CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • JULY 15, 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

: **2024-733:** City Council Meeting Minutes - July 1, 2024
Council_Workshop_Minutes__1Jul2024_draft_rmt.pdf
CityCouncilMeetingMinutes_1Jul2024_Draft_rmt.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

: **2024-744:** Councilmember Elizabeth Rickett's Ward Report
Ward Report - July 2024.pdf

5. MAYOR'S REPORT

: **2024-727:** Oath of Office - Ms. Andie Sugrue - Ward 4 Councilmember

6. COMMITTEE REPORTS

: **2024-731:** Personnel Committee Meeting - July 8, 2024
Personnel Committee Report 7-8-24.docx

: **2024-732:** Finance Committee Meeting - July 10, 2024
FinanceCommitteeReport_10Jul2024.pdf

7. CITY MANAGER REPORT

: **2024-741:** City Manager Report - July 15, 2024
City Manager Report - July 15, 2024.pdf

: **2024-726:** Eastern Panhandle Home Consortium Council of WV Membership Discussion

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2024-739:** Public Hearing on the Second 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, Election Therein

: **2024-695:** Second 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
Article 104 - redlined.pdf

: **2024-738:** Public Hearing on the Second Reading and Consideration of a Zoning Map Amendment to 1.3 Acres of Land on Willow Spring Drive.

: **2024-729:** ZMA2024-02: Second 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 Set.pdf

10. NEW BUSINESS

: **2024-681:** FY2025 Coal Severance Fund Revision #1
FY25 Coal Severance Revision #1.pdf
FY25 Coal Severance Revision #1 State Worksheet.pdf

: **2024-736:** FY2025 General Fund Revision #1
FY 2025 GF Revision #1.pdf
FY25 GenFund Revision #1 State Worksheet.pdf

: **2024-716:** Discussion on the Roles and Responsibilities of the Community Resource Officer

: **2024-728:** VFW Outdoor Dining Letter
2024VFWOutdoorDiningLetter.docx

: **2024-735:** Charles Town Board of Parks and Recreation Application for Term Ending December 31, 2026.
Boards-and-Commissions-Application-January-2020.pdf

: **2024-737:** Possible Executive Session - City Manager Annual Review Process
Evaluating-the-City-Manager.pdf
Sample-Manager-Evaluation-Combined-Rated-by-Top-Level-Dimension.pdf
Sample-Manager-Evaluation-Narrative.pdf
Sample-Manager-Evaluation-Performance-Dimensions-Rated....pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2024-743:** Payment of Bills - July 15, 2024
GENERAL FUND COUNCIL REPORT 2024 07 12.pdf
PARKS N REC COUNCIL REPORT 2024 07 12.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING August 5, 2024, at 7:00PM

: **2024-730:** Infrastructure Committee Meeting Report - June 24, 2024
Infrastructure Report_ June 2024.pdf
ADA Transition Plan Workshop hosted in CT- June 2024.pdf

: **2024-734:** Charles Town Utility Board Meeting Minutes - May 22, 2024
2024.05.22 UB MINUTES.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: 07/15/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-733: City Council Meeting Minutes - July 1, 2024

ATTACHMENTS:

- Council_Workshop_Minutes__1Jul2024_draft_rmt.pdf
- CityCouncilMeetingMinutes_1Jul2024_Draft_rmt.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • July 1, 2024

Workshop **Council Chambers** **6:00 PM**

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Bob Trainor	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Julie Philabaum	Councilmember	Present	
Priscilla Rodd	Councilmember	Present	
Micheal George	Councilmember	Present	

Mr. John Nissel, City Manager; Ms. Alissa Meeks, Community Development Director; and Ms. Cindy Rezmer, Operations Director were also in attendance.

1. NEW BUSINESS

2024-683: Candidate Interviews for Ward 4 Vacancy

City Council conducted separate interviews with the five applicants for the open Ward 4 seat. Each interview was scheduled for 10 minutes and included questions from each of the Council members.

2. ADJOURNMENT

Mayor Trainor asked if there was any objection to adjourning the meeting. Hearing none he adjourned the meeting at 6:54PM.

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

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • July 1, 2024

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Bob Trainor	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Julie Philabaum	Councilmember	Present	
Priscilla Rodd	Councilmember	Present	
Micheal George	Councilmember	Present	

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

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2024-681: City Council Meeting Minutes - June 17, 2024

The following changes were made to the June 17, 2024, meeting minutes:

Packet page 6, Mayor's Report, fourth line: remove the word "**their**" between the words "Joint" and "Convention" to read "…Charles Town/Ranson Joint Convention and Visitors…".

Packet page 7, Police Chief Report, first line: Change "**Rikky Twiford**" to "**Rikki Twyford**".

3. PUBLIC COMMENT

Two people signed up for public comment.

Ms. Julie Smith thanked the City for its quick response to the road requiring repairs in the Greenfield Development, especially Bailey Brooks Way. She expressed her desire to have the repairs completed before school begins in August.

Mr. Duncan Ennis, owner of Joe & Joan Coffee, requested that the City expand the eligibility requirements for the Sidewalk Improvement Grant program to include those areas with existing structures and without existing sidewalks.

4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts had nothing to report.

Ward #2

Mr. Hynes had nothing to report.

Mr. Tester had nothing to report.

Ward #3

Ms. Philabaum had nothing to report.

Ms. Rodd reported that "Weed and Waste Wednesday" is scheduled for July 3, 2024; persons interested in participating should meet at the Skate Park – 10:00AM.

Ward #4

Mr. George had nothing to report.

5. MAYOR'S REPORT

Mayor Trainor reported attending the Community Outreach and African American Cemetery Memorialization Select Committees. He also read into the record a letter of appreciation from Jefferson County Community Ministries.

6. COMMITTEE REPORTS

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

Ms. Ricketts reviewed the Infrastructure Committee report, presented as a table drop, with the Council.

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

Ms. Ricketts reported that the Board of Parks and Recreation Commission did not meet due a lack of quorum. The next meeting is scheduled for July 25, 2024.

7. CITY MANAGER REPORT

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

Mr. Nissel reviewed his City Manager's report with the Council.

Mr. James Newman updated the Council on the several code enforcement actions that he had been directed to pursue.

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

Mr. Nissel updated the Council on his efforts to glean more clarifying information from the West Virginia Division of Highways (WV-DOH) concerning the WV Route 51 Feasibility Study. A. Morton Thomas and Associates (AMT), in support of the Study, has been conducting surveys with local residents. Mr. Nissel explained that additional information is needed from WV-DOH and AMT before the City can schedule a public meeting on the project. He will follow up with the Secretary of the WV Department of Transportation.

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

Ms. Rezmer updated the Council on the African American Cemetery memorialization project. She reported that a letter has been sent to property owners adjacent to the cemetery site requesting property access to determine the existence of possible additional interred persons' remains. Ms. Rezmer also reported that the Committee is researching the cemetery's history, identity of persons interred therein, and various memorialization options. She also discussed possible funding sources for the project. Mayor Trainor stated that a funding request for the project will be included in the City's FY2025 Capital Budget.

2024-689: Charles Town Utility Board Vacancy

Mr. Nissel informed the Council that there is a vacancy on the Charles Town Utility Board of Directors (CTUB) and he reviewed the vacancy announcement that will be posted on both the City and CTUB websites. The application deadline is July 23, 2024.

8. POLICE CHIEF REPORT

Lieutenant Manning had nothing to report.

9. UNFINISHED BUSINESS

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

Mr. George moved to remove this agenda item from the table. Mr. Hynes seconded the motion, and there were no objections.

After discussion, Mr. George moved to table this agenda item indefinitely. Mr. Hynes seconded the motion, and it passed by a 4-3 vote.

RESULT:	**TABLED [4-3]**
MOVER:	Micheal George
SECONDER:	Jeff Hynes
AYES:	Kratovil, Hynes, Tester, George
NAYS:	Ricketts, Philabaum, Rodd

Mr. George requested that an agenda item be added to the next regular Council meeting to discuss the duties and responsibilities of the Charles Town Police Department's Community Resource Officer position.

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

Mr. George moved to remove this agenda item from the table. Mr. Tester seconded the motion, and there were no objections.

Mr. Hynes, as the Council's representative on the Planning Commission, expressed the concern that the proposed rezoning could result in a primary Residential zone being surrounded by General Commercial zone.

