CITY OF CHARLES TOWN

CITY COUNCIL
AGENDA • JULY 1, 2024

Regular Session **COUNCIL CHAMBERS** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: City Council Meeting Minutes - June 17, 2024
CityCouncilMeetingMinutes_17Jun2024_Draft_rmt.docx

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2024-684:** Infrastructure Committee Report - June 24, 2024

: **2024-685:** Board of Parks and Recreation Report - June 27, 2024

7. CITY MANAGER REPORT

: **2024-698:** City Manager's Report - July 1, 2024
City Manager Report - July 1.pdf
log of all enforcement actions.pdf
2023 TA Grant Letter.pdf

: **2024-687:** Department of Highways (DOH) Route 51 Project Update
State Project 51 Emails.pdf

: **2024-688:** Charles Town African American Cemetery Select Committee (Potter's Field) Update
Letter to homeowners GPR.pdf

: **2024-689:** Charles Town Utility Board Vacancy
Whitten Resignation.pdf
Advertisement for Utility Board Vacancy 2024.pdf
Ord. 2022-001 - Article 147 Utility Board.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2024-641:** Reduce or Eliminate Parking - Department 571 in FY25 General Fund Budget

FY2025 General Fund Budget WITH CHARTS v7.0 FINAL TO WVSAO.pdf

: **2024-642:** ZMA2024-02: First Reading and Consideration of a Zoning Map Amendment to 1.3 Acres of Land on Willow Spring Drive.
1. Staff Report.pdf
2. Application.pdf
3. Plan REVISED.pdf

: **2024-680:** Second Reading and Consideration of an Amendment to the Zoning Ordinance of the City of Charles Town, West Virginia with Regard to Mobile Food Vendors
2024-06-17 CC Report with redlines.pdf

: **2024-691:** Executive Session - Possible Land Acquisition

10. NEW BUSINESS

: **2024-638:** International Placemaking Conference Update

: **2024-690:** Smart Growth America Complete Streets Champions Convening Conference Update

: **2024-640:** Eastern Panhandle Home Consortium Council of WV Membership Discussion

: **2024-686:** Ward 4 Vacancy Candidate Appointment

: **2024-692:** Infrastructure Committee Recommendation for a Public Hearing at the August 5, 2024, City Council Meeting for Possible Traffic Pattern Changes to Park Street and Portions of Higgs Blvd and Maple Ave. Discussion
PUBLIC HEARINGnotice.pdf
PUBLIC HEARING on _____ at 7PM at City Hall [101 E Washington St, Charles Town, WV 25414] in order to hear concerns related to these proposed changes to the traffic pattern..pdf
Door Hanger - Park Street Charles Town.pdf

: **2024-693:** Executive Session - Zoning

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2024-699:** Payment of Bills - July 1, 2024
GENERAL FUND COUNCIL REPORT 2024 06 28.pdf
CAPITAL RESERVE COUNCIL REPORT 2024 06 28.pdf
PARKS N REC COUNCIL REPORT 2024 06 28.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT REGULAR MEETING MONDAY July 15, 2024, at 7:00PM

: Ordinance Committee Report - June 17, 2024
Ordinance Meeting Minutes 6_17_24.pdf

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas-and-minutes/

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

City Council Meeting Minutes - June 17, 2024

ATTACHMENTS:

- CityCouncilMeetingMinutes_17Jun2024_Draft_rmt.docx

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • June 17, 20204

Regular Meeting **Council Chambers** **7:00 PM**

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Departed
Bob Trainor	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Julie Philabaum	Councilmember	Present	7:52PM
Priscilla Rodd	Councilmember	Remote	
Micheal George	Councilmember	Present	
Rikki Twyford	Councilmember	Present	

Mr. John Nissel, City Manager; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; Ms. Liz Cook, Business Development/Downtown Coordinator; Mr. James Newman, City Planner; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2024-603: City Council Meeting Minutes - June 3, 2024

There being no additions, corrections, or changes to the minutes Mayor Trainor declared the minutes approved.

2024-604: City Council Special Meeting Minutes - June 7, 2024

There being no additions, corrections, or changes to the minutes Mayor Trainor declared the minutes approved.

3. PUBLIC COMMENT

Mr. Petitpierre expressed his concerns with the handicap parking time restrictions in the downtown area.

Ms. Pannill-Perkins requested that the City take action to repair Bailey Brooks Way and Barley Lane. Recent sewer line work has left the roads torn-up and in desperate need of repair. Mr. Nissel stated that the subject roads are scheduled for repair during the week of June 24, 2024.

4. WARD REPORTS

Ward #1

Ms. Ricketts invited Council and staff to attend the Americans with Disability Act (ADA) Compliance on the “Public Right Away” event at Charles Washington Hall on June 25, 2024, as well as the Eastern Panhandle Transportation Authority's (EPTA) Eastern Panhandle Multimodal Transit Center grand opening on June 26, 2024, Martinsburg, West Virginia. She reported attending the Smart Growth Alumni Conference and the International Placemaking Conference and plans to present what she learned at the next City Council meeting, July 1, 2024. Finally, Ms. Ricketts thanked Council member Rikki Twyford for her service to the City of Charles Town.

Mr. Kratovil thanked Council member Rikki Twyford for her service to Charles Town.

Ward #2

Mr. Hynes reported attending a Huntfield Subdivision Conditions of Annexation (COA) Negotiating Team meeting with Dan Ryan Builders. He also wished his wife a happy birthday and thanked Council member Rikki Twyford for her service to the City.

Mr. Tester reported attending a Huntfield Subdivision COA Negotiating Team meeting with Dan Ryan Builders. He also thanked Council member Rikki Twyford for her service and wished her the best of luck in her new position.

Ward #3

Ms. Rodd reported that the next “Weed and Waste Wednesday” will be held on June 19, 2024, and she invited anyone interested in participating to meet at the Skate Park at 10:00AM. She also thanked Council member Rikki Twyford for her service to the City.

Ms. Philabaum thanked Council member Rikki Twyford for her service to the City. She also thanked the workers and volunteers for making West Virginia Fest 2024 a great success.

Ward #4

Mr. George reported that West Virginia Fest 2024 was a fantastic event. He thanked Council member Rikki Twyford for her service to the City and reported that the roads in his ward are getting slightly better.

Ms. Twyford reported that WV Fest 2024 was amazing. She also expressed her appreciation and pleasure to serve on Council and is looking forward to working with Council and staff in her new position as a member of the Jefferson County School Board.

5. MAYOR'S REPORT

Mayor Trainor thanked Council member Rikki Twyford for her service to the City of Charles Town. He also announced that since the Ranson City Council voted to disband their Convention and Visitors Bureau (CVB), he is officially disbanding the Mayor's Select Committee on the Potential of a Charles Town/Ranson Joint their Convention and Visitors Bureau (CVB). Finally, Mayor Trainor reported attending the Finance Committee, Special City Council, Community Outreach Committee, and the Region 9 Full Council meetings.

6. COMMITTEE REPORTS

2024-608: Finance Committee Meeting - June 5, 2024

Mayor Trainor reviewed the Finance Committee report with the Council.

2024-607: Personnel Committee Meeting - June 10, 2024

Mr. George reviewed the Personnel Committee report with the Council.

2024-620: Ordinance Committee Meeting Report - June 17, 2024

Ms. Twyford reviewed the Ordinance Committee report, presented as a table drop, with the Council.

7. CITY MANAGER REPORT

2024-625: City Manager Report - June 17, 2024

Mr. Nissel reviewed his City Manager's report with the Council. Ms. Liz Cook presented a brief after-action report on WV Fest 2024.

Ms. Ricketts reported that, according to the West Virginia Department of Highways (WV DOH), the City could formally request to transfer the Transportation Alternatives Programs (TAP) grant money, recently awarded to the City by Governor Justice for the Liberty Street project, to Phase 1 of the Augustine Avenue Trail. That request has since been submitted by City staff.

8. POLICE CHIEF REPORT

Chief Kutcher expressed his appreciation to Councilmember Rikky Twiford for her support of the CTPD and looks forward to working with her in her new role at the Board of Education. Chief Kutcher reported that there were no police related incidents at WV Fest 2024; he thanked his staff for all their hard work and dedication. He also reported that the CTPD has identified several suspects possibly involved in the multiple thefts, including a stolen vehicle, previously reported to Council and that the stolen vehicle has been recovered as well as some of the other stolen property.

9. UNFINISHED BUSINESS

2024-562: TXA2023-01 - First Reading and Consideration of an Amendment to the Zoning Ordinance of the City of Charles Town, West Virginia with Regard to Mobile Food Vendors

Ms. Philabaum moved to remove this agenda item from the table. Mr. Tester seconded the motion, and hearing no objections Mayor Trainor declared the agenda item removed from the table.

Once removed from the table, Mayor Trainor requested a motion to open the public hearing (Agenda Item 2024-601) for this agenda item.

After the public hearing process, Ms. Philabaum moved to approve the first reading of the amendment to the zoning ordinance in regard to mobile food vendors. Mr. George seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Julie Philabaum
SECONDER:	Micheal George
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Twyford

10. NEW BUSINESS

2024-601: PUBLIC HEARING: TXA2023-01 - First Reading and Consideration of an Amendment to the Zoning Ordinance of the City of Charles Town, West Virginia with Regard to Mobile Food Vendors

Ms. Philabaum moved to open the public hearing. Mr. Tester seconded the motion, and there were no objections.

Staff announced that no one had signed up for the public hearing.

Mr. Hynes moved to close the public hearing. Ms. Philabaum seconded the motion, and there were no objections.

2024-554: First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code Article 104 Wards, Elections Therein

Mr. Kratovil moved to approve the first reading of Part 1 Administrative Code Article 104 Wards, Elections Therein. Ms. Twyford seconded the motion, and it passed by a 5-2 vote.

RESULT:	**APPROVED [5-2]**
MOVER:	James Kratovil
SECONDER:	Rikki Twyford
AYES:	Kratovil, Ricketts, Tester, Rodd, Twyford
NAYS:	Hynes, George
ABSENT:	Philabaum

Mr. Kratovil moved to approve the proposed Ward Map relative to the 2020 Census Populations and County Precincts as presented. Ms. Twyford seconded the motion, and it passed by a 4-3 vote.

RESULT:	**APPROVED [4-3]**
MOVER:	James Kratovil
SECONDER:	Rikki Twyford
AYES:	Kratovil, Ricketts, Tester, Twyford
NAYS:	Hynes, Rodd, George
ABSENT:	Philabaum

2024-597: HOME Consortium Renewal and Resolution

Mr. Hynes moved to approve the Housing Consortium Cooperation Agreement for Federal Fiscal Years 2025, 2026, and 2027. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Julie Philabaum
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Twyford

Mr. Tester moved to approve the Resolution of the City of Charles Town, of Jefferson County, West Virginia Authorizing the Participation in the Eastern Panhandle Home Consortium of West Virginia for the Period of July 1, 2024, to June 30, 2027. Mr. George seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kevin Tester
SECONDER:	Micheal George
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Twyford

2024-602: ZMA2024-02: First Reading and Consideration of a Zoning Map Amendment to 1.3 Acres of Land on Willow Spring Drive.

Mr. Hynes, pointed out that the packet documentation for this agenda item is confusing and that an important document, supplied to the Council as a table drop, was not available to the Planning Commission or to Councilmember Rodd, who is attending this meeting remotely. As such, Mr. Hynes moved to table this agenda item until the July 1, 2024, City Council meeting. Mr. George seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [TABLED]**
MOVER:	Jeff Hynes
SECONDER:	Micheal George
AYES:	Kratovil, Ricketts, Hynes, Tester, Rodd, George, Twyford
ABSENT:	Philabaum

2024-616: Reduce or Eliminate Parking - Department 571 in FY25 General Fund Budget

Ms. Twyford pointed out that Councilmember Philabaum, who requested that this item be placed on the agenda is not present. As such, Ms. Twyford moved to table this agenda item until the July 1, 2024, City Council meeting. Mr. George seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [TABLED]**
MOVER:	Rikki Twyford
SECONDER:	Micheal George
AYES:	Kratovil, Ricketts, Hynes, Tester, Rodd, George, Twyford
ABSENT:	Philabaum

2024-613: Personnel Matter - Possible Executive Session

Mayor Trainor asked if there was any objection to going into Executive Session. Hearing none, he declared the Council in Executive Session.

No action was taken by the Council on this agenda item.

2024-617: MS4 Permit Discussion - Executive Session

This item was discussed in the Executive Session as reported in agenda item 2024-613.

No action was taken by the Council on this agenda item.

Mayor Trainor declared the Council out of Executive Session.

2024-618: School Resource Officer Agreement and Resolution

Ms. Twyford moved to approve the School Resource Officer Agreement and Resolution for the 2024-2025 school year. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED**
MOVER:	Rikki Twyford
SECONDER:	James Kratovil
AYES:	Kratovil, Ricketts, Hynes, Tester, Rodd, George, Twyford
ABSENT:	Philabaum

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

Mr. Kratovil moved to approve the payment of the bills. Hearing no objections, Mayor Trainor declared the bills approved for payment.

13. ADJOURNMENT

Mayor Trainor asked if there was any other business to come before the Council. Hearing none, he declared the meeting adjourned at 9:42PM.

14. INFORMATION ONLY - COUNCIL WORKSHOP - July 1, 2024, at 6:00PM NEXT REGULAR COUNCIL MEETING - July 1, 2024, at 7:00PM

2024-609: Board of Parks and Recreation Meeting Reports - May 29, 2024

2024-614: Request for Revision to Approved Budget and Resolution - General Fund

2024-615: Article 745 Business and Occupation Tax - signed

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas-and-minutes/

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-684: Infrastructure Committee Report - June 24, 2024

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-685: Board of Parks and Recreation Report - June 27, 2024

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-698: City Manager's Report - July 1, 2024

ATTACHMENTS:

- City Manager Report - July 1.pdf
- log of all enforcement actions.pdf
- 2023 TA Grant Letter.pdf

City of Charles Town
101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

City Managers Report
July 1, 2024

- Charles Town African American Cemetery update
- State Project U219-51-7.00 02 Federal Project (EN) RHCH-OO51(052)DCTUB: See attachment response from Mark White DOH.
- CTUB Vacancy: Jeff Whitten has resigned from the CTUB Board. His term was to end this coming December. The position was posted on both the City's website as well as CTUB.
- Bailey Brooks Lane update: DRB has completed the concrete work, but their milling machine is currently down. Paving will be completed by July12th.
- Zoning Enforcement update (see attached)
- John time off notice: I will be on leave starting on July 12th through July 21st. Alissa Meeks will be in charge during my absence.

This is a log of all enforcement actions Council has given me, and their status:

Location	Issue	Council Action Date	Action taken
TD3 Map6 Pcls 4, 147	Erosion and Sediment Control failure – Zales Construction	October 16, 2023	Sent Notice of Violation on Nov 2, 2023. Applicant corrected issue by erecting silt fence.
615 S. Mildred St	RV stored outside	March 18, 2024	Awaiting Attorney review of Notice of Violation
510 S. Reymann St	RV stored outside	March 18, 2024	RV removed by owner, around May 1, 2024
Norborne Glebe Phase 15	Erosion and Sediment Control failure	May 20, 2024	Working with Building Official. No letter crafted or sent yet.

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways
1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

Jimmy Wriston, P.E.
Secretary of Transportation
Commissioner of Highways

June 4, 2024

Ms. Alissa Meeks
Director of Community and Economic Development
City of Charles Town
City Hall, 101 East Washington Street
Charles Town, West Virginia 25414

Dear Ms. Meeks:

The West Virginia Division of Highways (WVDOH) is pleased to announce that the City of Charles Town has been awarded a 2023 Transportation Alternatives (TA) grant for the Charles Town Liberty Street Sidewalk Upgrade project in Jefferson County. The grant consists of $305,774.00 in federal funds and $76,443.50 in matching funds provided by the City of Charles Town, for a project total of $382,217.50.

We will be contacting you to discuss the project details. In the meantime, should you have any questions, please contact Mr. Kyle Oliver, Project Manager with our Grant Administration Unit within the Planning Division, at (304) 205-6207 or by email at Kyle.J.Oliver@wv.gov.

