409	1,275,541
Total liabilities			
FUND BALANCES/NET POSITION			
Fund balances:			
Restricted	81,000	(81,000)	--
Unassigned	165,000	(165,000)	--
	246,000	(246,000)	--
Total fund balances			

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
GOVERNMENTAL FUND BALANCE SHEET / STATEMENT OF NET POSITION
June 30, 2013

	General	Adjustments (Note II)	Statement of Net Position
Net position:			
Net investment in capital assets	--	669,008	669,008
Restricted for:	--		
Public safety	--	81,000	81,000
Unrestricted	--	157,213	157,213
Total net position	\$ --	\$ 907,221	\$ 907,221

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE /
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2013

	General	Adjustments (Note II)	Statement of Activities
EXPENDITURES / EXPENSES			
Current:			
General government	\$ 374,460	\$ --	\$ 374,460
Personal services	1,488,935	--	1,488,935
Public safety	427,000	--	427,000
Depreciation	--	82,264	82,264
Capital outlay	110,806	--	110,806
	<u>2,401,201</u>	<u>82,264</u>	<u>2,483,465</u>
Total expenditures / expenses			
PROGRAM REVENUES			
Charges for services	97,663	--	97,663
	<u>97,663</u>	<u>--</u>	<u>97,663</u>
Total program revenues			
	<u>97,663</u>	<u>--</u>	<u>97,663</u>
Net program expense	--	--	<u>(2,385,802)</u>
GENERAL REVENUES			
Intergovernmental:			
Local	2,268,500	--	2,268,500
Interest and investment earnings	1,709	--	1,709
Miscellaneous	27,216	--	27,216
Gain (loss) on sale of capital assets	7,100	--	7,100
	<u>2,304,525</u>	<u>--</u>	<u>2,304,525</u>
Total general revenues and transfers			
	<u>2,304,525</u>	<u>--</u>	<u>2,304,525</u>
Excess of revenues and transfers in over expenditures and transfers out	987	(987)	--
Change in net position	--	81,277	(81,277)
Fund balance/net position			
Beginning of the year	245,013	--	988,498
	<u>245,013</u>	<u>--</u>	<u>988,498</u>
End of the year	\$ 246,000	\$ --	\$ 907,221
	<u>\$ 246,000</u>	<u>\$ --</u>	<u>\$ 907,221</u>

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Jefferson County Emergency Services Agency (the Agency) conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of significant accounting policies:

A. Reporting Entity

The Agency, a component unit of Jefferson County, is governed by ten board members appointed by the Jefferson County Commission. The Chairman and Vice Chairman of the agency are elected from the membership. The agency is a separate legal organization for which elected officials of the primary government are financially accountable. The Agency is a discretely presented component unit based upon the criteria stipulated in Governmental Accounting Standards Board Statement No. 14 (as amended by GASB Statement No. 39 and GASB Statement No. 61).

B. Government-Wide and Fund Financial Statements

- The government-wide financial statements (i.e., the statement of net position and the statement of activities) and the fund financial statements report information on all of the activities of the government. These statements are presented using the dual statement presentation as suggested for single-purpose governments.
- For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues. Interest on general long-term debt liabilities is considered an indirect expense and is reported in the Statement of Activities as a separate line.

Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collectible within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The government reports the following major governmental funds:

The *General fund*, is the government's primary operating fund. It accounts for all financial sources of the general government, except those required to be accounted for in another fund.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position

1. Deposits and Investments

The Jefferson County Emergency Services Agency's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of less than three months from the date of acquisition.

2. Receivables and Payables

The government periodically analyzes delinquent accounts and uses the direct write-off method.

3. Inventories and Prepaid Items

The cost of governmental fund-type inventories are recorded as expenditures when purchased rather than when consumed.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

4. Capital Assets and Depreciation

Capital assets, which include property, plant, and equipment, are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of \$5,000 or more and estimated to have a useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend assets lives are not capitalized.

Capital assets of the government are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	40
Machinery and Equipment	03-10

5. Compensated Absences

It is the government's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vacation pay is accrued when incurred in the government-wide statements in accordance with GASB Statement No. 16, *Accounting for Compensated Absences*.

6. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position.

7. Fund Balances

In the governmental fund financial statements, fund balance is reported in five classifications.