Mr. Chris Hill, the developer who submitted the rezoning request, informed the Council that the current property owner [Mr. Peter

Chakmakian] has proposed recording a restrictive covenant on the property stating that residential structures cannot be established unless as part of a multi-use structure; commercial and residential.

Mr. Kratovil moved to approve the first reading of rezoning 1.3 Acres of Land on Willow Spring Drive from General Commercial to Neighborhood Commercial subject to the approval of the Planning Commission and a[n] [appropriate] restrictive covenant being recorded. Mr. Hynes seconded the motion, and it passed unanimously.

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

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

Mr. George moved to approve the 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. Mr. Tester seconded the motion, and it passed unanimously.

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

2024-691: Executive Session - Possible Land Acquisition

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

The Mayor declared the Council out of Executive Session.

There was no action taken by the Council on this agenda item.

10. NEW BUSINESS

2024-638: International Placemaking Conference Update

Ms. Ricketts reported on the International Placemaking Conference that she attended.

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

Ms. Ricketts reported on the Smart Growth America Complete Street Champions Convening Conference that she attended.

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

The Council directed the City Manager to obtain more information concerning the Eastern Panhandle Home Consortium Council of WV

position, including the application process, and to report his findings back to the Council at the next regular Council meeting.

2024-686: Ward 4 Vacancy Candidate Appointment

Mr. George moved to nominate Mr. Tony Troxel, Mr. Michael Waxler, Ms. Lleona Chew, Ms. Heidi Greenleaf, and Ms. Ursala (Andie) Sugrue for the Ward 4 Council vacancy. Mr. Tester seconded the motion, and there were no objections.

The Council voted as follows:

For Ms. Ursala (Andie) Sugrue: (5) – Mr. Kratovil, Ms. Ricketts, Mr. Hynes, Ms. Philabaum, Ms. Rodd

For Ms. Lleona Chew: (2) – Mayor Trainor, Mr. George

For Mr. Tony Troxel: (1) – Mr. Tester

Ms. Sugrue, having received five votes (the majority of the Council), was declared the appointee of the vacant Ward 4 Council seat. She is scheduled to be sworn in at the next regular Council meeting on July 15, 2024.

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

Mayor Trainor asked if there was any objection to scheduling a Public Hearing, to receive resident feedback on the Infrastructure Committee's proposed traffic pattern changes, at the August 5, 2024, regular Council meeting. There were no objections.

Mr. Nissel was directed to contact the Jefferson County Board of Education (BOE) to determine whether or not existing school bus stops will be impacted by the proposed traffic pattern changes and to report his findings no later than the August 5, 2024, Council meeting,

2024-693: Executive Session - Zoning

Mr. George moved to enter into Executive Session, Mr. Tester seconded the motion, and there were no objections. Mayor Trainor declared the Council in Executive Session.

Mayor Trainor declared the Council out of Executive Session.

For action taken by the Council on this agenda item see Agenda Item 2024-642.

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

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

Mr. Kratovil moved to approve 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, Mayor Trainor declared the meeting adjourned at 9:36PM.

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

2024-693: Ordinance Committee Report - June 17, 2024

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: 07/15/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-744: Councilmember Elizabeth Rickett's Ward Report

ATTACHMENTS:

- Ward Report - July 2024.pdf

Ward Report - Councilmember Elizabeth Ricketts - Ward 1

Thank you for your consideration of the following Ward Report for Monday **7/15/2024**

- **<u>Water Quality Report</u>** released by CTUB:
    - Only available online after the board and Manager decided last year to no longer mail paper copies to customers
    - Reporting violations due to clerical errors (3)
    - Some data is over a year old
    - PFAS "forever chemicals," lead and copper - questions remain
    - Would like to request a thorough *presentation by CTUB General Manager Stolipher* at an upcoming City Council meeting on the following:
        - **Lead and Copper Pipe** inventory status,
        - **new projects** (ie. extensions to Sam Michaels Park and Summit Point, renewal and replacement in downtown Charles Town),
        - **ongoing projects** (R&R Project at the wastewater treatment plant, pump station upgrades, Collections System Project) including any changes in the scope and timeline of these projects since the City Council approved ordinances and bonds

- Finance - Capital Budget discussions
    - After attending the Finance Committee meeting on Wednesday 7/10, I strongly feel that the **Capital Budget presentations** by the city department heads should be given to the entire City Council and not just the committee. Since the whole council will be voting on the adoption of the budget, the departmental requests, project timelines, and the impact on the city overall would best be considered by the full council.

- Infrastructure– general issues - reassessment of Paving Plan, street paving fee, definition of "street" to include "streetscape" i.e curbs, storm water, sidewalks, street trees/rain gardens, ADA transition requirements.
    - There was an immense amount of information at the **ADA Transition Planning** workshop hosted with HEPMPO last month. The city needs to formulate a plan for how to address compliance issues and an acknowledgement via a resolution or policy.
    - **MS4** requirements are coming as is the impending need for a new CTUB Wastewater Treatment facility.
    - The City needs to look at hosting an "**Infrastructure Day**." Similar to the strategic planning process but focused on internally reviewing and updating our current plans and preparing to address the issues we know are coming down the line.
    - The 34th anniversary of the passage of the **Americans with Disabilities Act** is July 26th and I encourage everyone on council and staff to read the law and take some available training on the topic: www.ada.gov/law-and-regs/ada/

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-727: Oath of Office - Ms. Andie Sugrue - Ward 4 Councilmember

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-731: Personnel Committee Meeting - July 8, 2024

ATTACHMENTS:

- Personnel Committee Report 7-8-24.docx

City of Charles Town Personnel Committee Report

July 8, 2024 Meeting

Call to Order at 5:00PM

1. **Persons present**: Personnel Committee Members Micheal George, Kevin Tester, Jeff Hynes and City Operations Director Cindy Rezmer. Autumn Hathy joined via Zoom at 5:20pm.

2. **Unfinished Business**

   2024-714: Employee Handbook Review

   Staff presented clarifying edits to section 4.07 on overtime and section 7.12 on holiday pay as requested at last Personnel Committee meeting. Added reference in overtime section to see holiday pay section so holiday overtime was more apparent. Also added vacation time to list of hours that do not count as hours worked for purposes of calculating overtime. Committee agreed with proposed changes.

   Committee continued reviewing numerous sections of employee handbook and the suggested changes recommended by Autymn Hathy. Input was provided to Autumn who will make changes and work on compiling all sections into a comprehensive version for review.

3. **New Business**

   2024-715: City Manager Annual Review

   Committee reviewed City Manager employment agreement and determined annual review was not needed because employment agreement already renewed. The City Manager was recently given and passed a 6 month review. Committee discussed annual review process and decision was made to add agenda item to next council meeting to discuss the process and look for guidance on the best methodology to effectively rate the City Manager.

4. **Meeting adjourned at 6:45 PM**

5. **Next Personnel Committee meeting is scheduled for 5:00pm, August 12, 2024.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-732: Finance Committee Meeting - July 10, 2024

ATTACHMENTS:

- FinanceCommitteeReport_10Jul2024.pdf

Drafted by: Bob Trainor - Chairman

Call to Order ooa 10:01AM

1. **Persons present:** Finance Committee Members Ms. Julie Philabaum, Mr. Jeff Hynes, and Mr. Bob Trainor; City Manager, Mr. John Nissel; Financial Director, Ms. Lori Nice; Operations Director, Ms. Cindy Rezmer; and Accounting Clerk, Ms. Briana Ballou.

2. **Unfinished Business**

2024-717: B&O Tax Waiver Request

Since there was no status change of the 3 requests that were previously tabled – Charles Town Pharmacy, Deez Donutz WV LLC (FN Flatbreads) and Carly Smith (Farmers Market Vendor) – the Committee did not remove these requests from the table.

Recommendations to the City Council: None at this time, information only.

2024-724: FY2024 Capital Budget Update

Staff presented the Committee with the updated FY2024 Capital Budget (Attachment (1)).

Recommendations to the City Council: None at this time, information only.

3. **New Business**

2024-718: B&O Tax Penalty Waiver Policy Discussion

The Committee unanimously agreed, that per Article 745.26 & 745.34, all assessed taxes, interest, and penalties must be paid in full prior to the Committee considering an appeal of any refund or credit to assessed taxes, interest, and penalties.

Recommendations to the City Council: None at this time, information only.