Sincerely,

Jimmy Wriston, P.E.

Jimmy Wriston, P.E.
Secretary of Transportation/
Commissioner of Highways

JW:Om

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-687: Department of Highways (DOH) Route 51 Project Update

ATTACHMENTS:

- State Project 51 Emails.pdf

From: White, Mark J <mark.j.white@wv.gov>
Sent: Tuesday, June 25, 2024 2:22 PM
To: John Nissel <jnissel@charlestownwv.us>
Cc: tkirk@amtengineering.com; Alissa Meeks <AMeeks@charlestownwv.us>; Elizabeth Ricketts <ericketts@charlestownwv.us>; Bob Trainor <btrainor@charlestownwv.us>
Subject: Re: State Project U219-51-7.00 02 Federal Project (EN) RHCH-OO51(052)D

Mr Nissel,

Sorry for the delay in responding. I have been consulting with our Legal Division and other individuals to determine if a response was made to you through another inquiry about this project. Evidently that is a separate request and unrelated to your email. This project was recently scoped for the consulting firm A. Morton Thomas and Associates (AMT) to complete an initial design study for developing the best overall scenario using information from the previously mentioned WV 51 feasibility study.

Based on information relayed to me by AMT, this project has been surveyed and mapped, traffic data has also been collected. This data includes turning movement counts at key intersections and speed data. The consultant is currently analyzing this data and creating base condition models along with proposed alternatives. As you can see, this project is in the very early stages and there is no relevant information to share. When the consultant has analyzed the collected information, the design alternatives will be presented to the WVDOH in report form with relevant pros, cons, and estimated costs. A field review will be scheduled at the project site at this time. The draft report will be distributed to other WVDOH Divisions, other agencies, and concerned stakeholders. This can include you. We typically send an invite and copy of the report to a local City engineer/Town manager/ Mayor. At the field review, the consultant will present the information and findings, along with NEPA information and geotechnical information. Typically after this meeting, the engineer/manager/mayor will take the draft back to other local officials to share and get comments.

Our NEPA Section and environmental consultant will determine how and when to hold public workshops/meetings. They follow NEPA policies for environmental clearance, including public outreach. I'm sure they will be glad to communicate with you on any future meeting coordination.

Thank you for your interest and support in highway matters. I hope this information addresses your concern until we can send you a draft report and schedule the field review. If you would still like to talk over the phone, please contact me at your convenience.

Thank you,

Mark J. White, P.E.
Assistant Director - Specialized Engineering
Engineering Division
West Virginia Division of Highways
Phone: 304-414-6492
Email: Mark.J.White@wv.gov

On Thu, Jun 20, 2024 at 10:31 AM John Nissel <jnissel@charlestownwv.us> wrote:

Dear Mr. White,

It has been nearly 3 weeks since I sent the below email requesting some feedback on the State Project U219-51-7.00 02 Federal Project (EN) RHCH-OO51(052)D WV -51 Feasibility Study. As of today, I have not received any response and feel that we need to have a conversation via phone to discuss my points below and subsequent times we can arrange for a public town hall. My constituents and elected officials have been very patient but grow more and more concerned that no information has come out of your office with respect to this study. I will be in the office tomorrow and available for a phone call to discuss. Let me know when you are available to speak.

Respectfully,

John Nissel, City Manager,

Charles Town, WV

101 East Washington Street,

Charles Town WV 25414

304-724-3244

From: John Nissel
Sent: Monday, June 3, 2024 2:15 PM
To: tkirk@amtengineering.com; mark.j.white@wv.gov
Cc: Alissa Meeks <ameeks@charlestownwv.us>; Elizabeth Ricketts <ericketts@charlestownwv.us>
Subject: State Project U219-51-7.00 02 Federal Project (EN) RHCH-OO51(052)D

Dear Mr. White,

On January 23,2024 you were copied on a letter to The Honorable Jimmy Wriston pertaining to **State Project U219-51-7.00 02 Federal Project (EN) RHCH-OO51(052)D** WV -51 Feasibility Study. The City of Charles Town recognizes the importance of this study as it relates to a viable option for the improvement of the western corridor of town at the Y-intersection of West Washington Street and Route 51. In our letter to Mr. Wriston, we pointed out that the study should include bicycle and pedestrian counts during the warmer months to capture the maximum number of users. We also pointed out that the previous "WV-51 Feasibility Study" did not consider the addition of the Milton's Landing subdivision or the eventual build-out of the 3200 units in Huntfield. Recently we have been notified by many of our constituents who live on or near the intersection of West Washington Street and Route 51 about the impending study resulting from yard markings and notices sent out to homeowners. Interestingly, many of the letters that were sent to constituents from MTA once mailed back were returned which has raised a red flag as to weather or not feedback was received. The Charles Town City Council has directed staff to organize a public town hall to inform citizens about the project and get their feedback. To date my staff has not been brought up to speed on the progress of the study so I am reaching out to you to provide us with a progress report and explore some dates for a public town hall. Getting in front of our constituents to discuss plans and possible impacts to residents is critical to keeping the lines of communication open and transparent. We are exploring several dates for the town hall in late June or early July to include a presentation by WV DOH and Morton Thomas and Associates. I look forward to hearing back from you on a project update and your availability on the town hall meeting. The City will provide the venue and outreach to the public for the meeting.

Respectfully,

John Nissel, City Manager,

Charles Town, WV

101 East Washington Street,

Charles Town WV 25414

304-724-3244

Beware - This email comes from outside the City of Charles Town.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-688: Charles Town African American Cemetery Select Committee (Potter's Field) Update

ATTACHMENTS:

- Letter to homeowners GPR.pdf

Office of the City Manager
John Nissel

The Golden Rule City

June 24, 2024

Homeowner's Address

Dear Homeowner,

I am writing to you regarding a matter of local and historical significance. In August 2023, the City of Charles Town had a company conduct Ground Penetrating Radar (GPR) at the Potter's Field Cemetery on the corner of South Seminary Street and East Avis Street, and it was confirmed there are 48 individual graves located there. This cemetery dates to the 1830s and was initially designated for use by African Americans who were denied burial elsewhere.

As a result of the GPR findings, Mayor Trainor formed a Mayor's Select Committee to conduct research on the historic African American cemetery and provide the City Council with recommendations concerning how to best memorialize the cemetery and individuals interred there. Research done by the committee has led us to believe that more individuals may be interred on adjacent land which includes your property at ….

The City is requesting your permission to access your property to perform Ground Penetrating Radar to identify potential burials; this is a subsurface investigation so there will be no land disturbance caused by the scanning of your property. Please understand that this request is made with the highest regard for your property rights and privacy. We are prepared to work around your schedule and accommodate any conditions you may have to ensure that the radar process is conducted in a manner that is agreeable to you.

Please be advised that certain laws place obligations upon owners of real property on which unmarked graves or human skeletal remains are located. You may wish to seek advice from an attorney of your choosing regarding applicable laws, including, without limitation, West Virginia Code Sections 29-1-8a, 37-13-1 et seq., 37-13A-1 et seq., and 61-8-14.

Please contact me if you'd like any additional information regarding the Charles Town African American Cemetery. Your cooperation in this matter would be greatly appreciated and would contribute significantly to our knowledge about local history.

Thank you for considering this request. I look forward to your response.

Sincerely,

John Nissel
City Manager
304-724-3244

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-689: Charles Town Utility Board Vacancy

ATTACHMENTS:

- Whitten Resignation.pdf
- Advertisement for Utility Board Vacancy 2024.pdf
- Ord. 2022-001 - Article 147 Utility Board.pdf

From: Jeff Whitten <jwhitten@ctubwv.com>
Sent: Monday, June 10, 2024 4:22 PM
To: Kristen Stolipher <kstolipher@ctubwv.com>
Subject: My Resignation

Kristen,
Due to some personal needs, I am writing to tender my resignation from CTUB. It is something that I was not able to predict so I apologize for the short notice. I am willing to attend this coming meeting, but it will have to be my last. I have really appreciated work with you and all of the other members of the board. Perhaps when things change in the future, I may have the opportunity to serve again.

Sincerely,

Jefferson K Whitten
Cell: (540)-751-8665
Email: jwhitten@ctubwv.com

Beware - This email comes from outside the City of Charles Town.

CITY OF CHARLES TOWN
Charles Town Utility Board

Opportunity to Serve

The City of Charles Town announces a vacant seat serving the Charles Town Utility Board (Board). The vacancy is available to any City of Charles Town resident wishing to serve their community.

The Board manages and maintains an extensive water and sanitary sewer system serving the greater Charles Town region. The Board has full and complete authority for the supervision, management, control, and operation of the system, including the maintenance, operations, improvements and extensions thereof. Meetings of the Board are held on the second and fourth Wednesdays of each month at 4:00 pm. Meetings are held at 661 S. George Street, Charles Town. The chosen candidate will serve a term commencing from the time of appointment until December 31, 2025.

Interested individuals should provide a letter of interest and resume highlighting the individual's relevant experience and background. Individuals considered for the position may be asked to provide additional information and/or be asked to attend a City Council meeting. An ideal candidate will have served on a municipal or similar governmental board or commission. Candidates without prior experience, however, are still encouraged to apply for consideration.

The selected candidate should possess a professional background and/or experience in water and /or sewer utilities that would benefit the Board of Directors. Such background includes but is not limited to: engineering with a background in water and/or sewer utilities: land development; construction; accountant; legal; or environmental protection.

More information about the Board can be obtained through its website at www.ctubwv.com. Questions or submissions for consideration can be made to the City Manager, John Nissel at (304) 724-3244 or via email to jnissel@charlestownwv.us.

ARTICLE 147
Utility Board

147.01 Established.
147.02 Board of Directors composition.
147.03 Board of Director terms; vacancies; compensation.
147.04 Board of Directors organization; quorum; records; funds.
147.05 Powers and duties.
147.06 Budget; employees; bonds.
147.07 Financial reports and administrative supervision.
147.08 Amendment; repeal.
147.09 Severability.

147.01 ESTABLISHED.

(a) Upon the issuance of the bonds and reissuance of the combined Waterworks and Sewerage System Revenue Bonds, but only upon such issuance and reissuance, the Waterworks Board and the Sewer and Sanitation Board shall be simultaneously repealed and rescinded, the City of Charles Town Utility Board ("CTUB") shall be created and the heretofore separate Waterworks System and Sewerage System of the City of Charles Town ("City") shall be combined into a single undertaking (the "System").

(b) The governance and oversight of the System shall be vested in a Charles Town Utility Board of Directors ("Board of Directors").

(c) The supervision, management, control and operation of the System shall be vested in a CTUB Manager ("Manager") who shall be accountable to the Directors. The Manager will hire staff to operate and maintain the System.

147.02 BOARD OF DIRECTORS COMPOSITION.

(a) The Charles Town Utility Board of Directors shall consist of five members with full voting powers, four (4) of whom shall be appointed by the Charles Town City Council ("City Council") (such appointed directors being referred to herein as "Appointed Directors") and the other of whom shall be the then-serving Charles Town City Manager on an *ex officio* basis (the "Ex Officio Director"). No officer or employee of the City or CTUB, other than the City Manager, whether holding a paid or unpaid office, shall be eligible to be appointed a Director except as expressly provided in Section 147.02(a)(1) below. The Board of Directors structure shall be configured as follows:

(1) The Chair of the Board of Directors shall be the Charles Town City Manager. In the event of a vacancy in the position of Charles Town City Manager, City Council may appoint an individual to serve as the interim Director and Chair of the Board of Directors in the place and stead of the Ex Officio Director (the "Interim Director and Chair") until such time as a City Manager is duly appointed and has taken the oath of office. Notwithstanding any other provision to the contrary in this Article 147 and without limitation of who may be appointed, City Council may appoint any

member of City Council or other officer or employee of the City, excluding any officer or employee of CTUB, as the Interim Director and Chair. City Council may remove a person serving as Interim Director and Chair at any time and substitute another person meeting the criteria of this section in such role.

(2) Not less than one Director should possess a professional background and/or experience in water and/or sewer utilities that would benefit the Board of Directors. Such background includes but is not limited to: engineering with a background in water and/or sewer utilities; land development; construction; accountant; legal; or environmental protection.

(3) Not less than one Director shall be a resident of Charles Town and a ratepayer in the System.

(4) Since CTUB has acquired the Ranson sewer system and as such provides services to the City of Ranson, the City Council will consider the City of Ranson's recommendation(s) for an individual to serve as one of the Directors, using the following process:

A. The City of Ranson shall have the right to nominate not more than three (3) individuals who are residents of Ranson and who reside within the service territory of Ranson; or an individual who is employed by the City of Ranson, to serve as a Director.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the City of Ranson to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of the City of Ranson. City Council retains the discretion to appoint a Director at will if a suitable nominee is not presented.

(5) Since CTUB has acquired the Jefferson County Public Service District (JCPSD) system and as such provides services to those areas previously serviced by the JCPSD, the City Council will consider the Jefferson County Commission's ("Commission") recommendation(s) for an individual to serve as one of the Directors, using the following process:

A. The Commission shall have the right to nominate not more than three (3) individuals to serve as a Director, each of whom shall satisfy all of the following criteria:

1. Resident of Jefferson County, West Virginia;

2. Customer of the CTUB served by the assets of the former JCPSD Sewer System, or extensions thereof; and

3. Customer of the CTUB paying the same prevailing sewer rate charged to the customers of the former JCPSD Sewer System.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the Commission to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of Jefferson County residents who are former JCPSD rate payers and are currently served by CTUB. City Council retains the discretion to appoint a Director at will if a suitable nominee is not presented.

D. The Commission shall then have the right to appoint an individual to serve as the County Liaison ("Liaison") to the Board of Directors, the identity of which individual shall be at the sole and exclusive discretion of the Commission, and such individual as Liaison:

1. Shall not be voting member of the Board of Directors, nor have the right to make or second any motion at a meeting of the Board of Directors;

2. Shall have the right to engage in all discussion and debate at meetings of the Board of Directors, with the exception of any executive session under W.V. Code Section 6- 9A-1, et seq., as would any Director, and such right to engage in discussion and debate of the Board of Directors shall not be limited as would a member of the public; and

3. Shall receive all notices of meetings and documents and other materials provided to the Board of Directors either in anticipation of, or prior to, any meeting of the Directors, except to the extent any such documents or other materials relate to, or are in connection with, any issue which could be considered in executive session by the Board of Directors pursuant to W.V. Code Section 6-9A-1, et seq.

147.03 BOARD OF DIRECTORS TERMS; VACANCIES; COMPENSATION.

(a) The Mayor of the City shall notify all appointees of their appointment.

(b) In the event of a vacancy, and also within thirty (30) days after the expiration of the term of office of any Director, a successor shall be appointed by City Council. With respect to Appointed Directors, all vacancies shall be filled for the unexpired term only and all other appointments shall be for a term of four (4) years, to commence on the date following the scheduled expiration date of the previous term. The Board of Directors shall have the power to adopt bylaws, rules and regulations for its own governance. Any Appointed Director shall be eligible for reappointment upon the expiration of their term.

(c) The Appointed Directors (and any Interim Director and Chair that is then not serving as a member of City Council or other officer or employee of the City) shall each receive compensation for their services at the rate of fifty dollars ($50.00) per meeting attended, not to exceed one hundred fifty dollars ($150.00) per month, and in addition, shall be reimbursed for any and all actual expenses incurred in the performance of duties as ordered by the Directors. These amounts may be raised by an affirmative vote of seventy-five percent (75%) of the members of City Council, but any such change shall not take effect for a Director position until the beginning of the next full term following the effective date of the change in compensation.

(d) In the event that any Appointed Director is unable to fulfill the duties of his or her office for a period exceeding six (6) months, a majority of the remainder of the Directors will declare the office of such Director vacant and the City Council will thereupon fill such vacancy as otherwise provided for herein.

(e) Each Appointed Director shall be subject to removal by City Council by the recorded vote of a majority of City Council after a public hearing thereon. The decision of City Council as to such removal shall be final and not subject to review by any court, arbitrator, or other body, and each Director accepting such appointment shall acknowledge the finality of such decision. The Ex Officio Director shall be subject to removal only by removal from the position of City Manager.