Nonspendable fund balance	Inventories and prepaid amounts represent fund balance amounts that are not in spendable form.
Restricted	The restricted category is the portion of fund balance that is externally imposed by creditors, grantors, contributors or laws or regulations. It also is imposed by law through constitutional provisions or enabling legislation.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

Committed	The committed category is the portion of fund balance whose use is constrained by limitations have been approved by an order (the highest level of formal action) of the County Commission, and that remain binding unless removed in the same manner. The approval does not automatically lapse at the end of the fiscal year. The government does not have any committed fund balance this fiscal year.
Assigned	The assigned category is the portion of fund balance that has been approved by formal action of the other official authorized to assign amounts for any amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed. The government does not have any assigned fund balance this fiscal year.
Unassigned	The unassigned category is the portion of fund balance that has not been reported in any other classification. Only the general fund can report a positive amount of unassigned fund balance. However, any governmental fund in a deficit position could report a negative amount of unassigned fund balance.

The government is the government's highest level of decision-making authority. The government would take formal action to establish, and modify or rescind, a fund balance commitment or to assign fund balance amounts to a specific purpose. The government has adopted a revenue spending policy that provides guidance for programs with multiple revenue sources. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance and lastly unassigned fund balance. The government has the authority to deviate from this policy if it is in the best interest of the Jefferson County Emergency Services Agency.

8. Change in Accounting Principle

Effective July 1, 2012, the government adopted Governmental Accounting Standards Board Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. This Statement provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources. It also identifies net position, rather than net assets, as the residual of all other elements presented in a statement of financial position. This change was incorporated in the government's financial statements; however, there was no effect on beginning net position/fund balance.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

II. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

A. Explanation of Adjustments Shown on the Governmental Fund Balance Sheet/Statement of Net Assets

The governmental fund balance sheet/statement of net assets includes an adjustment between the governmental fund balance total and the governmental activities net assets as reported in the statement of net assets. Long-term liabilities are not reported on the governmental fund level, but are reported in net assets. The details of this difference are as follows:

Fund balance - total governmental funds	\$ 246,000
Capital assets	1,899,630
Compensated absences	(7,787)
Long term debt	<u>(1,230,622)</u>
Total	\$ <u>907,221</u>

B. Explanation of Adjustments Shown on the Statement of Revenues, Expenditures, and Changes in Fund Balance/Statement of Activities

The governmental fund statement of revenues, expenditures, and changes in fund balances/statement of activities includes an adjustment between net changes in fund balances-total governmental funds and changes in net assets of governmental activities as reported in the Statement of Activities. The details of this difference are as follows:

Depreciation expense	\$ 82,264
Compensated absences	<u>--</u>
Total	\$ <u>82,264</u>

III. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgetary Information

Annual budgets are required to be submitted to the Jefferson County Commission and are only for internal control purposes.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

IV. DETAILED NOTES ON ALL FUNDS

A. Deposits and Investments

At year end, the government had no investments.

Custodial Credit Risk

For deposits, the government could be exposed to risk in the event of a bank failure where the government's deposits may not be returned. The government's policy for custodial credit risk is to comply with statutory regulations regarding depository bond coverage. At year end, the primary government's bank balances were \$273,786. Of the bank balance, \$0 was exposed to credit risk because it was collateralized with securities held by the pledging financial institution's trust department or agent but not in the government's name.

A reconciliation of cash and investments as shown on the Statement of Net Position is as follows:

Cash and cash equivalents	\$ 273,786
Total	\$ 273,786

B. Receivables

Receivables at year end for the Agency are as follows:

	General
Receivables:	
Accounts	\$ 9,346
Total	
Receivables	\$ 9,346

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

C. Capital Assets

Capital asset activity for the fiscal year ended June 30, 2013 was as follows:

	Government			Ending Balance
	Beginning Balance	Increases	Decreases	
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 550,000	\$ --	\$ --	\$ 550,000
Total capital assets not being depreciated	<u>550,000</u>	<u>--</u>	<u>--</u>	<u>550,000</u>
Capital assets being depreciated:				
Buildings and improvements	1,366,998	--	--	1,366,998
Machinery and equipment	546,562	--	(7,100)	539,462
Total accumulated depreciation	<u>(481,666)</u>	<u>(82,264)</u>	<u>7,100</u>	<u>(556,830)</u>
Total capital assets being depreciated, net	<u>1,431,894</u>	<u>(82,264)</u>	<u>--</u>	<u>1,349,630</u>
Governmental activities capital assets, net	<u>\$ 1,981,894</u>	<u>(\$ 82,264)</u>	<u>\$ --</u>	<u>\$ 1,899,630</u>