2024-719: FY2025 General Fund Budget Revision #1

Staff reviewed revision #1 to the City's FY2025 General Fund Budget with the Committee.

Note: there were significant increases in the City's FY2024 revenue streams and decreases in expenditures reflected in the proposed revision (Attachment (2)).

Recommendations to the City Council: Review and approve Revision 1 to the 2025 General Fund Budget.

2024-720: FY2025 Coal Severance Budget Revision #1

Staff reviewed revision #1 to the City's FY2025 Coal Severance Budget with the Committee.

Recommendations to the City Council: Review and approve Revision 1 to the 2025 Coal Severance Budget.

2024-721: New B&O Tax Waiver Requests

Per City of Charles Town Codified Ordinance 745, sections 745.26 & 745.34, the Committee considered the following Business and Occupation Tax (B&O) penalty waiver requests:

1) Donald Parris – The Committee agreed to waive the assessed penalty and to refund the assessed penalties paid of $550.00.
2) PI Tax Prep – The Committee agreed to waive the assessed penalty and to refund the assessed penalties paid of $250.00.
3) Grandma's Diner – The Committee agreed to waive the assessed penalty and to refund the assessed penalties paid $200.00.
4) Newman's Lawn Care – The Committee agreed to waive the assessed penalty and to refund the assessed penalties paid of $300.00.

The following waiver requests have been tabled by the Committee:

1) Alfredo's Mediterranean – Tabled pending proper tax filing and payment of their tax bill including all interest and penalties.
2) Amaya Ent. – Tabled pending proper tax filing and payment of their tax bill including all interest and penalties.
3) Go Metro – Tabled pending proper tax filing and payment of their tax bill including all interest and penalties.
4) Chris Mayo – Tabled pending proper tax filing and payment of their tax bill including all interest and penalties.
5) Newman's Lawn Care – Tabled pending proper tax filing and payment of their tax bill including all interest and penalties.

Recommendations to the City Council: None at this time, information only.

2024-722: FY2025 Capital Budget Discussion

Staff presented a draft version of the City's proposed FY2025 Capital Budget for review.

Recommendations to the City Council: Provide Capital Budget input to the Committee.

4. Finance Director's Report

2024-723: FY24 General Fund Year End Report

Ms. Lori Nice reviewed the City's FY2024 General Fund & Coal Severance Fund Year End Reports with the Committee. (Summaries included as Attachments (3) and (4)). She also provided the Committee with the June 30, 2024 Charles Town Bank Account balances (Attachment (5)).

Ms. Nice informed the Committee that the FY2023 audit is projected to be completed by the end of July 2024.

Recommendations to the City Council: None at this time, information only.

5. Tabled Items

B&O Tax Waiver Requests

1) Charles Town Pharmacy; 2) Deez Donutz WV LLC (FN Flatbreads); 3) Carly Smith (Farmers Market Vendor; 4) Alfredo's Mediterranean; 5) Amaya Ent; 6) Go Metro; 7) Chris Mayo; 8) Newman's Lawn Care

6. **Pending Items**

There were no pending items.

7. **The meeting was adjourned ooa 12:23PM**

8. **Next Scheduled Finance Committee meeting is 25 July 2024 at 2:30PM.**

the city of Charles Town, WV

FY 2024 Capital Reserve Budget

Updated: 10 July 2024

		PROJECTED	PENDING	APPROVED	REV 1 PROPOSAL	TOTAL	GRANT FUNDING	FY 2024 YTD ACTUAL	FY 2024 BUDGET BALANCE	
Carryover		$ 299,928	$ -	$ 299,928		$ 299,928	$ -	$ 299,928	$ -	Carryover balances implemented for FY2023 Capital Reserve - Improvement Budget.
Developer Fees		$ 100,000	$ -	$ 100,000		$ 100,000	$ -	$ 191,822	$ 91,822	Estimated based on FY2023 receipts - **Restricted**
Repaving Fees (Transferred from General Fund)		$ 130,000	$ -	$ 130,000		$ 130,000	$ -	$ 120,367	$ (9,633)	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
Lottery / Gaming Revenue (Transferred from General Fund)		$ 557,680	$ -	$ 557,680		$ 557,680	$ -	$ 1,463,977	$ 906,297	All lottery/gaming revenue remitted to Charles Town gets XFRD to Capital Reserve from GenFund (less expenses previously funded by Capital Fund but moved to GenFund for FY23)
Interest on Bank Accounts & Other Sources		$ 35,000	$ -	$ 35,000		$ 35,000	$ -	$ 69,767	$ 34,767	Reveue from 3 diferent interest bearing accounts FY2023- PD Vehicle Disposal Revenues & Insurance Claim -$18,750 + $23,750 = $42,500
ARPA Revenue designated for Grant Matching		$ 1,500,000	$ -	$ 1,500,000		$ 1,500,000	$ -	$ 1,500,000	$ -	*Per Council, $1.5 million of ARPA award has been designated as grant match funding source; ARPA funds budgeted in General Fund, so will XFR funds to Capital Reserve account as grants are completed via interfund reimbursement process.*
Grant Revenue - WVDOH TAP-II grant Augustine Avenue Trail Construction		$ -	$ -	$ 560,000		$ 560,000	$ 560,000	$ 6,127	$ (553,873)	*Design grant expected to be complete by close of FY23; will include FY24 TAP grant on construction once award details concrete and City commits to project in FY24 ($560K grant with $140K match)*
Grant Revenue - CDS _ Senator Capito Grant Augustine Avenue Trail Construction		$ -	$ -	$ 1,400,000		$ 1,400,000	$ 1,400,000		$ (1,400,000)	*Trail Completion*
Grant Revenue - COPS Grant		$ -	$ -	$ 400,000		$ 400,000	$ 400,000	$ 184,880	$ (215,120)	*PD Equipment Grant of $400K; will update number once award details provided (stretching $400K over X amount of award years)*
Grant Revenue - EARMARK - Liberty Street Flooding		$ -	$ -	$ 375,000		$ 375,000	$ 375,000		$ (375,000)	*Senator Earmark to mediate Liberty Street Flooding; requires $75Kmatch; will include the grant in revenues once award details concrete and City commits to project in FY24*
Grant Revenue - TAP George St Sidewalk			$ -	$ 511,229		$ 511,229	$ 511,229		$ (511,229)	*TAP Grant for the construction of George St Sidewalk; requires $127Kmatch; will include the grant in revenues once award details concrete and City commits to project in FY24*
Grant Revenue - LWCF JMP Pool		$ -	$ -	$ 250,000		$ 250,000	$ 250,000		$ (250,000)	*LWCF Grant for the renovation of JMP Pool; requires $250K match; will include the grant in revenues once award details concrete and City commits to renovations in FY24*
Receivables						$ -			$ -	
From Capital Reserve Account					$ 10,200	$ 10,200			$ (10,200)	$10,200 Quote for 661 AC Controller replacement
Total Revenues		**$ 2,622,608**	**$ -**	**$ 6,118,837**	**$ 10,200**	**$ 6,129,037**	**$ 3,496,229**	**$ 3,836,867**	**$ (2,292,170)**	