147.04 BOARD OF DIRECTORS ORGANIZATION; QUORUM; RECORDS; FUNDS.

(a) As a critical link with City Council, the City Manager shall be the Chair of the Board of Directors except as expressly provided in Section 147.02(a)(1) above. Annually the Board of Directors shall organize by selecting one Director to act as Vice Chair. The Directors will also annually select a Secretary and Treasurer, who need not be a Director. The Secretary and Treasurer may be the same person. The Chair shall preside at all meetings when present and may call special meetings on their motion or shall when requested to do so by any two (2) Directors. The Vice Chair shall preside in the absence of the Chair.

(b) Three (3) Directors members shall constitute a quorum, but any action to be taken by the Directors must be approved by not less than three (3) members.

(c) The Secretary shall keep a certified or approved written record of the proceedings which shall be available for inspection as other municipal records.

(d) The Treasurer shall receive and disburse the funds of the System as directed by the Board of Directors.

147.05 POWERS AND DUTIES.

(a) The Board of Directors shall have the power to set all policies related to the governance, oversight, and operations of the System. The Board of Directors shall also have the power to recommend to City Council tariff changes, capital projects, and borrowings. The Manager and staff will assist the Board of Directors by providing technical advice on such matters to City Council. The Manager and staff will also be responsible for implementing policies and developing procedures to carry out the directives established by the Board of Directors.

(b) The Manager, accountable to the Board of Directors, will have full and complete authority for the supervision, management, control and operation of the System.

(c) All bills for water and sewer service shall be collected and accounted for by the Manager in the manner and form required by law, the Public Service Commission of West Virginia and the ordinances of the City, and all disbursements and accounts of the System shall be ordered paid out only upon approval of said Board of Directors; provided, however, that all such supervision, management and control of the System and the collection and accounting for bills for water and sewer service shall be consistent and in accordance with any ordinances pursuant to which the City may have authorized and issued any bonds from time to time outstanding, which by their terms are payable from and secured by the revenues of the System.

(d) After consultation with the Board of Directors, the Manager or staff designee shall have the power and authority to prepare, evaluate, and negotiate all contracts, agreements and other matters for the final review and approval of the Board of Directors as is necessary or proper for the effective governance, oversight, and operation of the System.

(e) Personnel policies, practices, and other matters affecting the Manager and staff shall, to the extent practicable and unless otherwise approved by City Council, be the same as those undertaken by the City, subject to the provisions of Section 147.06.

147.06 BUDGET; EMPLOYEES; BONDS.

(a) The Board of Directors shall employ, discharge, and fix the compensation of the Manager.

(b) The Board of Directors shall approve an annual budget for the efficient and effective operation of the System.

(c) The Chair and Treasurer, upon their appointment and taking office, shall furnish and file with the Charles Town City Clerk, a bond in an amount to be set by the Board of Directors from time to time, the cost of such bond to be payable from revenues of the System and such bond to be payable to the City and conditioned as to the faithful performance of their respective duties as are fixed by the Board of Directors.

147.07 FINANCIAL REPORTS AND ADMINISTRATIVE SUPERVISION.

(a) The Manager shall provide reports, at least annually, or as otherwise required by law, to the Mayor, the City Manager and City Council, indicating the System's financial condition. City Council may, from time to time, request more current financial statements showing the most recent quarterly financial condition of the System.

(b) The Manager shall also provide to the City Council audited financial statements of the System that have been reviewed with the Board of Directors, minutes of meetings of the Board of Directors, an annual budget for the System, and other information as may reasonably be requested. The Manager shall also make themself available to answer questions from City Council.

147.08 AMENDMENT; REPEAL.

(a) The City Council enacts this article for the assurance and protection of the ratepayers and for the purpose of assuring the holders of debt payable from the income and revenues of the System of an efficient operation and maintenance thereof.

(b) No amendment or repeal of this article shall be enacted unless approved by seventy-five percent (75%) of the members of City Council. Any such amendment or repeal shall otherwise be enacted in accordance with the rules and regulations of City Council.

147.09 SEVERABILITY.

If any provision of this article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not otherwise affect or invalidate the other provisions hereto, all of which are hereby declared, and shall be construed, to be separate and severable.

Passed on First Reading: February 14, 2022

Passed on Second Reading: February 22, 2022
(following Public Hearing)

ATTEST:

Robert M. Trainor
Mayor

Daryl Hennessy
City Manager/Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-641: Reduce or Eliminate Parking - Department 571 in FY25 General Fund Budget

This agenda item needs to be removed from the table.

ATTACHMENTS:

- FY2025 General Fund Budget WITH CHARTS v7.0 FINAL TO WVSAO.pdf

the city of Charles Town, WV

FY 2025 General Fund Operating Budget v7.0
City Council - March 18, 2024

	REVENUES	FY23 Actual	FY24 Budget Rev #3	FY24 Actuals thru 12/31/2023	FY25 Proposed	
30000	Assigned Fund Balance (Carryover)	2,226,685	1,500,000	-	-	
30005	Unassigned Fund Balance (Carryover)	-	2,042,779	-	1,200,000	$500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance
30101	Taxes - Ad Valorem	1,280,360	1,509,901	904,983	1,688,544	
30102	Prior Year Taxes	-	-	-	-	
30106	Supplemental Taxes	33,672	25,000	18,878	36,000	Property taxes owed from previous years, but paid in the current fiscal year.
30107	Tax Loss Restoration Fund	969	-	-	-	
30200	Interest as Penalty	9,130	10,000	5,097	10,000	
30300	Gas & Oil Severence Tax	-	12,000	66,792	33,000	5% severance tax on gross receipts at the well head of oil and natural gas. $66K appears to be for 2 years. Confirm when payments are received.
30400	Utility Tax (2%)	261,234	225,000	88,217	200,000	
30500	Business & Occupation (B&O) Tax	1,696,956	1,100,000	31,200	1,700,000	$459K actuals in FY24 thru 2/29/2024. Collections should continue through August 31 then be accrued to FY24, resulting in another revision to carry over balance.
30600	Liquor Tax	24,255	20,000	6,116	25,000	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.
30700	Animal Control Tax	1,642	1,600	1,598	1,600	
30800	Hotel/Motel Tax	197,713	150,000	88,161	200,000	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)
32000	Court Costs, Fees & Charges	250,521	250,000	137,762	260,000	
32100	Parking Violation Penalties	38,138	29,000	40,637	40,000	Revised based on new program details and current year performance.
32500	Business License Revenue	22,038	22,000	20,047	30,000	
32600	Building Permit Fees	495,102	150,000	352,905	550,000	Building activity increasing/expected to remain strong through FY2025 with new development projects on the horizon and increases in permit fee structure.
32800	Franchise Tax	74,230	80,000	16,646	75,000	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance
33000	International Registration Plan (IRP) Fees	70,232	60,000	20,971	70,000	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.
33900	Emergency Service Fee	1,719	1,700	-	1,700	Revenue from utility bills for EMS (5 cents)
34000	Parks & Rec Fee	1,719	1,700	-	1,700	Revenue from utility bills for parks and recreation (5 cents)
34200	Parking Meter Revenues	48,085	50,000	39,813	44,000	Revenue from parking meters and parking permits including ParkMobile app.
34500	Rents & Concessions	44,014	50,000	32,144	60,000	CTUB rental of 661 space ($30k total); CW Hall Revenue is recorded as Due to Building Commission/CWH Landlord, so revising down to reflect true flow of revenues
35300	Zoning Fee	28,456	7,500	8,651	17,000	Zoning applications
35500	Street Improvement Fee	134,056	130,000	-	135,000	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council
36504	Federal Government Grants	-	56,666	-	41,667	DOJ/COPS grant for additional police officer. $125,000 across 3 years.
36600	State Government Grants	-	6,000	-	-	
36900	Contributions from Other Funds - Sales Tax	1,000,000	1,600,000	800,000	1,000,000	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets).
36906	Contributions from Other Funds - ARPA Revenue Loss	1,332,523	-	-	-	
37600	Gaming Income	262,630	175,000	81,829	250,000	Gaming receipts average $19K to $23K per month in the 2nd Quarter 2024.
37900	Gain/Loss - Sale of Fixed Assets	18,750	-	-	-	
38007	Interest Income (Operating Acct)	36,192	15,000	19,482	35,000	
38100	Reimbursements	111,897	110,000	50,159	110,000	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.
38200	Refunds - Overpayments	100	-	204	400	
38600	Insurance Claims	23,638	-	630	-	
39200	Property Rehabilitation	5,300	-	200	-	

	38700 Filing Fees	300	-	-	325	Filing Fees Revenue - Election in FY25. $50.00 per person.
	39700 Video Lottery	833,341	450,000	199,221	600,000	Video lottery receipts average $13.4K to $22.2K per week.
	39900 Misc Revenue	7,569	10,000	8,234	10,000	Yard waste stickers and fingerprints
	39902 Special Events - WV Fest	25,430	-	-	4,000	
	39903 Special Events - General	15,411	18,000	17,596	900	Special activities fees
	39904 Special Events - CW Hall	9,335	-	5,500	8,500	
	39907 Special Events - Car Show	-	-	-	7,000	Car Show Registration
	Total Revenues	**10,623,340**	**9,868,846**	**3,063,673**	**8,446,336**	
	DEPARTMENT LINE ITEMS					**NOTES AND EXPLANATIONS**
	Economic Development - 402	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	-	67,938	33,382	70,250	Salary $68,844 plus 2.5% merit and holiday supplement.
	04 FICA	-	5,216	2,554	5,374	FICA @ 7.65%
	05 Group Insurance	-	8,000	3,160	8,300	Includes 14% premium increase projected by PEIA. $7,294 (Health Insurance), $540.48 (Life Insurance), Dental Ins ($266.16), Vision Ins ($111.00), EAP Premiums ($15.84)
	06 Retirement	-	6,089	2,960	6,323	PERS II Employer Contribution 9%
	09 OPEB	-	2,038	658	2,108	Deferred Compensation Employer Contribution 3%
	11 Telephone	-	750	-	750	Cell phone
	14 Travel	-	2,500	-	4,200	2 National Conferences; airfare, lodging, per-diem
	20 Advertising/Legal Publications	-	500	-	-	
	21 Training & Education	-	2,500	-	-	$2,500 rolled under City Manager's office.
	22 Dues & Subscriptions	-	2,000	-	2,000	IEDC Membership, Survey Subscription, Adobe subscription
	23 Professional Services	-	2,000	-	1,000	Engineering Services
	26 Insurance and Bonds	-	4,500	2,185	5,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	41 Departmental Supplies	-	1,000	-	3,000	Promotional items for events and City marketing and other departmental supplies.
	43 Auto Supplies	-	500	-	-	
	Total Economic Development	**-**	**105,531**	**44,898**	**108,304**	
	Federal Grants - 403	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	Professional Services	-	-	-	-	
	Departmental Supplies	-	-	-	-	
	Total Federal Grants	**-**	**-**	**-**	**-**	
	Mayor's Office - 409	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	
	01 Salary	12,500	12,500	6,250	12,500	Mayor's Salary
	04 FICA Tax Expense	956	1,000	478	1,000	
	11 Telephone	-	-	-	-	
	14 Travel Expense	881	2,000	-	2,000	WV Municipal League
	20 Advertising/Legal Publication	-	-	-	-	
	21 Training & Education	284	1,000	-	1,000	
	26 Insurance & Bonds	871	1,000	448	1,000	
	41 Departmental Supplies	65	250	592	500	$453.00 - Ceremonial Keys to the City and Coins
	68 Community Contributions	-	2,000	-	2,000	
	Total Mayor's Office	**15,556**	**19,750**	**7,768**	**20,000**	
	Council - 410	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	01 Salaries	34,800	40,000	19,167	40,000	Eight Council Members at $5,000 annual salary
	04 FICA Tax Expense	2,662	3,100	1,466	3,100	

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	14 Travel Expense	1,956	5,000	3,166	4,800	Conferences
	20 Advertising	-	-	-	-	
	21 Training & Education	2,128	3,000	2,350	3,200	Conference Registration ($450 per registration)
	26 Insurance & Bonds	2,425	3,200	1,398	3,200	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
	41 Departmental Supplies	549	1,000	291	700	
	Total Council	**44,520**	**55,300**	**27,838**	**55,000**	
	City Manager - 412	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	231,201	207,183	83,180	180,000	City Manager Salary ($120,000) + 2.5% Merit ($1,545) + Holiday Supplement ($500) Deputy City Clerk Salary (from $52,674 to $54,000) + 2.5% Merit ($695.25) + Holiday Supplement ($500) City Manager requesting promotion and salary increase for from Deputy City Clerk to City Clerk. Finance Committee approved dollar amount.
	04 FICA Tax Expense	15,848	15,869	5,445	14,400	FICA Tax @ 7.65%
	05 Group Insurance	5,616	10,000	4,627	2,000	Health, Dental, Vision, Life insurance, EAP
	06 Retirement	12,145	18,692	6,139	16,200	9% Employer Contribution PERS I and II
	09 OPEB	1,846	6,215	2,061	5,400	3% Employer Contribution Deferred Compensation plan
	11 Telephone	205	500	120	520	Mobile phone service
	14 Travel Expense	5,701	1,500	1,257	1,500	WVML Trip, City Clerk Election Training
	20 Advertising	1,761	300	-	-	
	21 Training & Education	-	1,500	-	20,000	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500
	22 Dues & Subscriptions	180	1,500	106	1,000	Adobe subscriptions. ICMA and WVML Fees.
	23 Professional Services	1,510	250	453	-	Background checks for City Manager candidates. Not required this year.
	26 Insurance & Bonds	12,066	15,000	10,329	15,000	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
	41 Departmental Supplies	572	750	527	750	Misc. Office Supplies
	43 Auto Supplies (Gas & Oil)	-	100	-	-	Gas is covered under travel expenses.
	Total City Manager	**288,650**	**279,359**	**114,244**	**256,770**	
	Treasurer - 413	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	153,747	235,661	145,117	235,000	Director of Finance ($100,000), Accounting Clerk III ($44,762), Accounting Clerk II 0.5 FTE ($40,685), Accounting Clerk I ($37,500) plus 2.5% merit, holiday supplement, and overtime.
	04 FICA Tax Expense	12,036	18,043	7,735	18,800	FICA Tax @ 7.65%
	05 Group Insurance	21,986	24,999	10,693	25,000	Health, Dental, Vision, Life insurance, EAP
	06 Retirement	14,795	21,218	7,724	21,150	9% Employer Contribution PERS I and II
	09 OPEB	3,499	7,070	1,414	7,050	3% Employer Contribution Deferred Compensation plan
	11 Telephone	-	750	32	500	Director of Finance Cell Phone
	12 Printing	-	-	-	-	
	14 Travel Expense	-	1,000	-	4,000	Director & Acct. Clerk III - WV Government Finance Officers Association Training
	18 Postage	-	50	-	-	Transfer cost to City Hall and Pitney Bowes machine.
	20 Advertising/Legal Pubs	1,280	1,000	2,269	2,000	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.
	21 Training & Education	1,585	5,000	-	-	$4,000 Rolled into City Manager's budget
	22 Dues & Subscriptions	382	500	297	800	Adobe subscription for Director & Accounting Clerk III
	23 Professional Services	1,900	2,500	2,458	2,500	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	24 Audit Costs	41,700	40,000	-	42,000	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit
	26 Insurance & Bonds	10,555	14,000	7,579	15,000	General Liability, Worker's Compensation, Umbrella
	30 Contracted Services	-	-	-	25,000	Tyler Technologies - Incode Annual License Fee - $20,000 Business License Software Maintenance (Progressive Solutions) - $5,000
	41 Departmental Supplies	738	1,500	265	2,000	Paper folder machine ($500)
	59 Capital Outlay	-	-	-	-	
	Total Treasurer	**264,204**	**373,291**	**185,583**	**400,800**	
	Court Clerk - 415	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	51,579	62,801	29,766	62,000	Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement
	04 FICA	3,946	4,835	2,314	4,960	FICA Tax @ 7.65%
	05 Group Insurance	10,990	12,000	7,032	12,529	Health, Dental, Vision, Life insurance, EAP + 14% premium increase
	06 Retirement	4,868	5,652	2,635	5,580	9% Employer Contribution PERS I and II
	09 OPEB	1,656	1,884	629	1,860	3% Employer Contribution Deferred Compensation plan
	14 Travel	-	1,000	-	500	Court Clerk training and Election training
	18 Postage	-	-	-	-	
	20 Advertising/Legal Publications	465	700	-	700	
	21 Training & Education	540	800	440	-	$500 transferred to City Manager's budget. WVML training and Election training.
	22 Dues & Subscriptions	-	100	-	-	
	23 Professional Services	-	100	-	-	
	24 Audit Costs	-	-	-	-	
	26 Insurance & Bonds	3,904	4,500	2,020	4,500	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella
	30 Contracted Services	25	100	-	25	Flu shot
	41 Departmental Supplies	536	1,000	114	600	Ink cartridges, paper stock
	Total Court Clerk	**78,508**	**95,472**	**44,950**	**93,254**	
	Police Judges - 416	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	23,542	32,000	13,912	32,000	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge.
	04 FICA	1,064	2,400	1,064	2,400	
	14 Travel	-	500	-	500	WV State mandated annual training for magistrates & judges
	21 Training & Education	-	1,000	-	1,000	WV State mandated annual training for magistrates & judges
	22 Dues and Subscriptions	-	100	-	100	
	23 Professional Services	-	1,000	-	1,000	
	26 Insurance & Bonds	2,230	2,500	1,580	2,500	
	41 Departmental Supplies		-	-	-	
	Total Police Judges	**26,836**	**39,500**	**16,556**	**39,500**	
	City Attorney - 417	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	Professional Services	200,505	200,000	134,662	225,000	Cost for outside legal counsel
	Total Attorney	**200,505**	**200,000**	**134,662**	**225,000**	
	Enforcement Agency - 425	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	Notes and Explanations
	03 Salaries	-	59,785	24,948	56,000	Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement.
	04 FICA	-	4,574	1,871	4,284	FICA @ 7.65% of Salary
	05 Group Insurance	-	6,000	333	1,140	Includes 14% premium increase projected by PEIA. Current expenses include: Life Ins. ($545 per mo), Dental ($266 per mo), and Vision ($111 per mo).
	06 Retirement	-	5,431	2,201	5,040	PERS II Employer Contribution 9%
	09 OPEB	-	1,794	245	1,680	457(b) Deferred Compensation Employer Contribution (3%)
	11 Telephone	-	-	126	750	