Depreciation expense was charged to functions/programs of the government as follows:

Governmental activities:	
General government	<u>\$ 82,264</u>
Total depreciation expense-governmental activities	<u>\$ 82,264</u>

D. Fund Balance Detail

At year-end, the detail of the government's fund balances is as follows:

	General Fund
Restricted:	
Restricted for the current portion of debt	\$ 81,000
Unassigned	<u>165,000</u>
Total fund balances	<u>\$ 246,000</u>

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

E. Long-Term Debt

Notes Payable

The government entered into a loan agreement with USDA to finance the construction of a new operation center and pay other loan costs. On April 22, 2009, the Agency borrowed \$1,310,000 from the USDA Agency to pay for the construction of a new operations center. Loan funds were advanced during the construction period as requested by the Agency. As of June 30, 2013, the outstanding loan principal balance was \$1,230,622. The loan terms require amortized monthly installments of \$6,747 that began on May 22, 2010. The interest rate is a fixed rate of 4.5% for 29 years.

Purpose	Maturity Dates	Interest Rates	Issued	Retired	Balance June 30, 2013
Governmental activities:					
	April 2039	4.50%	\$ 1,310,000	\$ 79,378	\$ 1,230,622
Total notes payable			<u>\$ 1,310,000</u>	<u>\$ 79,378</u>	<u>\$ 1,230,622</u>

Debt service requirements to maturity are as follows:

Year Ended	Governmental Activities	
	Principal	Interest
2014	\$ 26,121	\$ 54,843
2015	27,320	53,644
2016	28,576	52,388
2017	29,888	51,076
2018 - 2022	171,343	233,477
2023 - 2027	214,487	190,333
2028 - 2032	268,494	136,326
2033 - 2037	336,099	68,721
2038 - 2039	128,292	5,036
Totals	<u>\$ 1,230,620</u>	<u>\$ 845,844</u>

Changes in Long-Term Liabilities

	Governmental Activities				
	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Notes payables	\$ 1,255,593	\$ --	\$ (24,971)	\$ 1,230,622	\$ 26,121
Compensated absences	7,787	--	--	7,787	--
Governmental activities Long-term liabilities	<u>\$ 1,263,380</u>	<u>\$ --</u>	<u>\$ (24,971)</u>	<u>\$ 1,238,409</u>	<u>\$ 26,121</u>

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

F. Restricted Assets

The balances of the restricted assets totaled \$81,000 for the repayment of general debt.

V. OTHER INFORMATION

A. Risk Management

The government is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries insurance with VFIS for umbrella (general liability) insurance for these various risks.

Workers' Compensation Fund (WCF): Private insurance companies could begin to offer workers compensation coverage to government employers beginning July 1, 2010.

B. Contingent Liabilities

The government is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, it is the opinion of the government's counsel that resolution of these matters will not have a material effect on the financial condition of the government.

VI. EMPLOYEE RETIREMENT SYSTEMS AND PLANS

Plan Descriptions, Contribution Information and Funding Policies

Emergency Medical Services Retirement System (EMSRS)

Jefferson County Emergency Services Agency participates in a state-wide, cost-sharing, multiple-employer defined benefit plan on behalf of employees. The system is administered by agencies of the State of West Virginia and funded by contributions from participants, employers, and state appropriations, as necessary.

The following is a summary of eligibility factors, contribution methods, and benefit provisions:

Emergency Medical Services Retirement System (EMSRS)	
Eligibility to participate	All government full-time employees
Authority establishing contribution obligations and benefit provisions	State Statute
Plan member's contribution rate	8.50%
Entity's contribution rate	10.50%

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

Period required to vest	Five Years
Benefits and eligibility for distribution	A member who has attained age 60 and has earned 5 years or more of contributing service or age 55 if the sum of his/her age plus years of credited service is equal to or greater than 80. The final average salary (three highest consecutive years in the last 10) times the years of service times 2% equals the annual retirement benefit.
Deferred retirement portion	No
Provisions for:	
Cost of Living	No
Death Benefits	Yes

Trend Information

Emergency Medical Services Retirement System (EMSRS)

Fiscal Year	Annual Pension Cost	Percentage Contributed
2013	\$ 157,520	100%
2012	\$ 75,240	100%
2011	\$ 152,169	100%

EMSRS issues a publicly available financial report that includes financial statements and required supplementary information. That information may be obtained by writing to the Public Employees Retirement System, 4101 MacCorkle Ave S.E., Charleston, WV 25304.