Attachment (1)
Page 1 of 3

EXPENDITURES	Priority	FY 2024 REQUESTED	FY 2024 RECOMMENDED	FY 2024 APPROVED	FY 2024 REV 1 PROPOSAL	FY 2024 TOTAL	FY 2024 GRANT FUNDING	FY 2024 YTD ACTUAL	FY 2024 BUDGET BALANCE	NOTES
Air Conditioner Controller for Charles Town Annex - 661	1	$ -	$ -	$ -	$ 10,200	$ 10,200			$ 10,200	Funding required to repair the AC controller system at the CTPD building. Since this funding was not included in the approved Capital Budget, recommend taking the funding from the City's Capital Reserve Account Note: $10,200 was paid from GF.
Liberty Street Flooding Mitigation - Grant Match	1	$ 305,774	$ 305,774	$ 305,774	$ -	$ 305,774		$ 25,319	$ 280,455	$680,774 Est Construction Cost - Grant = $375K; Match = $93,750; Balance = $212,024 Match + Balance = $304,774
Sidewalk Improvements - George Street - Grant Match	1	$ 127,807	$ 127,807	$ 127,807	$ -	$ 127,807		$ 102,246	$ 25,561	$639,036 Est Construction Cost - Grant = $511,229; Match = $127,807
Augustine Avenue Trail Design & Construction	1	$ 29,000	$ 29,000	$ 29,000	$ -	$ 29,000		$ 21,322	$ 7,678	Phase II design (Total = $145,000; Grant = $116,000 - Funded through WVDOT; City Match = $29,000). Anticipate design completion FY23/FY24.
Augustine Avenue Trail Construction - TAP II Grant	1	$ 140,000	$ 140,000	$ 140,000	$ -	$ 140,000		$ 140,000	$ -	Construction - 1 (Total = $700,000; Grant = $560,000 - Funded through WVDOT; City Match = $140,000). Anticipate construction begin FY24. An additional $1,700,000 estimated for project completion - CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2025
Augustine Avenue Trail Construction - CDS Grant	1	$ 350,000	$ -	$ -	$ -	$ -		$ 7,800	$ (7,800)	CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2025
Pool Renovation - Land & Water Conservation Fund (LWCF)	1	$ 250,000	$ 250,000	$ 250,000	$ -	$ 250,000			$ 250,000	Land & Water Conservation Grant for Pool House renovation = $250,00; City Match = $250,000 Total Pool renovation estimated at $2,500,000.
Technology Upgrades	1	$ 105,000	$ 105,000	$ 105,000	$ -	$ 105,000		$ 39,595	$ 65,405	Staff to develop a more detailed equipment replacement plan; FY24 Requests are $100K for general upgrades, $5K for vacant structure software. Note: $20,000 phones and $3900 website was paid out of GF.
Vehicles & Outfitting's	1	$ 67,500	$ 67,500	$ 67,500	$ -	$ 67,500	$ -	$ 64,839	$ 2,661	FY24 CTPD Vehicles purchased in FY23; funding requested: $54,500 for equipment covered under DOJ COPS EQUIP grant, $13,000 for Vehicle Labor and Graphics Cost not covered by DOJ grant. Note: $10,941.00 labor for installation paid from GF.
Basic Stormwater Improvements	1	$ 25,000	$ 25,000	$ 25,000	$ -	$ 25,000	$ -		$ 25,000	ACKNOWLEDGED IMPROVEMENT LOCATIONS - Install new sidewalk drain in 200 block of W. Washington (design completed - JW project); fix Paradise Alley storm drain; design improvements for 100 block of Shutter St; 400 block of S. Samuel, and culvert at 4th and Hunter
Security Fence / Shop Improvements	1	$ 45,000	$ 45,000	$ 45,000	$ -	$ 45,000	$ -		$ 45,000	Install perimeter fence along Evitts Run to improve lack of security of City Asset
City Hall Renovations	1	$ 50,000	$ 50,000	$ 50,000	$ -	$ 50,000	$ -		$ 50,000	Planning and design fees for City Hall renovations (none of FY23 appropriation spent on design services yet); FY24 proposed amount to fund space and feasability study for current and future needs of all City buildings
City Hall Renovations - Facade repairs	1	$ 50,000	$ 50,000	$ 50,000	$ -	$ 50,000	$ -	$ 49,689	$ 311	Assessment and repairs to the City Hall building façade
General Infrastructure Improvements	1	$ 30,000	$ 25,000	$ 25,000	$ -	$ 25,000		$ 6,279	$ 18,721	FY22 expense - Brooke Street Sinkhole remediation; FY24 includes City Hall security upgrades ($25K) and minor City Hall renovation for additional office spaces to accommodate CDD staff ($5K)
Finance Software Upgrades	1	$ 80,000	$ 80,000	$ 80,000	$ -	$ 80,000	$ -		$ 80,000	Current Finance Software (Incode 9) will become incompatible with continually updated windows platforms in near term future; requesting funding to upgrade to Incode 10 or pursue new software.
Maintenance Department Equipment Purchases	1	$ 235,000	$ 235,000	$ 235,000	$ -	$ 235,000	$ -	$ 160,454	$ 74,546	Leaf Vacuum & Box - $85,000; Tractor/Backhoe - $100,000; and: Maintenance Truck - $50,000; Note: $46,085 Truck was purchased in FY 2023.
Pool Renovation	1	$ 2,700,000	$ 100,000	$ 100,000	$ -	$ 100,000	$ -	$ 2,593	$ 97,408	In support of identified LWCF grant funding expected to be required for FY2024. A FY2024 Congressional Directed Funding request for $1,500,000 pends

EXPENDITURES	Priority	FY 2024 REQUESTED	FY 2024 RECOMMENDED	FY 2024 APPROVED	FY 2024 REV 1 PROPOSAL	FY 2024 TOTAL	FY 2024 GRANT FUNDING	FY 2024 YTD ACTUAL	FY 2024 BUDGET BALANCE	NOTES
Street Paving / Improvements	2	$ 300,000	$ 130,000	$ 130,000	$ -	$ 130,000	$ -		$ 130,000	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs. Due to large scope and delays in the Request for Bid process, Finance Committee recommends caping FY2024 paving/repairs expenses at $300K.; $130K FY24 income; **$170K from paving reserves**
Public Arts District - Wayfinding signage - 3-year program	2	$ 100,000	$ 100,000	$ 100,000	$ -	$ 100,000		$ 2,600	$ 97,400	CDD REQUEST $100K for wayfinding signage implementation phase 1 cost (3 years of phases) (request related to 2023 CTNOW ARPA Request)
City Hall Vehicles	2	$ 45,000	$ 45,000	$ 45,000	$ -	$ 45,000	$ -	$ 40,486	$ 4,514	City vehicle for code enforcement/building inspection staff. Currently Building Inspector is using private vehicle
Mordington Avenue Sidewalk Design	3	$ 110,000	$ -	$ -	$ -	$ -	$ -		$ -	CDD REQUEST Design and fund construction documents of Mordington Ave sidewalk from S George St to S West St. Currently included in FY2024 Congressional Directed Funding Request
Parking Meters	3	$ 5,000	$ 5,000	$ 5,000	$ -	$ 5,000	$ -	$ 5,011	$ (11)	Routine replacement of a portion of the parking meters (25) in the downtown parking district
Charles Street Flooding	3	$ 50,000	$ 50,000	$ 50,000	$ -	$ 50,000	$ -		$ 50,000	Engineering costs to determine Charles Street flooding mitigation
Maintenance Department Street Sweeper replacement	3	$ 250,000	$ -	$ -	$ -	$ -	$ -		$ -	Finance Committee recommends rescheduling in FY2025
Amenities & Replacements / Park Upgrades	3	$ 40,000	$ -	$ -	$ -	$ -	$ -		$ -	Finance Committee recommends reevaluation after the Master Parks Plan is completed and approved
Master Park Planning	3	$ 75,000	$ 75,000	$ 75,000	$ (75,000)	$ -	$ -		$ -	Development of the City's Master Parks Plan **Staff Recommends deferring this item due to higher than expected quotes.**
Walking Bridges at Happy Retreat and Evitts Run Park	3	$ 25,000	$ -	$ 25,000	$ 75,000	$ 100,000	$ -		$ 100,000	Finance Committee recommends reevaluation after the Master Parks Plan is completed and approved
Skate Park	3	$ 40,000	$ -	$ 40,000	$ -	$ 40,000	$ -		$ 40,000	Finance Committee recommends reevaluation after the Master Parks Plan is completed and approved
Depot Park Land Acquisition	3	$ 360,000	$ 360,000	$ 360,000	$ -	$ 360,000			$ 360,000	Place holder for possible land acquisition from APUS for the Depot Park initiative
Charles Town Police Department Equipment (COPS Grant)	2	$ 108,112	$ -	$ 108,112	$ -	$ 108,112	$ -	$ 75,201	$ 32,911	Funding requested: $81,600 for equipment covered under DOJ COPS EQUIP grant ($13.6K for pursuit stop stick, $34K for trauma kits, $34K for ballistic shields), $5,512 for taser not covered by DOJ grant, $21,000 in reserve funding for future FY equipment purchases. Note: $33,999.88 AEDs paid from GF.
TOTALS		**$ 6,098,193**	**$ 2,400,081**	**$ 2,573,193**	**$ 10,200**	**$ 2,583,393**	**$ -**	**$ 743,434**	**$ 1,839,959**	
BALANCE		**$ (3,475,585)**	**$ 222,527**	**$ 3,545,644**	**$ -**	**$ 3,545,644**	**$ 3,496,229**	**$ 3,093,433**	**$ (4,132,129)**	

LGSD BR (Ver. 2020)