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	14 Travel	-	-	305	3,000	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas
	18 Postage	-	-	79	1,000	Certified Mailings
	20 Advertising/Legal Publications	-	2,000	-	1,000	
	21 Training & Education	-	2,500	2,448	-	$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)
	22 Dues & Subscriptions	-	-	-	1,000	Women in Code Enforcement (WICED) Membership Fees ($35) ICC Membership ($160/yr)
	26 Insurance and Bonds	-	3,800	1,704	3,800	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	30 Contracted Services	-	50,000	-	71,100	Kimley-Horn Engineering Services / Nuisance Properties; discuss process w/council. Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.
	41 Departmental Supplies	-	2,000	641	3,000	Office printer, building safety month supplies, jackets, boots, code books
	43 Auto Supplies	-	999	-	-	Under Maintenance budget
	Total Enforcement Agency	**-**	**138,883**	**34,902**	**152,794**	
	Regional Dev Authority - 435	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	22 Dues & Subscriptions	3,524	5,500	5,336	6,600	Region 9 Assessment - Fees are going up
	Total Regional Dev. Authority	**3,524**	**5,500**	**5,336**	**6,600**	
	Total City Administration	**922,303**	**1,312,586**	**616,737**	**1,358,022**	
	Building Inspections - 436	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	21,860	80,221	39,913	82,300	Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement
	04 FICA	1,672	6,141	3,053	6,296	FICA @ 7.65% of Salary
	05 Group Insurance	56	500	597	1,650	Dental/Life/Vision/EAP Premiums
	06 Retirement	2,053	7,228	3,519	7,100	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods
	09 OPEB	-	2,407	782	1,575	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods
	11 Telephone	81	750	197	1,010	Two lines; one is a hot spot. $84.18 per month x 12 months = $1,010.16 per year in actual costs
	14 Travel	-	1,716	1,816	3,000	National ICC Conference; Women in Code Enforcement Training; airfare, lodging, meals, gas
	17 R&M Auto	-	500	-	-	Under Maintenance budget
	18 Postage	-	-	79	1,000	Certified mailings for property Notice of Violations
	20 Advertising/Legal Publications	-	1,316	1,216	500	Job posting costs
	21 Training & Education	-	1,000	-	-	$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.
	22 Dues & Subscriptions	-	2,500	-	1,000	ICC membership dues; WICA subscription
	23 Professional Services	-	7,968	-	10,000	To cover expenses associated with inspections; compliance.
	26 Insurance & Bonds	2,432	6,000	2,580	6,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	41 Departmental Supplies	462	4,000	402	3,000	Mobile printer for vehicle, jackets, boots, building safety month
	43 Auto Supplies	-	1,000	-	-	Under Maintenance budget
	Total Building Inspections	**28,615**	**123,247**	**54,155**	**124,431**	
	Planning & Zoning - 437	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	257,182	228,270	110,988	243,000	Director of Community Development: $96,937, City Planner/Zoning/Subdiv Administrator: $84,721, Permit Tech: $50,141 plus 2.5% step increase on 1/1/2025 for all three positions. Includes Holiday Supplement pay ($500 x 3 employees = $1,500) and summer intern ($5,250).

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	04 FICA	20,474	17,898	9,409	19,000	FICA @ 7.65% of Salary
	05 Group Insurance	26,391	25,000	16,239	31,000	Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums
	06 Retirement	24,203	20,544	9,689	23,085	PERS II Employer Contribution (9%)
	09 OPEB	6,543	6,849	2,066	7,290	457(b) Deferred Comp Employer Contribution (3%).
	11 Telephone	106	500	89	250	Director's department cell phone
	14 Travel	4,053	2,000	693	8,000	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Kim - MGO Conference
	18 Postage	856	1,000	9	1,000	Certified Mailings; Legal notices, yard sign postings
	20 Advertising/Legal Publications		3,500	3,521	4,500	Advertising of BZA and public hearings for P/C meetings; hearing placards
	21 Training & Education	1,899	3,000	1,075	-	$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration
	22 Dues & Subscriptions	4,908	2,000	2,058	3,000	AICP Membership; Kim ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.
	23 Professional Services	2,627	5,000	-	5,000	GIS Aerial imagery, Engineering Services, Background Checks
	26 Insurance & Bonds	19,313	20,000	7,522	20,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	30 Contracted Services	38,156	60,000	17,205	30,000	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;
	31 Contracted Services - Tree Board	1,696	12,000	531	2,000	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.
	41 Departmental Supplies	4,717	4,000	1,712	4,000	Public hearing signs, office supplies, promotional supplies
	53 Computer Software / Tech	-	-	-	9,000	MyPermit Now Monthly Fees
	59 Capital Outlay		11,000	-	-	
	Total Planning and Zoning	**413,124**	**422,561**	**182,806**	**410,125**	
	Total City Bldg Inspection, P&Z, and Enforcement Agency	**441,739**	**684,691**	**271,863**	**795,654**	
	Elections - 438	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	12 Printing	-	-	-	3,000	
	20 Advertising/Legal Publications	-	-	-	500	Publish ballot multiple times
	23 Professional Services	-	-	-	-	
	30 Contracted Services	-	-	-	5,000	Poll workers for early voting and day of election.
	41 Departmental Supplies	-	-	-	2,000	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers
	Total Elections	**-**	**-**	**-**	**10,500**	
	City Hall - 440	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	3 Salaries	102,390	104,787	22,545	95,000	Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement
	4 FICA Taxes	8,598	8,042	1,725	7,600	FICA @ 7.65%
	5 Group Insurance	14,123	12,600	2,623	16,500	Health, Dental, Vision, Life, Employee Assistance Program
	6 Retirement	10,101	9,455	1,985	9,500	9% Employer Contribution
	9 OPEB	3,128	4,000	662	2,000	3% Deferred Compensation Employer Contribution
	11 Telephone	21,708	22,000	11,289	18,000	WebEx Phone Services ($6,000), Internet Service ($3,012), Cell phone - Director ($384), Rouss Hall Phone Service ($7,200 per year/$600 per mo.) **Proposing upgrade to internet service. 1 Gbps with GloFiber. $1,900 per month, $22,800 per year. One time set up fee $1,900. $950 set up cost allocated to Police Dept, $950 set up cost allocated to City Hall. Please review quote in attachments.**
	12 Printing	-	-	-	-	
	13 Utilities	20,038	21,000	9,181	21,000	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer
	14 Travel Expense	517	750	-	2,000	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD
	15 Repair & Main. Bldg & Grounds	9,202	10,000	1,825	12,000	Elevator Services, Holiday lights, City Hall Maintenance
	16 Repair & Main. Equipment	137	1,000	-	-	
	17 Repair & Main. Auto	-	1,000	-	-	

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	18 Postage	2,561	3,500	1,509	3,500	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection
	19 Bldg & Equipment Rental	244,756	250,000	123,072	250,000	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer
	20 Advertising/Legal Publications	3,820	5,000	2,033	5,000	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements
	21 Training & Education	300	500	145	-	$2,000 transferred to City Manager's budget
	22 Dues & Subscriptions	483	4,000	483	3,500	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)
	23 Professional Services	2,813	2,000	5,525	25,000	Insurance Broker Services estimated $1,800 per month, Open enrollment, payroll integration.
	24 Audit Costs	-	-	-		
	26 Insurance & Bonds	11,155	12,000	3,370	17,000	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial
	30 Contracted Services	68,021	101,600	49,411	181,404	Sustainable Strategies (Grant Consultant, Matt Ward) - $28,800 ($2,400 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Printer & Copier Lease - $14,400 SVG Commercial Cleaning Services for City Hall and Rouss Hall - $35,000 Payroll Processing Base Fees - $3,864 ADP Software Recurring Annual Fee - $19,440 Tek Advisors - Moving this out of Capital Budget and into Operating budget - $75,000 per year.
	31 Bad Debt Expense	-	-	-	-	
	32 Bank Charges	24,728	35,000	18,137	29,000	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees
	37 Other Fees/Taxes	1,337	2,000	500	1,500	Late fees
	41 Departmental Supplies	8,951	11,000	6,282	12,000	
	43 Auto Supplies (Gas & Oil)	-	500	-	-	
	53 Computer Software / Tech	9,982	43,320	9,099	15,000	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year
	59 Capital Outlay	-	-	-	-	
	68 Contributions	-	-	-	-	
	70 Capital Lease	-	-	-	-	
	75 Special Emergency Expense	4,680	-	-	-	Covid related expenses
	Total City Hall	**573,527**	**665,054**	**271,400**	**726,504**	
	Contributions/Transfers - 444	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	68 Contributions - "But For" Organizations	92,268	-	-	60,000	Citizens Fire Co. $95K and EPTA Requests $50K
	68 Community Awards		842,544		-	
	68 Contributions - Revive Grant	-	50,000	-	20,000	Unspent Revive! Funding rolled over to FY24
	68 Contributions - Façade Improvement Program	-	24,622	-	15,000	
	68 Contributions - Homeless Solutions	-	50,000	-	25,000	County Homelessness position funding commitment
	68 Contribution - Nuisance Property Expenses	-	-	-	-	Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.
	68 Contributions - Sidewalk Improvement Program	-	15,000	-	15,000	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest
	Total Contributions/Transfers	**92,268**	**982,166**	**-**	**135,000**	

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	Parking - 571	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	30,110	39,241	19,877	41,614	Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance
	04 FICA Tax Expense	2,303	3,040	1,521	3,300	FICA @ 7.65%
	05 Group Insurance	8,232	10,000	4,800	9,300	Health, Dental, Vision, Life, Employee Assistance Program
	06 Retirement Expense	2,814	3,583	1,716	3,600	9% Employer Retirement Contribution
	09 OPEB	990	1,500	618	1,400	3% Deferred Compensation Employer Contribution
	13 Utilities	1,099	1,100	374	1,200	Electric Service
	16 Repair & Main - Equipment	-	3,000	-	3,000	Parking meter repairs and maintenance
	18 Postage	126	500	-	500	
	19 Bldg & Equipment Rental	1,700	1,700	-	1,000	
	20 Advertising / Legal Publications	-	-	-	500	
	23 Professional Services	-	-	-	-	
	26 Insurance & Bonds	2,376	3,000	1,782	3,000	Prof Liability, Umbrella, Automobile, Worker's Comp
	30 Contracted Services	-	500	-	500	
	41 Departmental Supplies	3,515	6,000	846	5,000	Office Supplies, Batteries, Handheld Printer Paper
	45 Uniforms	1,906	500	400	500	Jacket, Uniform Shirt, Patches, Badge, etc.
	53 Computer Software/Tech	-	4,000	-	4,000	United Public Safety/T2 Annual Fees
	Total Parking	**55,171**	**77,664**	**31,933**	**78,414**	
	Contingencies - 699	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	Other Contributions	-	463,475	-	254,996	Placeholder for 3.2% COLA ($84,900 plus $16,980 for FICA/Retirement Cont.); $50,000 for emergency snow costs. $41,667 for COPS grant for additional police officer.
	Total Contingencies	**-**	**463,475**	**-**	**254,996**	
	Police Department - 700	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	1,178,123	1,497,325	717,968	1,532,798	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. Seven (7) Patrolman ($52,998.40 - $55,681.60) Two (2) Patrolman First Class ($58,510.40 - $64,542.40) Three (3) Sergeants ($76,689.60 - $86,756.80) Two (2) Lieutenants ($93,246.40 - $95,576.00) Three (3) Corporals ($67,808 - $82,617.60) Three (3) Administrative personnel ($36,276.00 - $55,910.40) One (1) Chief ($134,650)
	04 FICA	31,053	44,512	20,691	50,000	FICA Tax at 7.65%
	05 Group Insurance	115,935	135,000	105,465	180,000	PEIA/Health insurance increase from $9K to $12K per month.
	06 Retirement	119,464	147,354	66,425	140,000	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)
	07 Police Pension	58,937	60,000	14,829	64,000	Legacy CTPD Retirement System
	08 Overtime	114,410	140,000	70,936	150,000	
	09 OPEB	38,560	44,920	18,022	48,000	457(b) Deferred Compensation 3%
	11 Telephone	45,307	50,000	22,026	48,500	
	13 Utilities	32,937	42,500	12,078	48,000	Electric and Internet Service, increase in FY254.
	14 Travel	2,712	5,000	891	4,000	
	15 R&M Building & Grounds	534	2,000	903	2,200	Lights, Paint, Air Filters, Electrical supplies, Batteries
	16 R&M Equipment	-	3,500	1,143	2,500	Generator Service
	17 R&M Auto	13,752	50,000	7,897	45,000	Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc.
	18 Postage	1,208	1,500	628	1,300	
	19 Building & Equipment Rental	97,488	100,000	48,446	100,000	
	20 Advertising/Legal Publications	5,022	7,500	1,923	5,600	New Hire Ads 3-6 ads in local paper
	21 Training & Education	14,425	20,000	5,375	20,000	
	22 Dues & Subscriptions	638	5,500	60	2,000	WVCOP Dues, IACP, SRO, Journal