ACCOMPANYING INFORMATION



State of West Virginia

Glen B. Gainer III

**State Auditor and
Chief Inspector**

Office of the State Auditor
Chief Inspector Division
1900 Kanawha Boulevard, East
State Capitol, Building 1, Suite W-100
Charleston, West Virginia 25305

Toll Free: (877) 982-9148
Telephone: (304) 558-2540
Fax: (304) 205-6033
www.wvsao.gov

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Independent Auditor's Report

Honorable Members of the
Jefferson County Emergency Services Agency
Ranson, West Virginia 25438

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Jefferson County Emergency Services Agency (the Agency), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements and have issued our report thereon dated August 26, 2014. In that report, our opinion was qualified due to a scope limitation for not receiving the pending litigation letter and not reporting Capital Assets and Compensated Absences.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Responses, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying Schedule of Findings and Responses as items 2013-001 and 2013-002 to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the Agency in a separate letter dated August 26, 2014

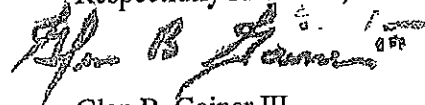
Entity's Response to Findings

The Agency's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Responses. The Agency's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,



Glen B. Gainer III
West Virginia State Auditor
Charleston, West Virginia

August 26, 2014

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
SCHEDULE OF FINDINGS AND RESPONSES
For the Fiscal Year Ended June 30, 2013

Capital Assets
2013-001

CONDITION:

We noted during our audit that the Jefferson County Emergency Services Agency did not maintain a proper capital asset listing due to the entity not having a capitalization policy approved by the board in effect during the year. Specifically, the board capitalized assets that were added to a capital asset listing but the additions were not made in a uniform manner. There was a capitalization threshold to follow or a suggested estimated life of asset groups to capitalize and depreciate the assets, however the Agency failed to utilize the threshold to prepare their schedules.

CRITERIA:

Adequate control over capital assets requires the use of a perpetual inventory system.

CAUSE:

The Jefferson County Emergency Services Agency did not have proper policies, controls, and procedures in place to ensure there was a proper listing of capital assets maintained.

EFFECT:

As a result of this weakness the Agency does not have an efficient inventory system for capital assets to provide for the reasonable protection of Agency property. The risk of items being purchased and not recorded or removed without approval from the Agency is increased.

RECOMMENDATION:

We recommend that the Jefferson County Emergency Services Agency adopt a capital asset policy and establish proper procedures and controls in order to maintain a proper inventory system at historical cost. Assets that are placed on the capital asset listing should abide by the capital asset policy that the Agency has adopted. To maintain such an inventory, the Agency should have a system that will allow for the additions and deletions of capital assets. The inventory record for capital assets should identify each asset; name, model, serial number, date of acquisition, purchase order or invoice number, original cost (historical), location of asset, improvements (cost), maintenance, estimated life, disposal and amount.

VIEWS OF RESPONSIBLE OFFICIALS AND PLANNED CORRECTIVE ACTIONS:

The JCESA Board has adopted the Jefferson County Commission policy entitled "Finance-307" regarding capital outlay which includes tangible personal property, real property and software having a useful life of one year or more and an acquisition cost of \$10,000 or more per unit. Additionally, JCESA completed its first annual inventory of all equipment assets at historical cost. An annual inventory will be performed in January of each year to protect against loss and inform management on the potential need for replacement equipment.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
SCHEDULE OF FINDINGS AND RESPONSES
For the Fiscal Year Ended June 30, 2013

Compensated Absences
2013-002

CONDITION:

We noted during our audit that the Jefferson County Emergency Services Agency did not maintain a listing of Compensated Absences (accrued vacation leave) in accordance with the policy approved and established in the agency's employment handbook. Specifically, employees were being allowed to carry forward more far more hours than the policy allowed.

CRITERIA:

GASB Statement No.16, *Accounting for Compensated Absences*, states in part that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned if both the following conditions are met: a) The employees rights to receive compensation are attributable to service already rendered, b) It is probable that the employer will compensate the employee for benefits through paid time off or some other means, such as cash payments at termination or retirement. It also requires additional amounts to be accrued for certain salary-related payments associated with the payment of compensated absences, for example, the employer's share of social security and Medicare taxes.