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-5090
Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
Fiscal Year Ending: FY25
Fund: 1
Revision Number: 1
Pages: 1 of 2

City of Charles Town
GOVERNMENT ENTITY

Person To Contact Regarding Request:
Name: Lori Nice
Phone: 304-724-3257
Fax:
Email: lnice@charlestownwv.us

101 E. Washington Street
STREET OR PO BOX

Charles Town | 25414
CITY | ZIP CODE

Municipality
Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	1,200,000	3,524,453		4,724,453
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 3,524,453

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
412	City Manager's Office	256,770	2,600		259,370
413	Treasurer's Office	400,800	2,200		403,000
415	City Clerk	93,254	1,100		94,354
417	City Attorney	225,000	4,000		229,000
425	Enforcement Agency	152,794	1,500		154,294
436	Building Inspection	124,431	5,000		129,431
437	Planning & Zoning	410,125	550		410,675
440	City Hall	726,504	34,500		761,004
571	Parking	78,414	2,200		80,614
699	Contingencies*	254,996	95,004		350,000

NET INCREASE/(DECREASE) Expenditures 3,524,453

APPROVED BY THE STATE AUDITOR

BY:
Deputy State Auditor, Local Government Services Division **Date**

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Attachment (2)
Page 1 of 2

EXPENDITURES (CONT'D) City of Charles Town

LGSD: BR City of Charles Town CONTROL NUMBER: FY25 (FY) 1 (FUND) 1 (REV#)

BUDGET REVISION REQUEST-SUPPLEMENT

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
700	Police Department	2,757,898	16,200		2,774,098
750	Streets and Highways	622,191	38,080		660,271
903	Fair Associations/Festivals	62,100	3,200		65,300
698	Transfers/Reimb. (Audit Findings)	1,759,452	3,318,319		5,077,771
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
		NET INCREASE/(DECREASE) Expenditures (this page)			3,375,799

Attachment (2)
Page 2 of 2

BALANCE SHEET
AS OF: JUNE 30TH, 2024

001-GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
001-10101	CASH-OPERATING GEN FUND2792	4,614,922.23		
001-10600	Petty Cash-City Hall	250.00		
001-10650	Petty Cash-Police Dept.	600.00		
001-11000	Special Assessment/Paving	17,286.27		
001-11001	Special Assmt/Parks & Rec	24.08		
001-11002	Special Assmt/EMS Fee	(152.61)		
001-11100	Accounts Receivable	10,910.19		
001-11101	GRANTS RECEIVABLE	3,841.33		
001-11110	RENT RECEIVABLE - LANDLORD LLC	4.00		
001-11300	Uncollectible Accts	(15,000.00)		
001-11400	Due From Other Funds	69,996.02		
001-11401	DUE FROM CAPITAL RESERVE	16,921.07		
001-11402	DUE FROM WATER DEPT	(1,345.44)		
001-11403	DUE FROM PARKS & REC	26,920.00		
001-11600	Accounts Receivable - Misc	86,777.54		
			4,831,954.68	
	TOTAL ASSETS			4,831,954.68
LIABILITIES				
001-20100	Accounts Payable	26,732.16		
001-20101	Court Bonds Payable	9,745.00		
001-20102	ACCOUNTS PAYABLE - MANUAL	14,906.95		
001-20105	State Court Fees Payable	5,611.09		
001-20107	TEEN COURT FEES PAYABLE	525.52		
001-21500	DUE TO PARKS & RECREATION	100.00		
001-21780	CHARLES WASHING HALL LANDLORD	38,996.76		
001-22200	Federal Taxes Payable	2.00		
001-22400	Retirement Contributions Payab	20,692.71		
001-22500	Insurance Contributions Payabl	(2,191.90)		
001-22501	Dental & Vision Payable	4,021.43		
001-22605	GARNISHMENTS PAYABLE	230.77		
001-22800	Misc Payroll Withheld	(4,812.21)		
001-22900	PCARD LIABILITY (UNITED)	(26,139.40)		
001-24200	Prepaids	19,080.92		
	TOTAL LIABILITIES		107,501.80	
EQUITY				
001-29900	Fund Balance	5,363,788.53		
	TOTAL BEGINNING EQUITY	5,363,788.53		
	TOTAL REVENUE	8,048,998.09		
	TOTAL EXPENSES	8,688,333.74		
	TOTAL INCREASE/(DECREASE) IN FUND BAL.	(639,335.65)		
	TOTAL EQUITY & FUND BALANCE		4,724,452.88	
	TOTAL LIABILITIES, EQUITY & FUND BALANCE			4,831,954.68

Carry over amount

Attachment (3)

Attachment (4)

7-04-2024 10:59 AM CITY OF CHARLES TOWN PAGE: 1

BALANCE SHEET
AS OF: JUNE 30TH, 2024

002-COAL SEVERANCE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
002-10101	CASH - COAL SEVERANCE 2946	155,791.81		
			155,791.81	
	TOTAL ASSETS			155,791.81
LIABILITIES				
EQUITY				
002-29900	FUND BALANCE	133,933.20		
	TOTAL BEGINNING EQUITY	133,933.20		
	TOTAL REVENUE	21,858.61		
	TOTAL INCREASE/(DECREASE) IN FUND BAL.	21,858.61		
	TOTAL EQUITY & FUND BALANCE		155,791.81	
	TOTAL LIABILITIES, EQUITY & FUND BALANCE			155,791.81

Carry over amount

City of Charles Town
Bank Account Balances
As of June 30, 2024

Account	***Balance***
Gen Fund	4,603,275.33
Coal Severance	155,791.81
Summit Residual Fund	717,221.77
Sales Tax	3,594,916.08
CWH Landlord	635,649.17
Housing Rehab	65,439.48
Evidence Acct	0.75
Investigation Acct	45,399.75
Federal Equitable	96,879.13
Opiod Settlement Fund	199,637.02
ARPA	8,943.94
PD Employees	968.83
Cap Reserve	4,881,214.63
Broker Buster	1,472,865.37
EPA Relief	204,652.94
Parks and Rec	149,437.50
P&R CIP Donations	7,799.64
Building Comm	187,319.50
Police Pension	20,172.93
Bond Escrow	184,444.00
Total	***17,232,029.57***

Attachment (5)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-741: City Manager Report - July 15, 2024

ATTACHMENTS:

- City Manager Report - July 15, 2024.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 Manager Report
July 15, 2024

- Eastern Panhandle Home Consortium update.
- After an extensive search we have just hired Stephanie Grove as our City Attorney. Ms. Grove comes to us with 10 years of experience as an Assistant Prosecutor for Jefferson County and 6 years as the Jefferson County Administrator and currently sits as the Town Administrator for Shepherdstown. Stephanie will join our team on Monday, August 12th.
- We conducted a pre-bid meeting for the Liberty Street project and expect that a contractor for the work will be selected soon.
- Our Intern Georgia has been doing a fantastic job this summer and here are accomplishments thus far.
    * Scanned in over 200 documents so far, with more to go.
    * Completed an inventory of bonds the City holds.
    * Drafted minutes for the Historic Landmarks Commission
    * Put together 300 + public notice letters
    * Organized the address folders which are used by the City Planner for research and archiving
    * Assisted staff in zoning enforcement by taking pictures and notes
    * A variety of research tasks

2024-726: Eastern Panhandle Home Consortium Council of WV Membership Discussion

The city manager will give a report on the position and the criteria for submitting applications.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-739: Public Hearing on the Second 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, Election Therein

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-695: Second 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

ATTACHMENTS:

- Article 104 - redlined.pdf

ARTICLE 104
Wards, Elections Therein

104.01 Redistricting of City wards and certification of City Ward Map.

CROSS REFERENCES

Municipal elections - see W. Va. Code 3-1-2(a)

Municipal voting precincts - see W. Va. Code 3-1-6

104.01 REDISTRICTING OF CITY WARDS AND CERTIFICATION OF CITY WARD MAP.

(a) Upon the acceptance of adjusted Jefferson County voting precinct lines by the Jefferson County Commission, the City shall determine the need for the redistricting of City wards, based on the adjustment of County voting precincts and/or the population distribution within the limits of the City of Charles Town. City ward boundaries shall coincide with Jefferson County voting precinct lines as nearly as possible, provided that the population total within each ward deviates no more than 10% of one-quarter of the total population of the City of Charles Town, as determined by the most recent U.S. Census numbers. City administration shall prepare an updated City ward map for presentation to the Charles Town City Council.