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	23 Professional Services	550	7,500	865	6,500	Polygraph Exams, Physical Exams, Diagnostic Imaging
	26 Insurance & Bonds	90,545	110,000	48,152	105,000	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance
	30 Contracted Services	42,208	92,500	26,874	48,000	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.
	32 Bank Charges	-	250	-	250	
	37 Other Fees & Taxes	200	-	200	250	661 George St. Ambulance Fees
	41 Departmental Supplies	18,012	30,000	13,802	40,000	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery
	43 Auto Supplies	53,950	65,000	27,824	65,000	Gas for Police Vehicles
	45 Uniforms	11,051	15,000	10,385	20,000	
	53 Computer Software/Tech	16,074	25,000	4,985	29,000	CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials
	Total Police Dept	**2,103,095**	**2,701,861**	**1,248,795**	**2,757,898**	
	Police-Special Duty Crossing Guard - 704	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	26,208	27,500	12,862	34,803	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA.
	04 FICA Tax Expense	2,005	2,100	984	2,600	
	26 Insurance & Bonds	1,556	1,750	801	1,750	
	41 Departmental Supplies	492	500	-	250	Stop signs
	45 Uniforms	125	300	83	500	Reflective jackets and vests
	43 Auto Supplies (Gas & Oil)		-	-	-	
	Total Police - Special Duty Crossing Guard	**30,386**	**32,150**	**14,730**	**39,903**	
	Total Police and Crossing Guards	**2,133,481**	**2,734,011**	**1,263,525**	**2,797,801**	
	Dog Warden - 707	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	Contributions	-	1,600	-	1,600.00	City passes along the dog tag fees to the County
	Total Dog Warden	**-**	**1,600**	**-**	**1,600.00**	
	Maintenance - 750	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	213,985	254,141	124,879	263,643	Promote Maintenance Supervisor to Director; increase in salary from $73,418 to $80,000, plus three (3) Maintenance Staff: $66,454, $49,995 and $42,064 plus 5.0% Merit and Holiday Supplement.
	04 FICA Tax Expense	16,370	19,456	9,553	21,091	FICA @ 7.65%
	05 Group Insurance	17,594	25,000	11,123	26,000	Health, Dental, Vision, Life, Employee Assistance Program
	06 Retirement	20,091	23,331	10,947	23,728	9% Employer Contribution
	09 OPEB	4,644	7,625	2,017	7,909	3% Deferred Compensation Employer Contribution
	11 Telephone	1,363	3,000	835	3,000	Field staff equipped with cell phones
	13 Utilities	100,137	110,000	43,627	100,000	Electric (street lights), water, sewer, and internet
	14 Travel Expense	-	1,000	5	1,500	Maintain certifications; other skill enhancement training as required/proposed
	15 R&M Buildings and Grounds	7,970	14,000	3,993	14,000	General maintenance of city buildings.
	16 R&M Equipment	24,217	30,000	1,801	15,000	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.
	17 R&M Auto	5,406	7,500	3,503	7,000	Regular maintenance of department vehicles.
	19 R&M Bldg and Equip Rental	-	1,000	-	-	Equipment rented as required to maintain various city buildings.
	20 Advertising	-	250	-	-	Spring and Fall Cleanup. Additional city sponsored projects as required.
	21 Training & Education	-	500	-	-	Maintain certifications; other skill enhancement training as required/proposed
	22 Dues & Subscriptions	138	500	-	200	Camera subscription and CDL License Fees
	23 Professional Services	220	-	-	120	CDL and Physicals
	26 Insurance & Bonds	14,891	19,000	8,173	19,000	Liability, Worker's Comp, Vehicle Insurance

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	30 Contracted Services	36,776	50,000	27,220	50,000	Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt
	41 Departmental Supplies	6,072	12,000	3,873	12,000	GoGov Work Order Software cost
	43 Auto Supplies (Gas & Oil)	22,289	25,000	10,015	23,000	Other city vehicle maintenance.
	45 Uniforms	9,862	13,000	4,670	10,000	Cintas service cost increase
	53 Software/Tech	-	6,000	-	-	
	59 Capital Outlay	-	-	-	25,000	Elevator repairs, HVAC repairs, tires, various equipment.
	Total Streets	**502,026**	**622,303**	**266,234**	**622,191**	
	Visitor's Center - 901	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	13 Utilities	4,384	3,000	2,548	5,200	Electric Service for Rouss Hall
	15 R&M - Building & Grounds	-	-	-	-	
	23 Professional Services	-	-	-	-	
	30 Contracted Services	-	-	-	-	
	41 Departmental Supplies	-	-	-	-	
	66 Contributions	93,571	75,000	60,727	100,000	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center. Hotel/Motel Tax Revenue is trending 6% higher than FY24; primarily in August and January.
	Total Visitor's Center	**97,955**	**78,000**	**63,275**	**105,200**	
	Fairs/Festivals - 903	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	19 Bldg & Equipment Rental	90	1,000	-	-	No longer needed, we bought a generator.
	20 Advertising/Legal Publications	1,447	1,500	570	1,800	
	30 Contracted Services	18,644	29,300	8,673	30,000	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($4,300), Signage ($2,000), Inflatables ($2,000), Labor ($2,100), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($1,000), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Labor ($700) **Halloween** Labor ($146) **Christmas Parade** Labor ($146)
	41 Departmental Supplies	14,558	31,700	21,531	25,000	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($325), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs **Christmas Wreaths - $3,000**
	52 Computer Software	-	-	-	1,300	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.
	68 Contributions	3,300	4,500	-	4,000	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.
	Total Fairs/Festivals	**38,039**	**68,000**	**30,774**	**62,100**	
	Transfers - 960/698 SAO	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	01 Transfers to Capital Reserve - Repaving	121,869	130,000	11,533	130,000	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures
	02 Transfers to Capital Reserve - One Time Funding	-	1,500,000	-	659,452	Revenue/Loss Allowance

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	03 Transfers Out - Parks & Rec	135,071	112,500	26,908	120,000	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.
	11 Transfers to Capital Reserve - Table Games	986,335	575,679	-	850,000	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.
	Total Transfers	**1,243,275**	**2,318,179**	**38,441**	**1,759,452**	
	General Government - 975	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	Contributions	-	-	-	-	
	Total General Government	**-**	**-**	**-**	**-**	
		FY23 Actual	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Provides for comparable year-over-year comparision of operating costs**
	Total Expenses	**6,099,785**	**9,868,846**	**2,819,278**	**8,446,336**	
	Surplus or Deficit	4,523,555	-	244,395	(0)	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-642: ZMA2024-02: First Reading and Consideration of a Zoning Map Amendment to 1.3 Acres of Land on Willow Spring Drive.

This agenda item needs to be removed from the table.

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Plan REVISED.pdf

Zoning Map Amendment
ZMA2024-02

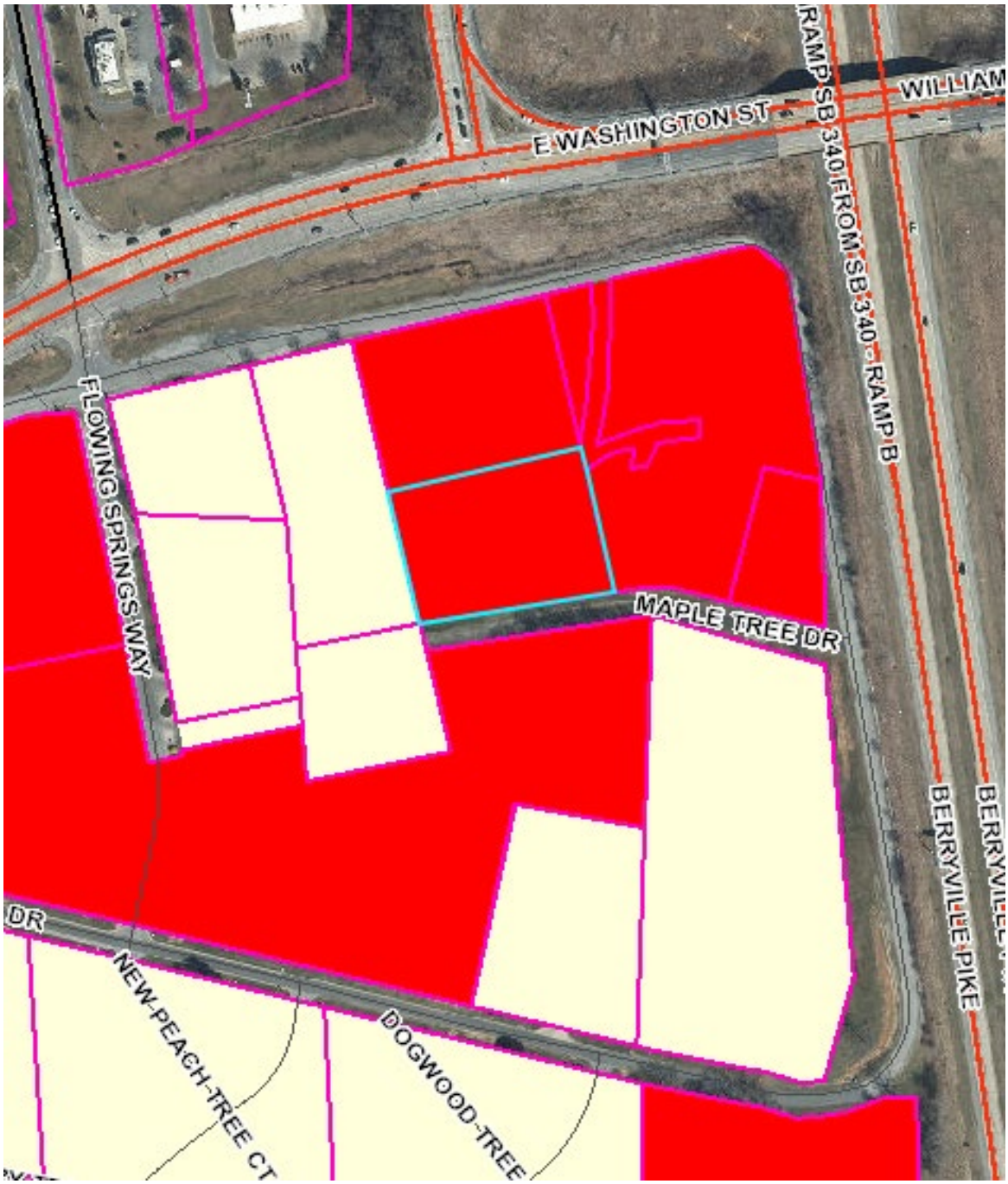
Date: For the July 1, 2024 City Council meeting
Applicant: Chris Hill on behalf of Tri-State Improvements LLC
Property Owner: FIRST CHARLES TOWN GROUP INC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Rezoning from General Commercial to Neighborhood Commercial
Property Location: Maple Tree Drive
Current Zoning: General Commercial



PROJECT OVERVIEW

A request to rezone approximately 1.31 acres of land from General Commercial to Neighborhood Commercial.

ZONING MAP



KEY

Red – General Commercial

Manilla – Subject to Jefferson County Zoning

PURPOSE

The proposed rezoning area is 1.31 acres. The purpose of the rezoning is to develop the parcel with a mixed-use structure with commercial units on the ground floor and residential units on the second and third floors. General Commercial does not permit residential uses, while Neighborhood Commercial permits both commercial and residential uses.

CRITERIA

For a rezoning to be approved, two criteria must be met. City Council must find either that:

1. *The amendment is consistent with the City's Comprehensive Plan,*

   The Comprehensive Plan describes this area as being for *Mixed Use Commercial*. The intent of the proposed Neighborhood Commercial zoning district is:

   "The purpose of the NC District is to provide for necessary Commercial Uses of a convenient nature within residential areas. The regulations which apply within the NC District are designed to ***encourage the formation and continuance*** *of a* ***stable, healthy and compatible environment*** *for* ***Uses*** *that are located so as to* ***provide nearby residential areas with convenient shopping and service facilities****;* ***reduce*** *traffic* ***congestion*** *and* ***avoid the development of "strip" business****. The residential character of the area surrounding NC District shall be of primary consideration."*

   The purpose of the *Mixed Use Commercial* land use in the 2040 Comprehensive Plan is:

   "Mixed Use Commercial Future Land Use plans provide for ***necessary commercial uses of a convenient nature within residential areas****. These plans encourage the formation and continuance of* ***stable, healthy, and compatible environments*** *that are located to* ***provide nearby residential*** *areas with convenient* ***shopping and service facilities****, reduce traffic* ***congestion****, and* ***avoid the development of strip malls****. The non-descript "anywhere USA" look and feel of strip malls are not desired.*

   This is similar with the Old Town Mixed Use (see page 72) which anticipates buildings pulled up to the front of the street and is a much more pedestrian centric environment. Compatibility and integration with residential character of the area surrounding the mixed use commercial zone shall be of primary consideration. ***The City prefers vertical mixed use commercial development*** *over horizontal mixed use development. However, in situations where horizontal mixed use development is proposed, greater attention to multimodal connectivity and accessibility will be imperative."*

The proposed use of the property and the proposed rezoning are in conformance with the Comprehensive Plan, which calls for vertical mixed us structures, which the applicant proposes to build on this site.

2. *Or that the amendment is not consistent with the Comprehensive Plan but that there have been major changes of an economic, physical, or social nature within the area involved that were not anticipated when the Comprehensive Plan was adopted and that such major changes have substantially altered the basic characteristics of the area.*

   The proposed rezoning amendment is in conformance with the Comprehensive Plan.

SPOT ZONING

The following information was provided by the City Attorney:

Spot zoning. (Black's Law Dictionary 1934)

Zoning of a particular piece of land without regard for the zoning of the larger area surrounding the land. Spot zoning can be illegal if it is inconsistent with a comprehensive zoning plan, the zoning surrounding the area, or the public health, safety, or general welfare.

Spot zoning gives advantages to the owner of a rezoned parcel that are not shared by others in the vicinity and is thus discriminatory. A critical factor in spot zoning is whether the public will benefit from the re-zoning. If the re-zoning would solely serve the landowner's interests, it should be considered an arbitrary, capricious, and unreasonable exercise of the legislative power and be deemed illegal spot zoning. However, if the purpose is to further the welfare of the public as part of the overall zoning plan, it should not be considered illegal even though the landowner may simultaneously benefit.

Another factor is whether the re-zoning is in accordance with the comprehensive plan. The language in Section 1321.12(A)(1)(a) of the ZO (requiring for a zoning amendment that Council find either that the amendment is consistent with the Comprehensive Plan or a change in conditions) is intended to ensure illegal spot zoning does not occur.

Contract zoning. (Black's Law Dictionary 1960)

1. Zoning according to an agreement, by which the landowner agrees to certain restrictions or conditions in exchange for more favorable zoning treatment.

This type of contract zoning is usually considered an illegal abandonment of the government's police power, because by private agreement, the government has committed itself to a particular type of zoning.

2. Rezoning of property to a less restrictive classification subject to the landowner's agreement to observe specified limitations on the use and physical development of the property that are not imposed on other property in the zone.

This device is frequently used when property is located in a more restrictive zone that borders on a less restrictive zone. In some cases, despite the fact that a landowner had previously entered an agreement with a governmental body to obtain its desired re-zoning, the landowner subsequently challenged the

agreement as illegally entered on the basis of contract zoning. The courts found the agreements unlawful and declared the imposed conditions unenforceable against the landowner

PLANNING COMMISSION

The Planning Commission held a public hearing for this item at their May 28, 2024 meeting. There was no public comment. The Commission discussed potential impacts and potential uses of the site. Following discussion, the Commission voted unanimously to recommend approval subject to the condition that "*Council should place conditions on the amount of commercial and residential space*".

CITY COUNCIL

Council held a first read of this item at their June 17, 2024 meeting. Based on legal guidance, Council tabled this item to the July 1st meeting.

CONCLUSION

Applicant proposes to rezone 1.31 acres of General Commercial zoned property to Neighborhood Commercial. The application is in conformance with the 2040 Comprehensive Plan, and combined with the applicant's proposed development, will result in the active use of a vacant parcel. A public hearing is scheduled for July 15, 2024.

RECOMMENDATION

Approval of first read, subject to the following condition:

1. The development of the site shall conform generally with the plans identified as SLD2024-02 dated 4/8/2024, subject to review by the Planning Commission, and as modified as required for approval by the same.