Proper internal control procedures require that the county should accumulate the compensated absences earned and unused by its employees to ensure that the related liability is properly reported in the Agency's financial statement. Additionally, accurate compensated absences records are necessary to ensure the employees that separate from employment with the Agency are paid only the actual amount earned and unused leave at the time of separation.

CAUSE:

Proper controls are not in place to ensure that leave balances are properly maintained for all Agency employees and that hours unused over the allowable carry forward amount are forfeited.

EFFECT:

An accurate list of leave balances is not being maintained for all Agency employees. Employees could be paid for accrued leave to which they are not entitled. The amount reported as compensated absence liability could be inaccurate and overstated and necessitated a qualified opinion on the financial statements.

RECOMMENDATION:

We recommend that the Agency develop procedures to ensure that all policies regarding Compensated absences in the employee handbook are followed and accurately reported to the Finance Department for all Agency employees.

VIEWS OF RESPONSIBLE OFFICIALS AND PLANNED CORRECTIVE ACTIONS:

JCESA issued instructions to all employees July 7, 2014, instructing them to utilize leave balances in accordance with agency policy. Effective, July 1, 2015, balances will be reduced in accordance with existing policy.

**JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
For the Fiscal Year Ended June 30, 2013**

Status of Prior Year Audit Findings

<u>Finding Number</u>	<u>Title</u>	<u>Status</u>
---------------------------	--------------	---------------

There were no findings noted during the prior year audit.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tim Stanton, Finance Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: November 6, 2014

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*):

- ↓ FY14 Internal Budget Revision #5
- ↓ FY14 State Budget Revision #6
- ↓ Discussion on closing fund #244 Bardane Fund

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

Is this a funding request? Y/N 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*):

- Motion to accept Internal Budget Revision number 5
- Motion to accept State Budget Revision number 6
- Motion to close the Bardane Fund and consolidate into the General Fund

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

Closing the Bardane Fund will cause a \$102,000 positive revenue variance in the General Fund which will assist in increasing the fund balance in the General Fund and will offset negative revenue variances within the General Fund.

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 6th day of November 2014, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on budget revision number #6 to the General County Fund, a copy of which is entered as part of this record.

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

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

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

Walter Pellish, President
Jefferson County Commission

Fund Categories

Governmental Funds – Used to account for activities primarily supported by taxes, grants and similar revenue sources.

Proprietary Funds – Used to account for activities that receive significant support from fees and charges.

Fiduciary Funds – Used to account for resources that a government holds as a trustee or agent on behalf of an outside agency.