(b) If the deviation in each City ward is 10% or less of one-quarter of the total population of the City of Charles Town, as determined by the most recent U.S. Census, the Charles Town City Council shall certify the ward map and instruct the City Clerk to affix the City seal to the map. If a deviation of more than 10% of one-quarter of the total population of the City of Charles Town exists in any one City ward, the Charles Town City Council shall direct City administration to prepare an updated City ward map, and present to the Charles Town City Council for approval and affixation of the City seal. Upon approval and fixation of the City seal to the City ward map, the City Clerk's office shall maintain the ~~current~~ ward map approved by Charles Town City Council on XX/DD/YYYY and make it available to the public. (Passed 10-20-14)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-738: Public Hearing on the Second Reading and Consideration of a Zoning Map Amendment to 1.3 Acres of Land on Willow Spring Drive.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-729: ZMA2024-02: Second Reading and Consideration of a Zoning Map Amendment to 1.3 Acres of Land on Willow Spring Drive.

ATTACHMENTS:

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

Zoning Map Amendment

ZMA2024-02

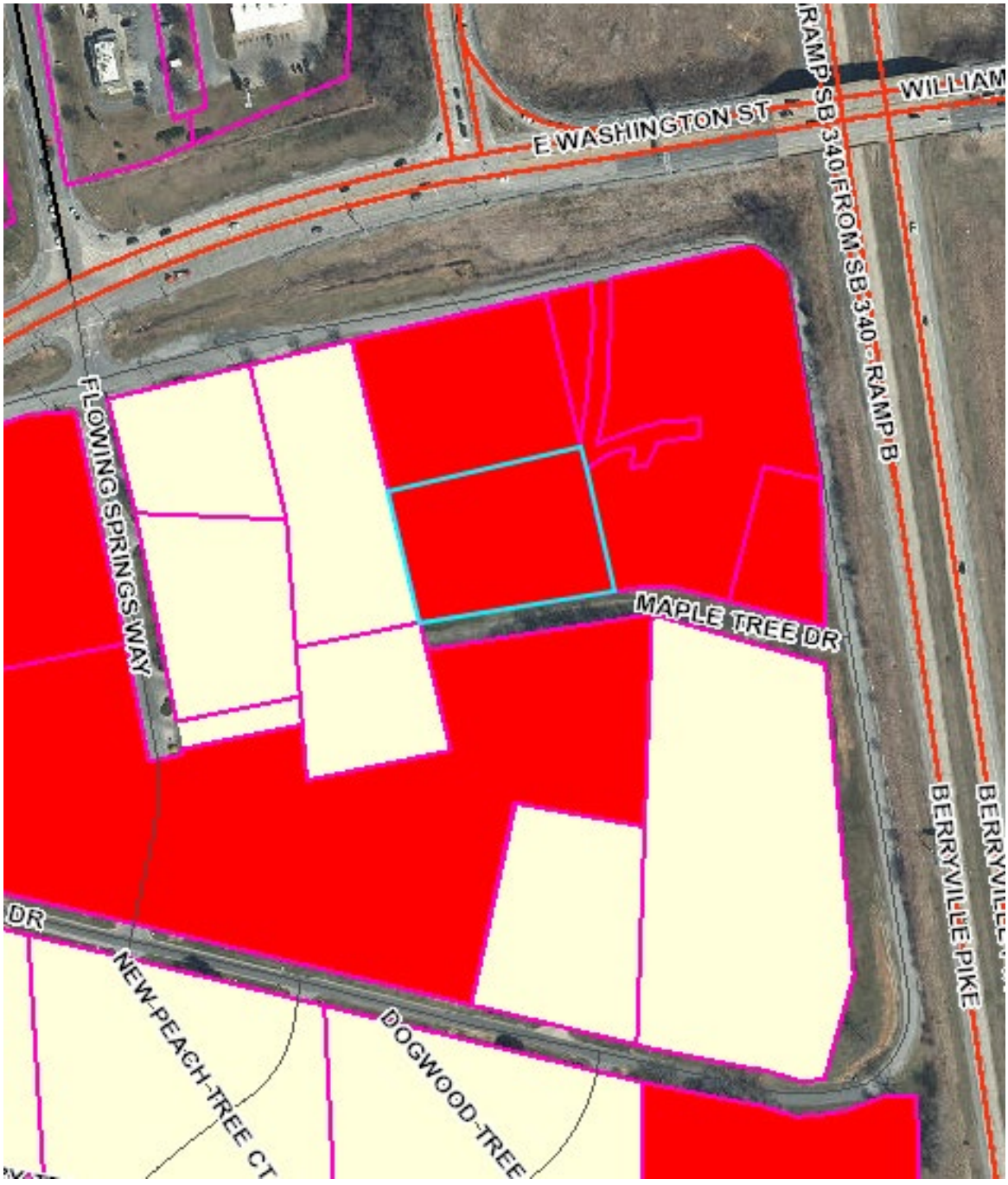
Date: For the July 15, 2024 City Council meeting
Applicant: Chris Hill on behalf of Tri-State Improvements LLC
Property Owner: FIRST CHARLES TOWN GROUP INC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Rezoning from General Commercial to Neighborhood Commercial
Property 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:

A. Vertical mixed use, which the applicant proposes to build.
B. Commercial uses of a convenient nature within residential areas, which is met with a mixed-use project.
C. Reduction in traffic congestion by providing residential uses within walking distance of commercial uses.

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.

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.

At their meeting on July 1, Council moved to approve the first read subject to:

1. The applicant must follow the Planning Commission review process for their plan of development.
2. The deed covenant restrictions must be signed and recorded by the property owner.

The applicant stated they had restrictive covenant that would run with the property limiting the residential use of the parcel to apartments located over commercial uses.

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.

RECOMMENDATION

Approval of second read, subject to the following conditions:

1. The applicant must follow the Planning Commission review process for their plan of development.

2. The deed covenant restrictions must be signed and recorded by the property owner.

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 (410) 206-4791
   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