Petition No._____

RECEIVED
APR 09 2024
BY: VG

PETITION FOR ZONING AMENDMENT

Fee: $400

Zoning amendment petitions shall provide the following information:

1. Date 04/09/2024
2. APPLICANT'S NAME* Mr. Chris Hill; Tri-State Improvements, LLC
   - Address: PO Box 1 Kearneysville, WV 25430
   - Telephone Number (304) 2064791
   - Email Address chris@tristatewv.com
3. PROPERTY OWNER'S NAME First Charles Town Group
   - Address: PO Box 183, Charles Town, WV 25414
   - Telephone Number (304) 725 8250
   - Email Address Maria@fctwv.com
4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (list all parcels that apply)
   - Property Address: 669 Willow Springs Drive
   - Tax Map # and Parcel(s): Charles Town Corporation T.M. 15 parcel 9.26 9.27
   - Deed Book and Page: Plat Book 20 Page 92
   - Property Area in Square Feet or Acres: 63,011 SF and 56,904 SF

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

5. PROVIDE SCALED MAP, TO BE ATTACHED, OF THE PROPERTY CLEARLY SHOWING THE PROPERTY'S LOCATION AND PROPERTY AREA IN SQUARE FEET AND/OR ACRES:

See attached; sketch plan application

6. DESCRIPTION OF APPLICANT'S INTEREST IN THE PROPERTY:

Running concurrently to front parcels play center renovation, to construct a new mixed-use commercial and residential building with commercial rental space on the ground floor and apartments on floors 2 and 3

7. DESCRIPTION OF THE EXISTING (OR FORMER) USE(S) OF THE PROPERTY AND CURRENT ZONING:

Current zoning is General Commercial for this vacant lot

8. DESCRIPTION OF THE PROPOSED USE(S) OF THE PROPERTY AND REQUESTED ZONING DISTRICT:

Proposing to rezone to Neighborhood Commercial to allow for construction of new mixed use commercial and residential building, allowing for (5) new commercial storefront, 1 with drive-thru

9. DESCRIBE HOW THE ZONING MAP AMENDMENT WILL BE CONSISTENT WITH THE OBJECTIVES AND POLICIES OF THE COMPREHENSIVE PLAN:

This re-zoning will keep the commercial desire of the area and support the renovation of the current vacant steel building into a new play entertainment facility by allowing the construction apartments above the commercial storefronts, helping to support the revenue needed to develop the project

10. TIME SCHEDULE FOR DEVELOPMENT: (AS APPLICABLE)

As soon as final approvals are received.

11. PARCEL HISTORY (List all pending or previously approved applications on the subject parcels inventoried above, including previous site plan applications if this application is a site plan amendment)

Application No.	Project Name and Phase	Status	Approval Date

NOTES

Additional exhibits may be required by the Zoning Administrator such as a lot location survey or site plan showing existing and if applicable, proposed structures, easements, watercourses, curb cuts and description of the uses of adjacent property that are necessary to describe existing or proposed conditions.

Any desire to amend or withdraw this petition must be submitted in writing to the Zoning Administrator. Also, if ownership of any part of or all of the real property subject to the petition shall change during the pendency of the petition, the Petitioner shall be required to immediately advise the Zoning Administrator in writing.

APPLICANT'S CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Section 1321.12 and relevant provisions of the Charles Town Zoning Ordinance outlining the Zoning Amendment procedures.

Signature of Applicant _____ Date 4/8/24

Signature of Owner(s) (If different than Applicant)
Maria B. Wear Sec/Treas Date 4/9/2024

Please submit an original completed petition to the following:

Zoning Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

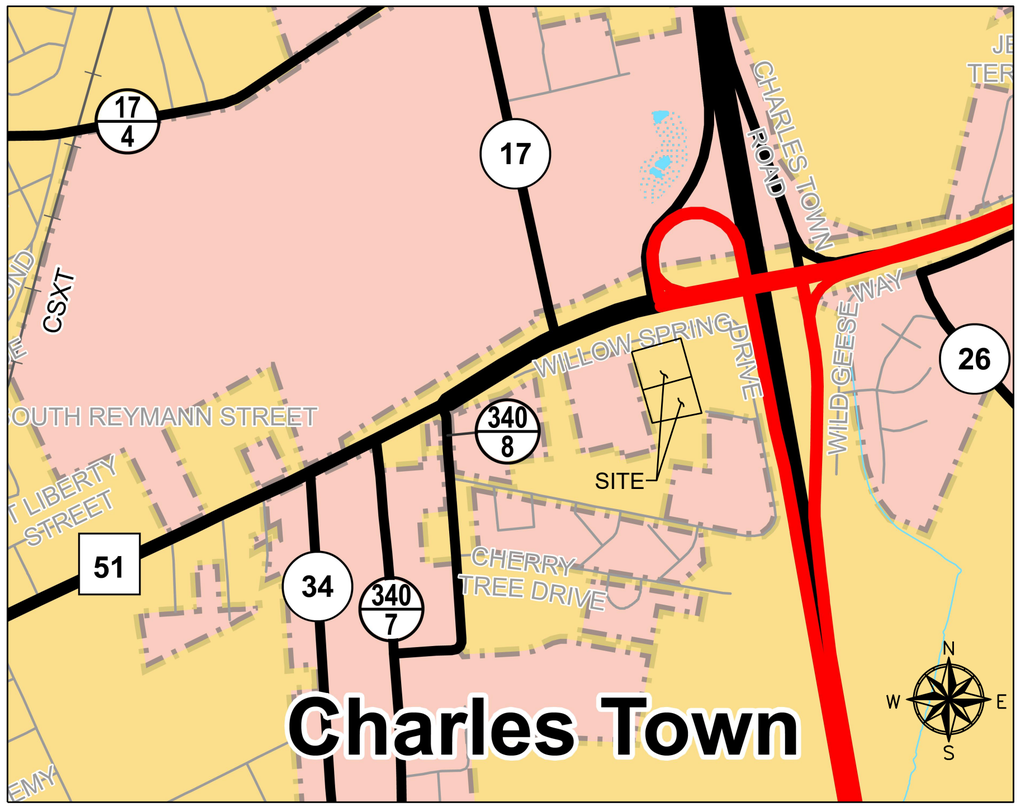
FOR CITY USE ONLY

Application Number:_____ Date Petition Received: 04/09/24

Fee: $ 400 Check No. 3011 Receipt No._____

City Council Approval:_____ Date:_____

Comments:_____



VICINITY MAP

SCALE: 1" = 600'

SKETCH PLAN

FOR

TRI-STATE IMPROVEMENTS, LLC

INDOOR PLAYGROUND BUILDING RENOVATION & NEW MULTI-PURPOSE BUILDING

ALPHA ASSOCIATES, INC.
535 W. KING STREET
MARTINSBURG, WV 25401
PHONE: 304-264-0051
TOLLFREE: 877-264-0051
www.thinkALPHAfirst.com

SITE INFORMATION

1. THIS PLAN WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY BE SUBJECT TO RECORDED OR UNRECORDED RIGHT-OF-WAYS, EASEMENTS, RESTRICTIONS OR EXEMPTIONS NOT SHOWN HEREON.
2. THE CURRENT ZONING OF THE VACANT REAR PROPERTY IS GENERAL COMMERCIAL. THE PROPOSED ZONING IS NEIGHBORHOOD COMMERCIAL.
3. THE PROPOSED USE OF THE SITE IS TO RENOVATE THE EXISTING VACANT BUILDING INTO AN INDOOR PLAYGROUND AND BUILD A NEW MULTIPURPOSE COMMERCIAL AND RESIDENTIAL BUILDING WITH COMMERCIAL RENTAL SPACES ON THE GROUND LEVEL FLOOR AND APARTMENTS ON FLOORS 2 AND 3.
4. EXISTING BUILDING IS CURRENTLY 21' TALL WITH A PLANNED 2ND FLOOR. IT WILL BE INCREASED TO 33'. THE NEW MIXED USE BUILDING ON THE REAR LOT WILL BE 44' TALL.
5. SOURCE OF BOUNDARY INFORMATION: PLAT FOUND IN PLAT CABINET 20 PAGE 92.
6. THERE ARE NO KNOWN COVENANTS ON THESE PROPERTIES.
7. PROPERTY ADDRESS: 669 WILLOW SPRINGS DRIVE, CHARLES TOWN, WV 25414.
8. WATER UTILITY SERVICES WILL BE PROVIDED BY CTUB.
9. SANITARY SEWER SERVICES WILL BE PROVIDED BY CTUB.
10. CONTOUR DATA AND BOUNDARY INFORMATION WERE GENERATED FROM LIDAR DATA AVAILABLE FROM THE WV GIS CLEARING HOUSE HOSTED BY WVU.EDU
11. THIS PROPERTY IS LOCATED ON FEMA MAP PANEL 54037C0137E, EFFECTIVE DATE 12/18/2009, AND IS DESIGNATED AS ZONE "X", AN AREA TO BE DETERMINED TO BE OUTSIDE THE 0.2% CHANCE FLOOD PLAIN.
12. THE SOILS ON THE SITE ARE AS FOLLOWS:
    Ub - URBAN LAND
    Uu - URBAN LAND - UDORTHENTS
    UwC - URBAN LAND-HAGERSTOWN COMPLEX, 0 TO 15 PERCENT SLOPES
13. THERE ARE NO WETLANDS ON THE SITE PER THE US FISH AND WILDLIFE SERVICE NATIONAL WETLANDS INVENTORY.
14. KNOWN EASEMENTS ARE SHOWN HEREON.
15. PROJECT LIMITS ARE NOT WITHIN 500' OF A STREAM.
16. NO RIGHT OF WAYS ARE PROPOSED WITH THIS PROJECT.
17. ALL PROPOSED UTILITY LINES SHALL BE UNDERGROUND.
18. CONTACT WVDOH A MINIMUM OF 24 HOURS PRIOR TO ANY WORK WITHIN THE WVDOH RIGHT OF WAY. (681)-320-2039
19. COORDINATE ALL UTILITY WORK WITHIN THE WVDOH RIGHT OF WAY WITH TOM CALDWELL. (681)-320-2040
20. THERE ARE NO FUTURE EASEMENTS OR RIGHTS OF WAYS TO CONNECT TO ADJOINING PROPERTIES.

ZONING ORDINANCE SUMMARY - NEIGHBORHOOD COMMERCIAL, PAR. 9.26 :

1. PROPOSED USE:
   PROPOSED BUILDING WILL BE MULTI-PURPOSE COMMERCIAL AND RESIDENTIAL WITH 5 - 2,300 SF COMMERCIAL SPACES AT GROUND LEVEL AND 12 RESIDENTIAL APARTMENTS ON FLOORS 2 AND 3.
2. LANDSCAPING:
   - IT WILL BE THE RESPONSIBILITY OF THE PROPERTY OWNER/ DEVELOPER TO REPLACE ANY TREES THAT DIE. ALL LANDSCAPING SHALL BE MAINTAINED BY THE PROPERTY OWNER/ DEVELOPER.
3. SITE LIGHTING WILL BE PROVIDED.
4. USE REQUIREMENTS:

	REQUIRED		PROVIDED
MINIMUM LOT SIZE:	6,000 SF		56,904 SF
MAXIMUM LOT SIZE:	20,000 SF ±		56,904 SF
MAXIMUM DENSITY	NO REQUIREMENT		N/A
MINIMUM LOT WIDTH:	NO REQUIREMENT		
MAXIMUM STORIES:	3		3
MAXIMUM LOT COVERAGE (RESIDENTIAL)	80% (MAX)		76%
MAXIMUM LOT COVERAGE (COMMERCIAL)	90% (MAX)		76%
BUILDING SETBACKS			
FRONT:	5' (MIN)		5'
SIDE:	10' (MIN)	(20' COMMERCIAL)	20'
REAR:	15' (MIN)		15'

5. PARKING TABULATIONS:
   - RESIDENTIAL APARTMENTS: 1.5 SPACES PER UNIT X 20 UNITS = 30 SPACES
   - PET SUPPLY STORE: 4.1 SPACES PER 1,000 SF = 48 SPACES (RETAIL EXAMPLE)

   TOTAL REQUIRED = 78

   TOTAL PROVIDED = 114 SPACES
   114 X 4% = 4.56 - 5 HANDICAP SPACES REQUIRED
   TOTAL HANDICAP PROVIDED = 6

ZONING ORDINANCE SUMMARY - GENERAL COMMERCIAL, PAR. 9.27:

1. PROPOSED USE:
   EXISTING VACANT BUILDING WILL BE REMODELED INTO AN INDOOR PLAYGROUND FACILITY
2. LANDSCAPING:
   - IT WILL BE THE RESPONSIBILITY OF THE PROPERTY OWNER/ DEVELOPER TO REPLACE ANY TREES THAT DIE. ALL LANDSCAPING SHALL BE MAINTAINED BY THE PROPERTY OWNER/ DEVELOPER.
3. SITE LIGHTING WILL BE PROVIDED.
4. USE REQUIREMENTS:

	REQUIRED	PROVIDED
MINIMUM LOT SIZE:	NO REQUIREMENT	63,011 SF
MAXIMUM LOT SIZE:	NO REQUIREMENT	63,011 SF
MAXIMUM DENSITY	NO REQUIREMENT	N/A
MINIMUM LOT WIDTH:	NO REQUIREMENT	
MAXIMUM STORIES:	5	2
MAXIMUM LOT COVERAGE (COMMERCIAL)	90% (MAX)	63%
BUILDING SETBACKS:		
FRONT:	40' (MIN) (EX. BLDG IS GRANDFATHER)	40'
SIDE:	10' (MIN) (25' COMMERCIAL)	10'
REAR:	30' (MIN)	30'

5. PARKING TABULATIONS:
   - RECREATIONAL COMMUNITY CENTER: 3 SPACES PER 1,000 SF X 12,000 SF = 36 SPACES (INDOOR PLAYGROUND)

   TOTAL REQUIRED = 36

   TOTAL PROVIDED = 114 SPACES
   114 X 4% = 4.56 - 5 HANDICAP SPACES REQUIRED
   TOTAL HANDICAP PROVIDED = 6

SKETCH PLAN

FOR

TRI-STATE IMPROVEMENTS, LLC

INDOOR PLAYGROUND BUILDING RENOVATION & NEW MULTI-PURPOSE BUILDING

CHARLES TOWN CORP. T.M. 15 PARS. 9.26 & 9.27 P.B. 20 PG. 92
JEFFERSON COUNTY, WEST VIRGINIA

OWNER/DEVELOPER:
TRI-STATE IMPROVEMENTS, LLC

ADDRESS:
PO BOX 1
KEARNEYSVILLE, WV 25430

PHONE:
410-206-4791

ATTN:
CHRIS HILL

PROJ. NO.:	2401013.00
DATE:	4/8/2024
REVISION 1:	4/29/2024

SHEET NO.:

1 OF 2

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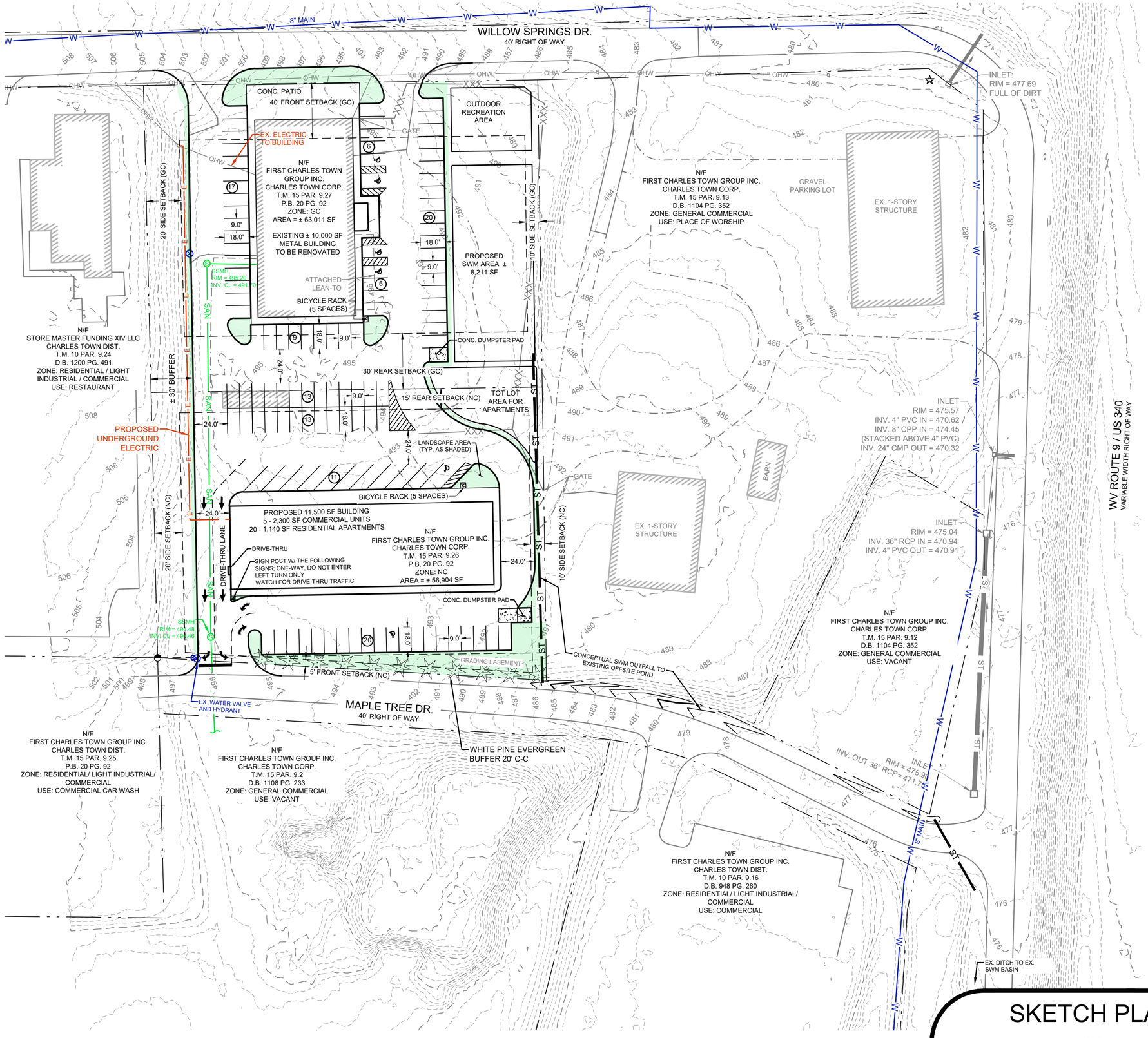

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LEGEND

- T.M. — TAX MAP NUMBER
- PAR. — PARCEL NUMBER
- D.B. — DEED BOOK
- PG. — PAGE NUMBER
- N/F — NOW OR FORMERLY
- SURVEY CONTROL POINT
- 5/8" REBAR WITH CAP FOUND
- CONCRETE MONUMENT
- REBAR FOUND
- IRON PIPE FOUND
- RAILROAD SPIKE SET
- POINT
- UTILITY POLE
- SANITARY MANHOLE
- STORM MANHOLE
- TELEPHONE MANHOLE
- WATER VALVE
- WATER METER
- FIRE HYDRANT
- SANITARY CLEAN-OUT
- SIGN
- PROPERTY LINE
- ADJOINER LINE
- BUILDING OUTLINE
- EDGE OF GRAVEL
- 5' CONTOUR INTERVAL
- 1' CONTOUR INTERVAL
- CHAIN-LINK FENCE
- SANITARY SEWER LINE
- WATER LINE
- STORM SEWER LINE
- OVER HEAD WIRES
- BUILDING SETBACK LINE
- LANDSCAPE AREA

0 25 50 100 Feet
1" = 50'

SKETCH PLAN

FOR

TRI-STATE IMPROVEMENTS, LLC

INDOOR PLAYGROUND BUILDING RENOVATION & NEW MULTI-PURPOSE BUILDING

CHARLES TOWN CORP. T.M. 15 PARS. 9.26 & 9.27 P.B. 20 PG. 92
JEFFERSON COUNTY, WEST VIRGINIA

OWNER/DEVELOPER:
TRI-STATE IMPROVEMENTS, LLC

ADDRESS:
PO BOX 1
KEARNEYSVILLE, WV 25430

PHONE:
410-206-4791

ATTN:
CHRIS HILL

PROJ. NO.:	2401013.00
DATE:	4/8/2024
REVISION 1:	4/29/2024

SHEET NO.:

2 OF 2

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-680: Second Reading and Consideration of an Amendment to the Zoning Ordinance of the City of Charles Town, West Virginia with Regard to Mobile Food Vendors

ATTACHMENTS:

- 2024-06-17 CC Report with redlines.pdf

Text Amendment Staff Report
Mobile Food Vendors
TXA2023-01

Date: For the June 17, 2024 City Council Meeting
Applicant: City of Charles Town
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Subdivision and Land Development Ordinance Text Amendment

OVERVIEW

Mobile food vendors are not listed in Zoning Ordinance *Table 1322.04 Zoning District Use Table* as a permitted use, and are not currently allowed in the City except by Special Event permit. This text amendment will add use standards for mobile food trucks to the City's Zoning Ordinance.

PLANNING COMMISSION

At their November 6, 2023 meeting, Council requested that this item be brought to the Planning Commission for review and set up for a future public hearing. A draft was brought to the Planning Commission for their January 30, 2024 work session. The Commission asked that City parks explicitly be allowed to host food trucks, and requested additional information from Staff on parking location restrictions. The Commission also discussed this item at their March 25, 2024 work session. A public hearing was held on May 28, 2024. There were no comments. After requesting a changes, the Commission unanimously voted to recommend **approval**.

CITY COUNCIL

City Council held a first reading of this text amendment ton June 3, 2024. Council requested several changes to the proposed text, which have been incorporated into this latest version.

PROPOSED TEXT

The proposed language will be inserted into the Zoning Ordinance Article 1323 *Supplemental Regulations* as entry (L).

(L) Mobile Food Vendor

In addition to the other applicable requirements of the City of Charles Town, Mobile Food Vendors shall also be governed by the following provisions:

1. **General Guidelines**
   a. Mobile Food Vendors shall only operate during specified hours of 7am to ~~7pm~~ 10pm, Monday-Sunday. Food trucks are permitted to operate at different hours from these, subject to approval of a Special Activity Permit.

   b. Only food and non-alcoholic drinks may be sold by the Mobile Food Vendor.

   c. In order to operate in the City of Charles Town, Mobile Food Vendors:
      (1) Shall obtain all applicable health department and State Fire Marshal permit(s)

before applying for a City Business License and Mobile Food Vendor Application.

(2) May not operate until all approvals are obtained through the City of Charles Town.

(3) Shall keep their Health Permit and Business License in plain sight for the public to view.

d. Food trucks are not permitted to set up seating, tents, or other items in such a manner as to negatively impact public safety. Sidewalks, handicap parking spaces, access ramps and stairs, and building entrances and exits, may not be blocked or have access impaired by a mobile food vendor. Sidewalks shall be considered blocked if there are less than ~~4 feet or less of room for passage.~~ 4 ft. of cleared space for passage.

e. Any ~~electricity~~ electric generator~~s~~ required for a Mobile Food Vendors located in the public right-of-way shall be self-contained and self-provided. Vendors shall not draw on public utilities from a public source without written authorization from the City. No utility cable shall be extended on or across any City street or sidewalk.

2. Location

a. Mobile Food Vendors are only permitted to operate in the locations as designated by the Zoning Ordinance~~, City Council~~ or Special Activity Permit. Parking and location spaces are not reserved for specific vendors.

b. Within the public right-of-way, mobile food vendors may only locate in parking spaces along the 100 block of N. Charles Street, the 100 block of N. Samuel Street, the 100 block of S. Samuel Street, and the 100 block of N. Lawrence Street.

c. Mobile food vendor vehicles are not exempt from City parking requirements and regulations.

d. Mobile food vendors may operate at City park properties and other public lands owned by the City, with each date of operation subject to approval of the City Manager.

e. Parking a mobile vending unit on private commercially zoned property is permitted if notarized written permission is given from the property owner, and such authorization is included with the application.

f. Food trucks are permitted to operate at other locations beyond those specified in subsections b and c above, subject to approval of a Special Activity Permit.

g. A Mobile Food Vendor is ~~not permitted to operate~~ prohibited from operating:

(1) Within 15 feet of any bus stop zone,

(2) Within 15 feet of a pedestrian crosswalk or intersection,

(3) Within 15 feet of a handicapped parking space.,
(4) Within any loading zone or other area where vehicles are prohibited to park.
(5) Within the public right-of-way in any residential zoning district in the City of Charles Town when not in use.

3. **Advertisement and Signage**
   a. Signage may be imprinted on the exterior body of a licensed mobile food establishment, and may additionally include the use of an attached or detached menu board. This is the only signage permitted.

   b. No banners or balloons may be attached to a mobile food unit or otherwise located on the mobile food site. No flashing or blinking or strobe lights are allowed.

4. **Noise**
   a. No Mobile Food Vendors shall make or cause to be made any unreasonable or excessive noise. No amplified music or announcements are permitted.
   b. All generators must operate at a level of sixty-five (65) decibels or lower when measured from a distance of fifteen (15) feet.

5. **Waste Material Disposal**
   a. All waste shall be removed and disposed of daily by the Mobile Food Vendor.
   b. No liquid or solid waste may be discharged from the Mobile Food Unit.
   c. Public trash receptacles shall not be used for disposal of waste that is directly generated by the Mobile Food Unit, such as grease, food scraps, food packaging material, and other waste products.
   d. Receptacles for the disposal of waste materials or other litter generated by the vendor must be provided for customers by the vendor.

6. **Approval Process:**
   a. The Zoning Administrator shall approve the issuance of a Mobile Food Vending License only if the application is complete, complies with the requirements of this Ordinance, including applicable Health Department approvals, City Business License and provided the application is accompanied by the required fee.

7. **Fees**:
   a. An application fee shall accompany each application. See the City of Charles Town Fee Schedule for the amount.

DEFINITION

Proposed amendment to Zoning Ordinance Article 1325 *Definitions*, would define the use as:

MOBILE FOOD VENDOR – A food service establishment that is self-propelled or otherwise designated to be movable from place to place, including but not limited to a licensed, motorized vehicle, mobile kitchen, cart, stand, or tent, and which operates temporarily on a premise where food items are sold to the general public.

ZONING USE TABLE

Table 1322.04, the Zoning Use Table is modified to read:

CHARLES TOWN ZONING ORDINANCE DISTRICT USE TABLE Key: P – Permitted Use S – Special Exception Use PA – Permitted Accessory Use SA – Special Exception Accessory Use		ZONING DISTRICTS						
		Residential Low Density	Residential Medium-High Density	Neighborhood Residential	Neighborhood Commercial	General Commercial	Old Town Mixed Use Commercials	Old Town Residential
ITE Code	Land Use	R-3	R-15	NR	NC	GC	OT-MUC	OT-R
RETAIL USES (ITE CODES 800 – 899)								
	Mobile Food Vendor			P	P	P	P	

Note: Recall that parking a mobile vending unit on private commercially zoned property is permitted if notarized written permission is given from the property owner, and such authorization is included with the application. The use of a food truck is only permitted on select City streets and on commercial zoned property with owner authorization. Neighborhood Residential requires that 10% of its development include commercial spaces, and those commercial lots would be allowed to have a food truck.

RECOMMENDATION

Approval

Motion: I motion to approve a first read of Text Amendment 2023-01, an amendment to the Zoning Ordinance to allow for mobile food vendors.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-691: Executive Session - Possible Land Acquisition

ATTACHMENTS:

2024-638: International Placemaking Conference Update

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-690: Smart Growth America Complete Streets Champions Convening Conference Update

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-640: Eastern Panhandle Home Consortium Council of WV Membership Discussion

ATTACHMENTS:

2024-686: Ward 4 Vacancy Candidate Appointment

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-692: Infrastructure Committee Recommendation for a Public Hearing at the August 5, 2024, City Council Meeting for Possible Traffic Pattern Changes to Park Street and Portions of Higgs Blvd and Maple Ave. Discussion

ATTACHMENTS:

- PUBLIC HEARINGnotice.pdf
- PUBLIC HEARING on _____ at 7PM at City Hall [101 E Washington St, Charles Town, WV 25414] in order to hear concerns related to these proposed changes to the traffic pattern..pdf
- Door Hanger - Park Street Charles Town.pdf

PUBLIC HEARING on __/__/__ at 7PM at City Hall



The City of Charles Town

is recommending that portions of

Higgs Blvd, Maple Ave, and **Park St** become

one-way travel roads in order to address traffic safety concerns while maintaining all available street parking.

In order to hear any concerns related to proposed changes, the City Council of Charles Town is hosting a

PUBLIC HEARING on __/__/__ at 7PM at City Hall

[*101 E Washington St, Charles Town*]

If you would like to provide comment on this proposal, you may attend the scheduled Public Hearing or contact:

Infrastructure Committee Chair:

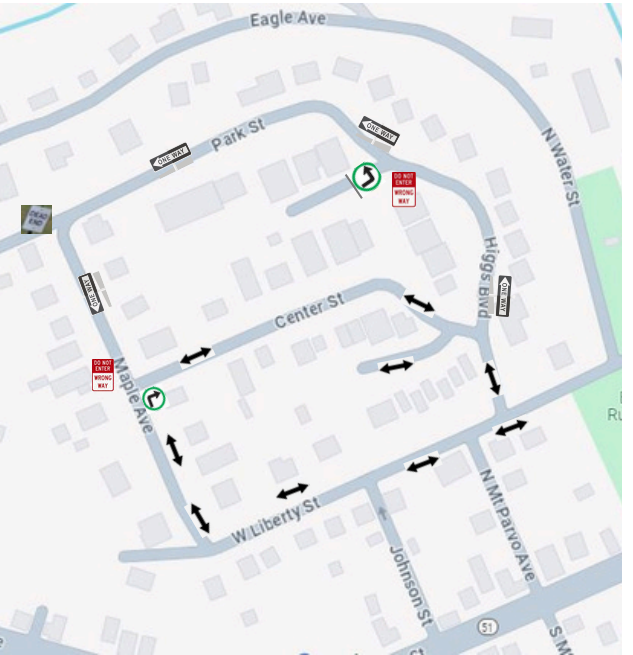
Elizabeth Ricketts, *Councilmember*

ericketts@charlestownwv.us +1 (304) 397-0115

John Nissel, *City Manager*

jnissel@charlestownwv.us +1 (304) 725-2311

PUBLIC HEARING on __/__/__ at 7PM at City Hall



[*101 E Washington St, Charles Town, WV*] in order to hear concerns related to proposed changes.

The City of Charles Town is recommending that portions of **Higgs Blvd**, **Maple Ave**, and **Park St** become **one-way** travel roads in order to address traffic safety concerns while maintaining all available street parking.

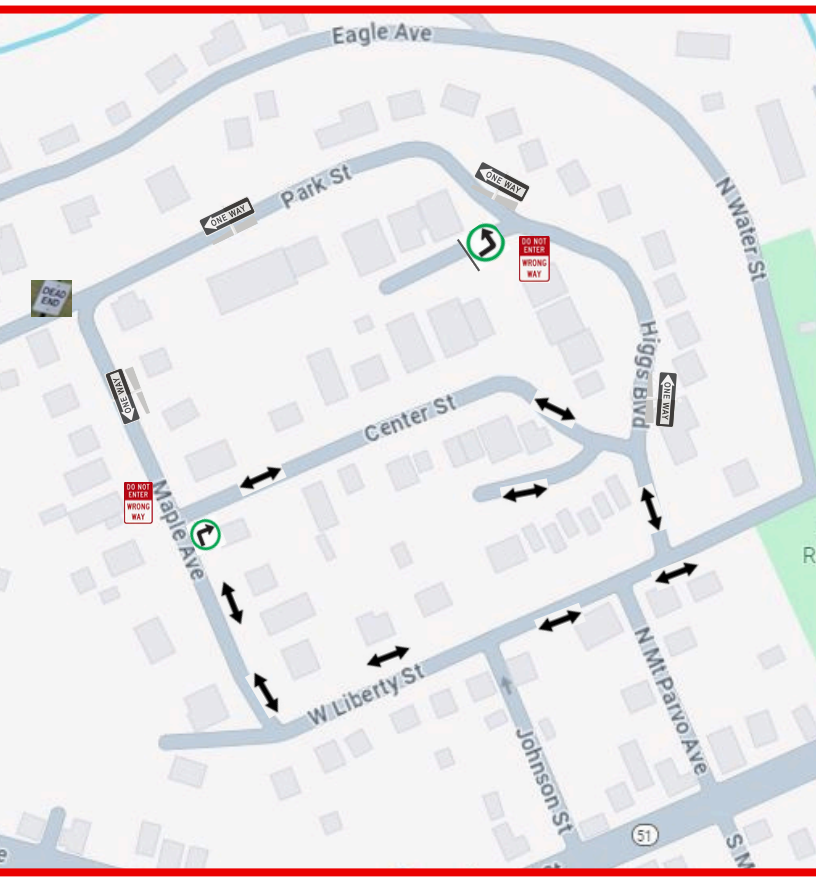
If approved by City Council, the traffic pattern changes would be expected in Fall 2024.