Fund Types

Governmental Funds

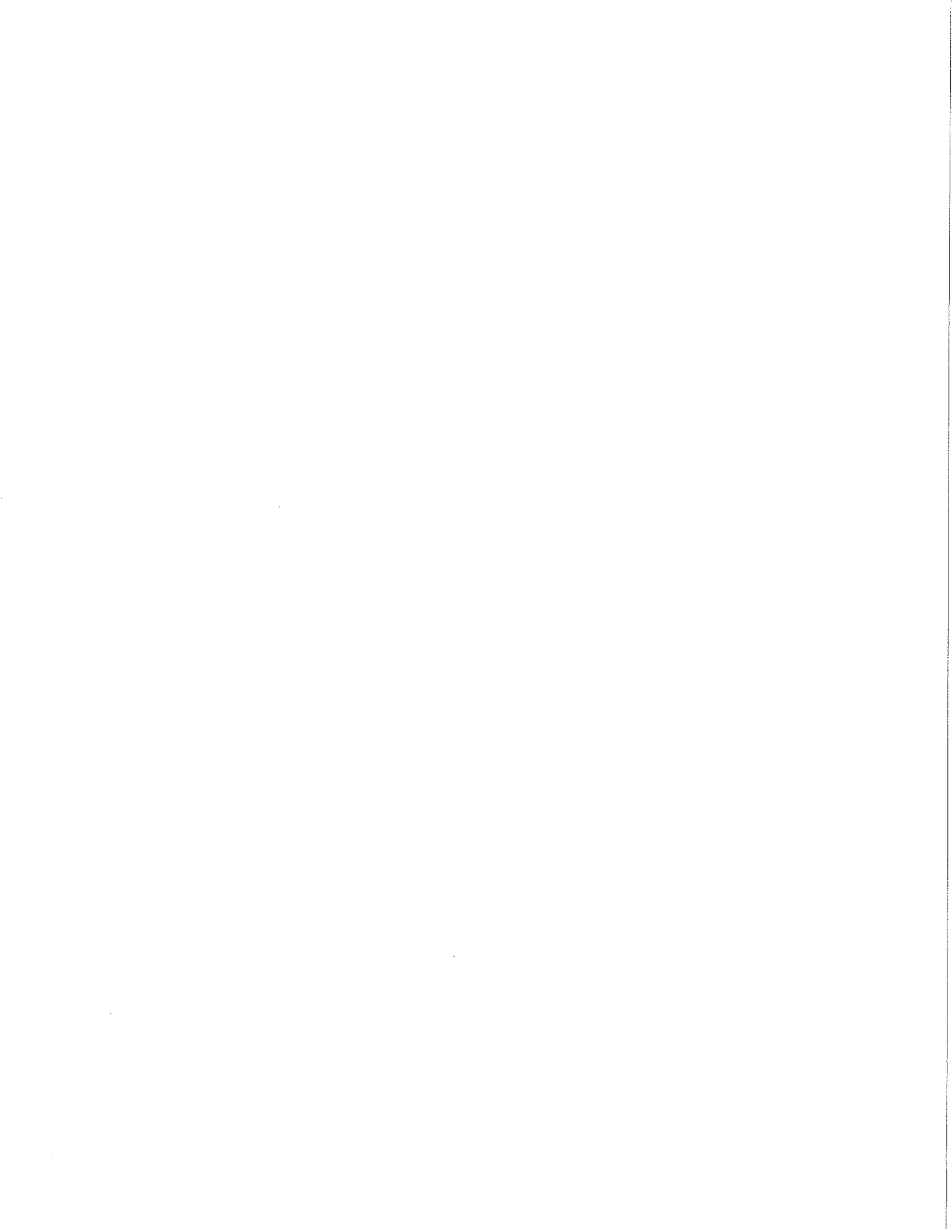
- 1) General Fund – Main operating fund used to account for and report all financial resources not accounted for in another fund.
- 2) Special Revenue Fund – Used to account for and report the proceeds of specific revenue sources that are restricted to specific purposes other than debt service or capital projects.
- 3) Capital Projects Fund – Used to account for and report financial resources that are restricted or assigned to expenditures for capital outlays.
- 4) Debt Service Fund – Used to account for and report financial resources that are restricted to expenditures for principal and interest.
- 5) Permanent Funds – Used to account for and report resources that are restricted to the extent that only earnings, not principal, may be used for purposes that support the reporting government's programs.

Proprietary Funds

- 1) Enterprise Fund – Used to report activity which a fee is charged to external users for goods and services, as an example a public transit system.
- 2) Internal Service Fund – Used to report any activity that provides goods or services to other funds, departments, or agencies on a cost reimbursement basis.

Fiduciary Funds

- 1) Pension Fund – Used to report resources that are required to be held in trust for members of a pension fund.
- 2) Investment Trust Fund – Used to report the external portion of investment pools.
- 3) Private Trust Fund – Used to report trust arrangements that benefit individuals, private organizations, or other governments.
- 4) Agency Fund – Used to report resources held by the reporting government in a purely custodial capacity.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Sandy Slusher McDonald, Deputy County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: Click here to enter text.

Date Requested – 1st Choice: **November 6, 2014**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Approval of Resolution and grant application – Jefferson County Parks and Recreation– Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:
Click here to enter text.

Is this a funding request? Y/N

If so, how much? **\$ 0 (Pass through Grant)**

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

Motion to approve the Resolution and grant application for the Jefferson County Parks and Recreation in the amount of \$6,000 and to authorize the President of the Commission to affix his signature to the appropriate documents - Discussion/Action

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

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Pass through grant

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The Jefferson County Commission met on the 6th day of November, 2014 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Walt Pellish, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and to act as the administrator of grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$6,000. This project is to assist the Jefferson County Parks and Recreation. The funds from this project will be used for the Jefferson County Veteran's Memorial plaque installation at Sam Michael's Park.

Dated: _____

WALT PELLISH
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____
County Clerk

09LEDA0881N

Community Participation Grant Program

Fiscal Year 2009



Grantee: Jefferson County Commission
Project Title: Jefferson County Veterans Memorial Plaque Install

Project Number: 09LEDA0881N
Amount: \$6,000

Section 1: Grantee (Local Governing Agency)

GOVERNING AGENCY NAME:	Jefferson County Commission		
CONTACT PERSON:	Sandy McDonald	E-MAIL:	sandy@jeffersoncountywv.org 3047283282

Yes No Are funds requested for a nonprofit organization? If yes, complete Section 2.