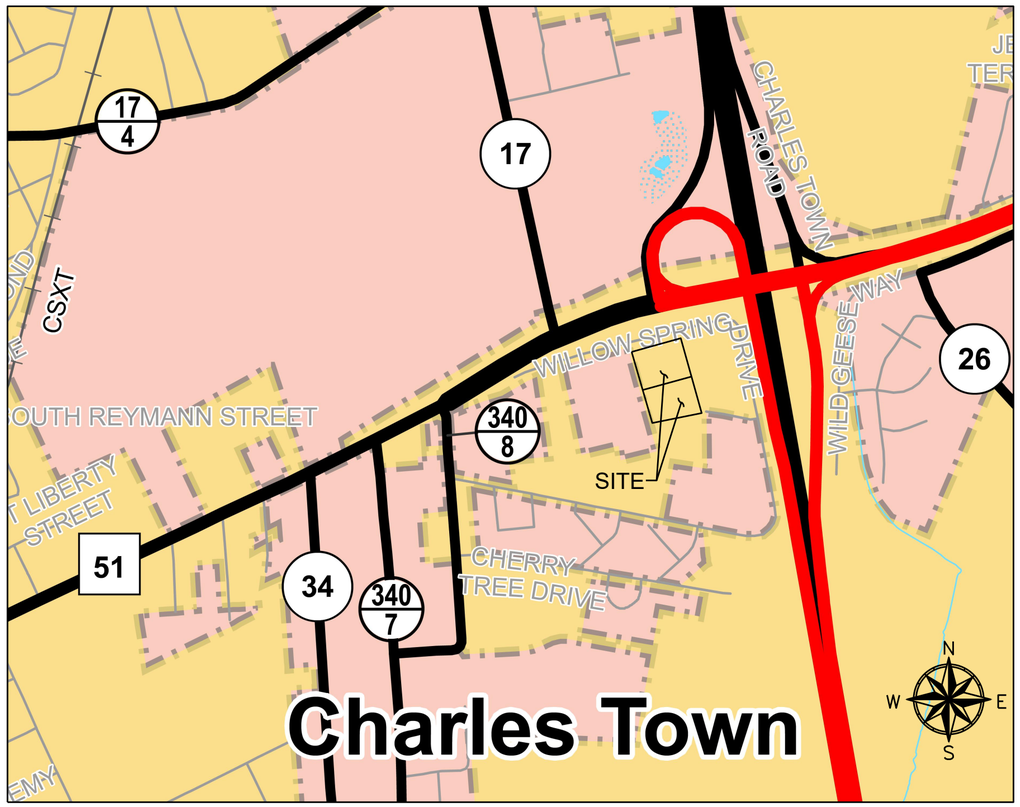
FOR CITY USE ONLY

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

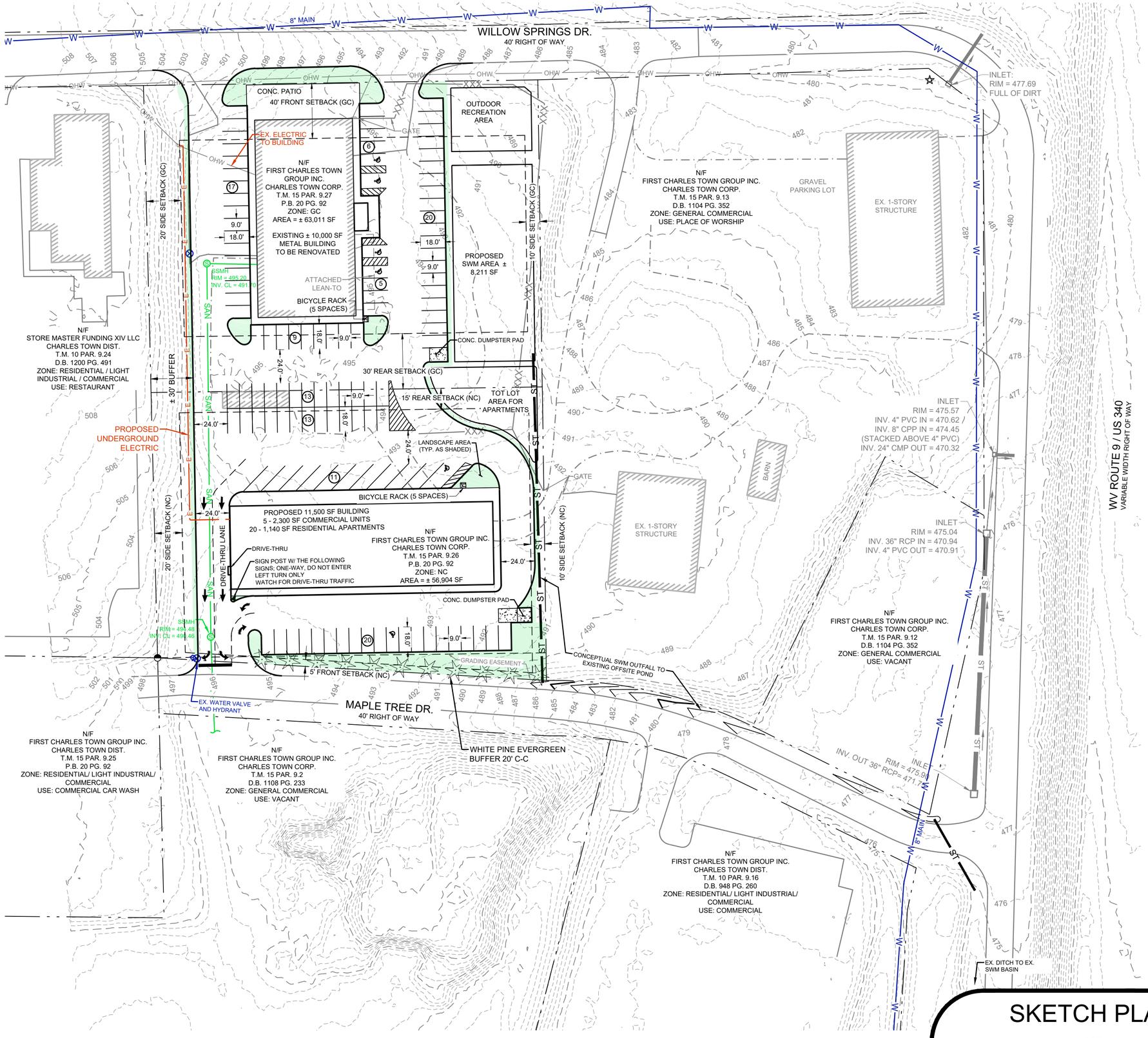
PROJ. NO.:	2401013.00
DATE:	4/8/2024
REVISION 1:	4/29/2024

SHEET NO.:

1 OF 2

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

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: 07/15/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-681: FY2025 Coal Severance Fund Revision #1

ATTACHMENTS:

- FY25 Coal Severance Revision #1.pdf
- FY25 Coal Severance Revision #1 State Worksheet.pdf

the city of Charles Town, WV

FY25 COAL SEVERANCE BUDGET REVISION #1
City Council Meeting - July 15, 2024

DEPARTMENT LINE ITEMS	FY 2025 ORIGINAL BUDGET	FY 2025 REVISION #1	FY 2025 CURRENT BUDGET	FY 2025 NOTES & EXPLANATIONS
REVENUES				
Carryover	$ 170,702	$ (14,910)	$ 155,792	Carryover reduced because actual carryover as of June 30, 2024 was less than the amount budgeted for FY 2025.
Coal Severance	$ 30,000	$ (10,000)	$ 20,000	
Interest			$ -	
Total Revenues	**$ 200,702**	**$ (24,910)**	**$ 175,792**	

DEPARTMENT LINE ITEMS	FY 2025 ORIGINAL BUDGET	FY 2025 REVISION #1	FY 2025 CURRENT BUDGET	FY 2025 NOTES & EXPLANATIONS
EXPENSES				
Parks and Recreation				
Parks and Recreation - Capital	$ 200,702	$ (24,910)	$ 175,792	Reduced to balance the budget due to reduction of carryover in the revenues.
Total Parks and Recreation	**$ 200,702**	**$ (24,910)**	**$ 175,792**	

LGSD BR (Ver. 2020)

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-5090
Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
Fiscal Year Ending: FY25
Fund: 2
Revision Number: 1
Pages: 1 of 1

City of Charles Town
GOVERNMENT ENTITY

101 E. Washington Street
STREET OR PO BOX

Charles Town | 25414
CITY | ZIP CODE

Municipality
Government Type

Person To Contact Regarding Request:
Name: Lori Nice
Phone: 304-724-3257
Fax: 304-725-1014
Email: lnice@charlestownwv.us

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	170,702		14,910	155,792
310	Coal Severance Tax	30,000		10,000	20,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			-24,910		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
979	Culture and Recreation	200,702		24,910	175,792
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			-24,910		

APPROVED BY THE STATE AUDITOR

BY:
Deputy State Auditor, Local Government Services Division **Date**

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-736: FY2025 General Fund Revision #1

ATTACHMENTS:

- FY 2025 GF Revision #1.pdf
- FY25 GenFund Revision #1 State Worksheet.pdf

the city of Charles Town, WV

FY 2025 General Fund Revision #1

	REVENUES	FY25 Approved Budget	Revision #1	Current Budget	Approved Budget Notes and Explanations	Revision #1 Notes
	30000 Assigned Fund Balance (Carryover)	-		-		
	30005 Unassigned Fund Balance (Carryover)	1,200,000	3,524,453	4,724,453	$500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance	Bringing FY24 carryover into FY25 budget.
	30101 Taxes - Ad Valorem	1,688,544		1,688,544		
	30102 Prior Year Taxes	-		-		
	30106 Supplemental Taxes	36,000		36,000	Property taxes owed from previous years, but paid in the current fiscal year.	
	30107 Tax Loss Restoration Fund	-		-		
	30200 Interest as Penalty	10,000		10,000		
	30300 Gas & Oil Severence Tax	33,000		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%)	200,000		200,000		
	30500 Business & Occupation (B&O) Tax	1,700,000		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	25,000		25,000	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.	
	30700 Animal Control Tax	1,600		1,600		
	30800 Hotel/Motel Tax	200,000		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	260,000		260,000		
	32100 Parking Violation Penalties	40,000		40,000	Revised based on new program details and current year performance.	
	32500 Business License Revenue	30,000		30,000		
	32600 Building Permit Fees	550,000		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	75,000		75,000	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance	
	33000 International Registration Plan (IRP) Fees	70,000		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	1,700		1,700	Revenue from utility bills for EMS (5 cents)	
	34000 Parks & Rec Fee	1,700		1,700	Revenue from utility bills for parks and recreation (5 cents)	
	34200 Parking Meter Revenues	44,000		44,000	Revenue from parking meters and parking permits including ParkMobile app.	
	34500 Rents & Concessions	60,000		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	17,000		17,000	Zoning applications	
	35500 Street Improvement Fee	135,000		135,000	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council	
	36504 Federal Government Grants	41,667		41,667	DOJ/COPS grant for additional police officer. $125,000 across 3 years.	
	36600 State Government Grants	-		-		
	36900 Contributions from Other Funds - Sales Tax	1,000,000		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	-		-		
	37600 Gaming Income	250,000		250,000	Gaming receipts average $19K to $23K per month in the 2nd Quarter 2024.	
	37900 Gain/Loss - Sale of Fixed Assets	-		-		
	38007 Interest Income (Operating Acct)	35,000		35,000		
	38100 Reimbursements	110,000		110,000	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.	