If you would like to provide comment on this proposal, you may attend the scheduled Public Hearing or contact:

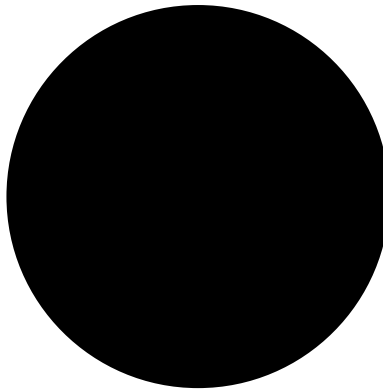
Infrastructure Committee Chair:
Elizabeth Ricketts, *Councilmember*
ericketts@charlestownwv.us
+1 (304) 397-0115

John Nissel, *City Manager*
jnissel@charlestownwv.us
+1 (304) 725-2311

The City of Charles Town
Infrastructure Committee
is recommending that portions of
Higgs Blvd, Park St, and Maple Ave
become one-way travel roads in order to address traffic safety concerns while maintaining all available street parking.



The southern portions of Maple Ave and Higgs Blvd, in addition to Center St and W. Liberty St will remain as two-way traffic.



The City of Charles Town will host a **PUBLIC HEARING** on

__/__/__

at 7PM at City Hall

[101 E Washington St, Charles Town, WV 25414]

in order to hear concerns related to these proposed changes to the traffic pattern.

If approved by City Council, the traffic pattern changes would be expected in Fall 2024.

In addition, if you would like to provide comment on this proposal, you may contact:

Infrastructure Committee Chair:
Elizabeth Ricketts, *Councilmember*
ericketts@charlestownwv.us
+1 (304) 397-0115

John Nissel, *City Manager*
jnissel@charlestownwv.us
+1 (304) 725-2311

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-693: Executive Session - Zoning

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-699: Payment of Bills - July 1, 2024

ATTACHMENTS:

- GENERAL FUND COUNCIL REPORT 2024 06 28.pdf
- CAPITAL RESERVE COUNCIL REPORT 2024 06 28.pdf
- PARKS N REC COUNCIL REPORT 2024 06 28.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10-42 TACTICAL LLC	6/28/24	NAME TAGS & PLACARDS	GENERAL FUND	POLICE DEPARTMENT	357.50
				TOTAL:	357.50
BLUE 360 MEDIA	6/28/24	LAW ENFORCEMENT GUIDE	GENERAL FUND	POLICE DEPARTMENT	155.81
				TOTAL:	155.81
BOARD OF TRUSTEES OF THE POLICE PENSIO	6/28/24	JUNE 24 POLICE PENSION	GENERAL FUND	POLICE DEPARTMENT	5,020.60
				TOTAL:	5,020.60
CINTAS	6/28/24	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	219.44
				TOTAL:	219.44
CITY OF CHARLES TOWN BOARD OF PARKS AN	6/28/24	MAY/JUNE 50% HOTEL/MOTEL T	GENERAL FUND	TRANSFERS	15,109.75
				TOTAL:	15,109.75
CITY OF CHARLES TOWN EPA RLF	6/28/24	MAR-APR24 KERNS TASK FORCE	CAPITAL RESERVE	NON-DEPARTMENTAL	3,419.36
	6/28/24	KERNS FEB24 TASK FORCE	CAPITAL RESERVE	NON-DEPARTMENTAL	1,698.03
				TOTAL:	5,117.39
CITY OF CT CAPITAL RESERVE	6/28/24	MAY/JUNE24 GAMING/LOTTERY	GENERAL FUND	TRANSFERS	73,328.62
	6/28/24	MAY/JUNE24 GAMING/LOTTERY	GENERAL FUND	TRANSFERS	1,484.80
	6/28/24	MAY/JUNE24 GAMING/LOTTERY	GENERAL FUND	TRANSFERS	27.09
	6/28/24	MAY/JUNE24 GAMING/LOTTERY	GENERAL FUND	TRANSFERS	19,491.52
				TOTAL:	94,332.03
COMCAST CORPORATION	6/28/24	CITY HALL INTERNET 6/9-7/8	GENERAL FUND	CITY HALL	290.37
				TOTAL:	290.37
CHARLES TOWN UTILITY BOARD	6/28/24	CTUB EMPLOYEE OT + TAX WV	GENERAL FUND	NON-DEPARTMENTAL	647.22
				TOTAL:	647.22
ELIZABETH ALEXANDER MORALES	6/28/24	JMP PAVILION RENTAL REFUND	GENERAL FUND	NON-DEPARTMENTAL	100.00
				TOTAL:	100.00
ELIZABETH RICKETTS	6/28/24	TRAVEL EXPENSES 6/6-6/8	GENERAL FUND	CITY COUNCIL	175.89
				TOTAL:	175.89
FIDELITY POWER SYSTEMS	6/28/24	PD GENERATOR COOLANT LEAK	GENERAL FUND	POLICE DEPARTMENT	1,382.00
				TOTAL:	1,382.00
FIRST-CITIZENS BANK & TRUST CO	6/28/24	CITY HALL COPIER	GENERAL FUND	CITY HALL	666.84
	6/28/24	CITY HALL COPIER	GENERAL FUND	CITY HALL	479.36
				TOTAL:	1,146.20
FRONTIER, INC.	6/28/24	PD RINGDOWN 6/22/24-7/21/2	GENERAL FUND	POLICE DEPARTMENT	55.56

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CHET HINES	6/28/24	FUEL REIMB HAPPY RETREAT	GENERAL FUND	NON-DEPARTMENTAL	8.43
	6/28/24	FUEL REINB HAPPY RETREAT	GENERAL FUND	NON-DEPARTMENTAL	11.69
	6/28/24	FUEL REIMB HAPPY RETREAT	GENERAL FUND	NON-DEPARTMENTAL	11.50
	6/28/24	BRUSH KILLER	GENERAL FUND	NON-DEPARTMENTAL	25.99
				TOTAL:	57.61
J.C. KUNKLE & ASSOCIATES, A.C., INC.	6/28/24	FY23 FINANCIAL COMPILATION	GENERAL FUND	TREASURER'S OFFICE	25,500.00
				TOTAL:	25,500.00
JEFFERSON COUNTY CONVENTION & VISITOR'	6/28/24	JUNE 2024 50% HOTEL/MOTEL	GENERAL FUND	VISITORS CENTER	5,455.13
				TOTAL:	5,455.13
JEFFERSON COUNTY PARKS & REC	6/28/24	2024 FIREWORKS EVENT CONTR	GENERAL FUND	TRANSFERS	4,000.00
				TOTAL:	4,000.00
KIMLEY-HORN AND ASSOCIATES, INC.	6/28/24	CT STRUCTURE ASSMT THRU MA	GENERAL FUND	PLANNING & ZONING	445.00
	6/28/24	CT SUPP THRU MAY24	GENERAL FUND	PLANNING & ZONING	3,769.07
				TOTAL:	4,214.07
LINCOLN NATIONAL LIFE INSURANCE COMPAN	6/28/24	MAY2024 INSURANCE PREMIUM	GENERAL FUND	ECONOMIC DEVELOPMENT	45.04
	6/28/24	MAY2024 INSURANCE PREMIUM	GENERAL FUND	CITY MANAGER'S OFFICE	137.29
	6/28/24	MAY2024 INSURANCE PREMIUM	GENERAL FUND	TREASURER'S OFFICE	165.22
	6/28/24	MAY2024 INSURANCE PREMIUM	GENERAL FUND	CITY CLERK'S OFFICE	37.67
	6/28/24	MAY2024 INSURANCE PREMIUM	GENERAL FUND	ENFORCEMENT AGENCY	45.43
	6/28/24	MAY2024 INSURANCE PREMIUM	GENERAL FUND	BUILDING INSPECTION	70.08
	6/28/24	MAY2024 INSURANCE PREMIUM	GENERAL FUND	PLANNING & ZONING	170.91
	6/28/24	MAY2024 INSURANCE PREMIUM	GENERAL FUND	CITY HALL	80.59
	6/28/24	MAY2024 INSURANCE PREMIUM	GENERAL FUND	CITY HALL	6.54
	6/28/24	MAY2024 INSURANCE PREMIUM	GENERAL FUND	PARKING	35.10
	6/28/24	MAY2024 INSURANCE PREMIUM	GENERAL FUND	POLICE DEPARTMENT	758.42
	6/28/24	MAY2024 INSURANCE PREMIUM	GENERAL FUND	STREETS & HIGHWAYS	161.56
				TOTAL:	1,713.85
MELISSA SEGURA	6/28/24	COURT TRANSLATOR 6/11/2024	GENERAL FUND	POLICE DEPARTMENT	75.00
				TOTAL:	75.00
MUNICIPAL FINANCE OFICERS ASSOCIATION	6/28/24	NEW MEMBSHIP MUNIC FINANCE	GENERAL FUND	TREASURER'S OFFICE	125.00
				TOTAL:	125.00
NATHAN DANIEL	6/28/24	CHARLESTON TRAVEL EXPENSES	GENERAL FUND	POLICE DEPARTMENT	96.00
	6/28/24	CHARLESTON TRAVEL EXPENSES	GENERAL FUND	POLICE DEPARTMENT	48.00
				TOTAL:	144.00
PITNEY BOWES	6/28/24	POSTAGE REFILL 12/06 12/29	GENERAL FUND	CITY HALL	400.00
				TOTAL:	400.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	969.19
SUSTAINABLE STRATEGIES DC	6/28/24	MAY BASE RETAINER- TRAVEL	GENERAL FUND	CITY MANAGER'S OFFICE	101.19
	6/28/24	MAY BASE RETAINER- TRAVEL	GENERAL FUND	CITY HALL	2,400.00
				TOTAL:	2,501.19
T-MOBILE	6/28/24	CELL SERV 5/21-6/21	GENERAL FUND	ECONOMIC DEVELOPMENT	31.99
	6/28/24	CELL SERV 5/21-6/21	GENERAL FUND	TREASURER'S OFFICE	31.99
	6/28/24	CELL SERV 5/21-6/21	GENERAL FUND	BUILDING INSPECTION	84.18
	6/28/24	CELL SERV 5/21-6/21	GENERAL FUND	BUILDING INSPECTION	42.09
	6/28/24	CELL SERV 5/21-6/21	GENERAL FUND	PLANNING & ZONING	35.70
	6/28/24	CELL SERV 5/21-6/21	GENERAL FUND	CITY HALL	31.99
	6/28/24	CELL SERV 5/21-6/21	GENERAL FUND	CITY HALL	105.60
	6/28/24	CELL SERV 5/21-6/21	GENERAL FUND	CITY HALL	85.01
	6/28/24	CELL SERV 5/21-6/21	GENERAL FUND	POLICE DEPARTMENT	2,999.96
	6/28/24	CELL SERV 5/21-6/21	GENERAL FUND	POLICE DEPARTMENT	35.70
	6/28/24	CELL SERV 5/21-6/21	GENERAL FUND	POLICE DEPARTMENT	210.00
	6/28/24	CELL SERV 5/21-6/21	GENERAL FUND	STREETS & HIGHWAYS	58.82
				TOTAL:	3,753.03
VITAL SIGNS PLUS, INC.	6/28/24	SIGN COROPLAST PUBLIC NOTI	GENERAL FUND	PLANNING & ZONING	600.00
	6/28/24	WV FEST 2024 BANNERS	GENERAL FUND	FAIR ASSOC/FESTIVAL	1,196.00
				TOTAL:	1,796.00

========== FUND TOTALS ==========

001	GENERAL FUND	173,191.42
200	CAPITAL RESERVE	5,117.39
	GRAND TOTAL:	178,308.81

TOTAL PAGES: 3

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 6/28/2024 THRU 6/28/2024

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ALPHA ASSOCIATES, INCORPORATED	6/28/24	AUGUSTINE AVE- TRAIL PHASE	CAPITAL RESERVE	CULTURE & RECREATION	7,800.00
				TOTAL:	7,800.00
ED JOHNSON & ASSOCIATES INC	6/28/24	PLAT OF RESURVEY EWVCF	CAPITAL RESERVE	STREETS & TRANSPORTATI	1,800.00
				TOTAL:	1,800.00

========== FUND TOTALS ==========

200	CAPITAL RESERVE	9,600.00
	GRAND TOTAL:	9,600.00

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 6/28/2024 THRU 6/28/2024

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
VITAL SIGNS PLUS, INC	6/28/24	TENNIS PLAQUES	PARKS & REC	NON-DEPARTMENTAL	152.00
				TOTAL:	152.00

========== FUND TOTALS ==========

207	PARKS & REC	152.00
	GRAND TOTAL:	152.00

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 6/28/2024 THRU 6/28/2024

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Ordinance Committee Report - June 17, 2024

ATTACHMENTS:

- Ordinance Meeting Minutes 6_17_24.pdf

City of Charles Town Ordinance Committee Report - June 17, 2024

Call to Order:
16:02

Committee Members In Attendance:

Rikki Twyford and Kevin Tester

Also in attendance: John Nissel - City Manager and Corey Lewis - CTPD

Agenda / Discussions:

2024 - 610: Outdoor Dining Ordinance
We recapped the discussion points from the May Ordinance meeting. We have asked for feedback from Liz Cook and owners of 2 downtown businesses. John will also consult with James Newman, CTUB, and CTPD.

- ***Recommendation to City Council:***
    - *None at this time*

2024 - 611: Parking - Article 365
We reviewed the suggestions made by the Parking Committee, as well as the votes from the April 16, 2024 City Council meeting. Here are our recommendations:

1. Enforcement Times –
Monday - Friday 6a - 6p
- We feel that initially the enforcement period was determined by the enforcement officer's 8 hour shift, however, we liken it to speeding. Always enforced on any given street, but an officer is only present a small portion of that time.
- Parking can be enforced by any officer, as needed.
- Per Corey, early morning and late afternoon are the busiest times.
- The early start time will help people who need to start earlier than 8 and cannot go back to the meter to feed it at 8 am.
- We felt that putting an enforcement time of 8 - 4 on the meters, but allowing the meters to accept money prior to 8 am can be seen as disingenuous and confusing.

2. Parking Time Limits
- All 2 hour meters become 4 hour meters.
- All 8 hour meters be referred to as "Daily" meters and are available for payment from 6a - 6p.

3. Handicap Parking – City 2-Hour Free Parking Zone
- The time limit for all handicap parking spaces in the 2-hour free zone is doubled and will be designated as such on the sign.
- We also suggest that the ordinance reflect that a person with a handicap placard can park for 4 hours in any space in this zone.

4. Handicap Parking – City Parking Zone
   - As much as we understand our desire to offer free parking to all residents with a handicap placard, the inability to monitor the time limit effectively without the use of the meter led us to suggest the meters in handicap parking spaces be commensurate with the zone it is in.

5. Holiday Parking
   - We agree that all meters should be bagged from Thanksgiving to New Years.
   - We think we should use red bags that say “Free Parking - 4 hour Time Limit” and green bags that say “Free Daily Parking - 12 hour time limit”.
   - This would prevent permit holders from using the red bagged spots, keeping the desired turnover.

6. Holiday Parking – Enforcement
   - The meters should be enforced as bagged - for time limit only.

7. Annual Parking Passes
   - No changes recommended.

8. Parking Zones –
   - Recommend approval

We also suggest that council members watch the recording of this Ordinance meeting for more context and feedback from Corey.

- ***Recommendation to City Council:***
  - *None at this time, but we wanted to offer our feedback ahead of time.*

Adjournment:
17:37

Next Meeting:
TBD