Section 2: Subgrantee (Nonprofit Organization)

NONPROFIT ORGANIZATION:	Jefferson County Parks & Recreation Commission		
EXECUTIVE DIRECTOR:	Jennifer Myers	E-MAIL:	jmyers@jcprc.org
ADDRESS:	235 Sam Michael's Lane	CITY:	Shen Jct ZIP: 25442
PHONE:	3047283207	WEBSITE:	www.jcprc.org

- Proof of current 501(c) certification is attached.
- Proof of current active registration with the West Virginia Secretary of State's Office is attached.
- Mission statement, brochure, or web page explaining the organization's mission and services provided is attached.

Section 3: Project Details

Describe in specific terms the scope of the work to be completed and the proposed use(s) of the grant funds. A separate sheet may be attached if additional space is needed.

DESCRIPTION OF PROJECT:
Funding will be used to purchase medalions of each branch of the military and a Veteran's Memorial plaque for the newly built Veteran's Memorial Pavilion at Sam Michael's Park.

PROJECT LOCATION:

OWNER OF PROJECT SITE, PROPERTY OR BUILDING:	Jefferson County Commission
LOCATION AND ADDRESS WHERE GRANT FUNDS WILL BE USED (SUFFICIENT TO DRIVE TO SITE):	Sam Michael's Park, 235 Sam Michael's Lane, Shenandoah Junction, WV 25442

Attach a copy of the property deed if the project site(s) or building(s) are not publicly owned. Applications **WILL NOT** be processed without a deed. Permanent renovations/improvements to privately owned property are ineligible.

Section 4: Funding Summary

A minimum of 10% is required as a local match. Attach commitment letters for each funding source listed below.

	AMOUNT	SOURCE GRANT, BANK LOAN, FUNDRAISING, ETC.	STATUS PENDING, APPROVED, ONGOING, ETC.	DOCUMENTATION LETTER, RESOLUTION, ETC.
GRANT FUNDS REQUESTED	\$ 6,000			
LOCAL FUNDS (10% REQUIRED MATCH)	\$ 936			
OTHER FUNDS	\$			
OTHER FUNDS	\$ 2000			
OTHER FUNDS	\$ 1009			
TOTAL PROJECT COST	\$ 9945			

Grantee: Jefferson County Commission
Project Title: Jefferson County Veterans Memorial Plaque Install

Project Number: 09LEDA0881N
Amount: \$6,000

Section 5: Assurances and Signature

The Grantee hereby assures the State that it and any Subgrantee(s) shall comply with the following laws, regulations, policies, and requirements:

1. The Grantee will perform the work for which the grant was made as determined by the State.
2. The Grantee will start work on the project before the end of the fiscal year in which the grant award is made.
3. The Grantee will comply with the equal employment provision of Titles VI and VII of the 1964 Civil Rights Act and Presidential Executive orders 11246 and 11375 in its hiring practices for work to be performed using grant funds.
4. The Grantee will solicit competitive bids on any major work element exceeding \$2,500 in cost as per West Virginia Purchasing Division procedures outlined in Section 3 of the Purchasing Division handbook, authorized by the WV Code of State Rules Title 148 Series 1. Purchasing Division competitive bidding requirements, at a minimum, are as follows:

▪ \$2,500 or less	▪ No bids required; however, competition is encouraged
▪ \$2,500.01 to \$5,000	▪ Three verbal bids documented on a verbal bid summary
▪ \$5,000.01 to \$25,000	▪ Three written bids required
▪ \$25,000 or more	▪ Class II Legal Ads required
5. The Grantee will comply with the provisions of the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A for all contracts, involving, but not limited to, construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work necessary for the undertaking and completion of the project, regardless of the source of funds utilized to pay such construction contracts. Bids for such contracts shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3.
6. The Grantee will pay State prevailing wage rates on contract construction unless federal funds are included in the project, in which case, the higher of the State's or Davis-Bacon wage rates will be paid on all contract construction.
7. The Grantee shall obtain professional services, such as consulting, through a request for proposals. Architectural or engineering services shall be pursued in accordance with West Virginia Code §5G.
8. The Grantee assures no costs will be incurred or commitments made relative to a grant prior to the approval of this grant and execution of a contract with the State of West Virginia.
9. The Grantee assures project sites and buildings will be publicly owned or owned by a federally certified nonprofit organization. The use of grant funds at/for private property or private gain is prohibited.
10. The Grantee assures that any part of the project to be occupied by the general public will be made accessible to the handicapped.
11. The Grantee assures that any permits, licenses, or other requirements of particular State or Federal agencies necessary for the project's design, construction, or operation will be secured.
12. The Grantee will not subgrant any of the grant funds received to any of its officials or employees or the members of their families or to employees of the WVDEO or members of the State Legislature in any contracts awarded for work to be performed.
13. The Grantee will maintain and have available for inspection on written request by the State all records kept on the project including bid documents, copies of all contracts, contractors' payrolls, time sheets, and invoices. The Grantee further assures the State that it will schedule an audit of any grant funds to be included in its annual audit as performed by the State Tax Department.
14. The Grantee assures that it has the legal authority to apply for this grant, commit any local matching shares, authorize the person signing the grant to act as an agent for the grantee and abide by the assurances described in section 5 of this application.
15. As the grantee, the county or municipality will act as the administrator of any grant funds provided to nonprofit organizations and will maintain fiduciary responsibility for the expenditure of funds.

Grantee: Jefferson County Commission
Project Title: Jefferson County Veterans Memorial Plaque Install

Project Number: 09LEDA0881N
Amount: \$6,000

No application will be processed without the following documentation:

- Application with Original Signature
- Resolution by Unit of Local Government
- Documentation of Local Match (Minimum 10 Percent)
- Current IRS 501(c) Determination Letter - Required for Nonprofit Organizations
- Current Certificate of Existence/Authorization from WV Secretary of State - Required for Nonprofit Organizations
- Deed to project site - Required if property is owned by a Nonprofit Organization

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 grantee and any subgrantee will comply with the regulations, policies, guidelines and requirements outlined by the State of West Virginia and in Section 5 of this application. If the recipient is a nonprofit organization, the county or municipality certifies that this nonprofit organization is legally authorized to receive public funds.

Name: _____ Title: _____

Signature: _____ Date: _____

Mayor or County Commission President
ORIGINAL SIGNATURE REQUIRED-USE BLUE INK

Name: Jennifer Myers Title: Director Public Proc.

Signature: Jennifer Myers Date: 10/27/14

Executive Director, Nonprofit Organization
ORIGINAL SIGNATURE REQUIRED-USE BLUE INK

West Virginia Development Office
Community Development Division
Community Participation Grant Program
1900 Kanawha Boulevard, East Building 6, Room 553
Charleston, West Virginia 25305
Phone: 304-558-4010 Fax: 304-558-2246
www.wvcommerce.org





NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY

The County Commission of Jefferson County will hold a public hearing on **Thursday, November 6, 2014 at 7:00 p.m.** in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

At this meeting, there will be public input on the Planning Commission's Redlined Version of the Draft 2014 Comprehensive Plan, entitled Envision Jefferson 2035, recommended to the County Commission on October 14, 2014.

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

You can view the October 14, 2014 Draft Envision Jefferson 2035 Comprehensive Plan at www.jeffersoncountywv.org

No decisions will be made at this meeting.

By Order of the County Commission of Jefferson County
Walt Pellish, President



NOTICE

General Election Canvass

The County Commission of Jefferson County will convene as a Board of Canvassers on Monday, November 10, 2014, at 9:00 a.m. for the purpose of canvassing the ballots from the November 4, 2014 General Election.

The Canvass will be held in the Jefferson County Courthouse meeting room located at 100 East Washington Street, Charles Town, West Virginia 25414.

**By the Order of the Jefferson County Commission
Walt Pellish, President**

Jefferson County Commission Offices will
be closed Tuesday, November 11, 2014
in observance of Veteran's Day.





AGENDA
Jefferson County Stakeholders
Roundtable Meeting
Friday, December 12, 2014, 3:00 PM

Roundtable meetings are held in the Old Charles Town Library Meeting Room located at 200 East Washington Street, at the side entrance on Samuel Street in the City of Charles Town.

1. Welcome
2. General Update Information
3. Planning and Zoning Departments
 - A. Discussion of review process and how the private industry feels it is working.
What is good, bad, or needs improvement?
4. Engineering Department
 - A. Discussion of review process and how the private industry feels it is working.
What is good, bad, or needs improvement?
5. Text Amendments
 - A. Discussion/Suggestions of any new amendments