	38200 Refunds - Overpayments	400		400		
	38600 Insurance Claims	-		-		
	39200 Property Rehabilitation	-		-		
	38700 Filing Fees	325		325	Filing Fees Revenue - Election in FY25. $50.00 per person.	
	39700 Video Lottery	600,000		600,000	Video lottery receipts average $13.4K to $22.2K per week.	
	39900 Misc Revenue	10,000		10,000	Yard waste stickers and fingerprints	
	39902 Special Events - WV Fest	4,000		4,000		
	39903 Special Events - General	900		900	Special activities fees	
	39904 Special Events - CW Hall	8,500		8,500		
	39907 Special Events - Car Show	7,000		7,000	Car show registration and sponsors.	
	Total Revenues	**8,446,336**	**3,524,453**	**11,970,789**		
	DEPARTMENT LINE ITEMS				**NOTES AND EXPLANATIONS**	
	Economic Development - 402	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	70,250		70,250	Salary $68,844 plus 2.5% merit and holiday supplement.	
	04 FICA	5,374		5,374	FICA @ 7.65%	
	05 Group Insurance	8,300		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	6,323		6,323	PERS II Employer Contribution 9%	
	09 OPEB	2,108		2,108	Deferred Compensation Employer Contribution 3%	
	11 Telephone	750		750	Cell phone	
	14 Travel	4,200		4,200	2 National Conferences; airfare, lodging, per-diem	
	20 Advertising/Legal Publications	-		-		
	21 Training & Education	-		-	$2,500 rolled under City Manager's office.	
	22 Dues & Subscriptions	2,000		2,000	IEDC Membership, Survey Subscription, Adobe subscription	
	23 Professional Services	1,000		1,000	Engineering Services	
	26 Insurance and Bonds	5,000		5,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
	41 Departmental Supplies	3,000		3,000	Promotional items for events and City marketing and other departmental supplies.	
	43 Auto Supplies	-		-		
	Total Economic Development	**108,304**	**-**	**108,304**		
	Federal Grants - 403	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	Professional Services	-		-		
	Departmental Supplies	-		-		
	Total Federal Grants	**-**	**-**	**-**		

	DEPARTMENT LINE ITEMS				NOTES AND EXPLANATIONS	
	Mayor's Office - 409	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	01 Salary	12,500		12,500	Mayor's Salary	
	04 FICA Tax Expense	1,000		1,000		
	11 Telephone	-		-		
	14 Travel Expense	2,000		2,000	WV Municipal League	
	20 Advertising/Legal Publication	-		-		
	21 Training & Education	1,000		1,000		
	26 Insurance & Bonds	1,000		1,000		
	41 Departmental Supplies	500		500	$453.00 - Ceremonial Keys to the City and Coins	
	68 Community Contributions	2,000		2,000		
	Total Mayor's Office	**20,000**	**-**	**20,000**		
	Council - 410	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	01 Salaries	40,000		40,000	Eight Council Members at $5,000 annual salary	
	04 FICA Tax Expense	3,100		3,100		
	14 Travel Expense	4,800		4,800	Conferences	
	20 Advertising	-		-		
	21 Training & Education	3,200		3,200	Conference Registration ($450 per registration)	
	26 Insurance & Bonds	3,200		3,200	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability	
	41 Departmental Supplies	700		700		
	Total Council	**55,000**	**-**	**55,000**		

	DEPARTMENT LINE ITEMS				NOTES AND EXPLANATIONS	
	City Manager - 412	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	180,000		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	14,400	100	14,500	FICA Tax @ 7.65%	Increase due to additional overtime allocation.
	05 Group Insurance	2,000		2,000	Health, Dental, Vision, Life insurance, EAP	
	06 Retirement	16,200		16,200	9% Employer Contribution PERS I and II	
	08 Overtime		1,000	1,000		Allocation for Deputy City Clerk overtime.
	09 OPEB	5,400		5,400	3% Employer Contribution Deferred Compensation plan	
	11 Telephone	520		520	Mobile phone service	
	14 Travel Expense	1,500		1,500	WVML Trip, City Clerk Election Training	
	20 Advertising	-		-		
	21 Training & Education	20,000	1,500	21,500	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	$1500 allowance for City Attorney training.
	22 Dues & Subscriptions	1,000		1,000	Adobe subscriptions. ICMA and WVML Fees.	
	23 Professional Services	-		-	Background checks for City Manager candidates. Not required this year.	
	26 Insurance & Bonds	15,000		15,000	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability	
	41 Departmental Supplies	750		750	Misc. Office Supplies	
	43 Auto Supplies (Gas & Oil)	-		-	Gas is covered under travel expenses.	
	Total City Manager	**256,770**	**2,600**	**259,370**		

	DEPARTMENT LINE ITEMS				NOTES AND EXPLANATIONS	
	Treasurer - 413	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	235,000		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	18,800	200	19,000	FICA Tax @ 7.65%	Increase due to additional overtime allocation.
	05 Group Insurance	25,000		25,000	Health, Dental, Vision, Life insurance, EAP	
	06 Retirement	21,150		21,150	9% Employer Contribution PERS I and II	
	08 Overtime		2,000	2,000		Allocation for Accounting Clerks I, II & III overtime.
	09 OPEB	7,050		7,050	3% Employer Contribution Deferred Compensation plan	
	11 Telephone	500		500	Director of Finance Cell Phone	
	12 Printing	-		-		
	14 Travel Expense	4,000		4,000	Director & Acct. Clerk III - WV Government Finance Officers Association Training	
	18 Postage	-		-	Transfer cost to City Hall and Pitney Bowes machine.	
	20 Advertising/Legal Pubs	2,000		2,000	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.	
	21 Training & Education	-		-	$4,000 Rolled into City Manager's budget	
	22 Dues & Subscriptions	800		800	Adobe subscription for Director & Accounting Clerk III	
	23 Professional Services	2,500		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)	
	24 Audit Costs	42,000		42,000	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit	
	26 Insurance & Bonds	15,000		15,000	General Liability, Worker's Compensation, Umbrella	
	30 Contracted Services	25,000		25,000	Tyler Technologies - Incode Annual License Fee - $20,000 Business License Software Maintenance (Progressive Solutions) - $5,000	
	41 Departmental Supplies	2,000		2,000	Paper folder machine ($500)	
	59 Capital Outlay	-		-		
	Total Treasurer	**400,800**	**2,200**	**403,000**		
	Court Clerk - 415	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	62,000		62,000	Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement	
	04 FICA	4,960	100	5,060	FICA Tax @ 7.65%	Increase due to additional overtime allocation.
	05 Group Insurance	12,529		12,529	Health, Dental, Vision, Life insurance, EAP + 14% premium increase	
	06 Retirement	5,580		5,580	9% Employer Contribution PERS I and II	
	08 Overtime		1,000	1,000		Allocation for Court Clerk overtime.
	09 OPEB	1,860		1,860	3% Employer Contribution Deferred Compensation plan	
	14 Travel	500		500	Court Clerk training and Election training	
	18 Postage	-		-		
	20 Advertising/Legal Publications	700		700		
	21 Training & Education	-		-	$500 transferred to City Manager's budget. WVML training and Election training.	
	22 Dues & Subscriptions	-		-		
	23 Professional Services	-		-		
	24 Audit Costs	-		-		
	26 Insurance & Bonds	4,500		4,500	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella	
	30 Contracted Services	25		25	Flu shot	
	41 Departmental Supplies	600		600	Ink cartridges, paper stock	
	Total Court Clerk	**93,254**	**1,100**	**94,354**		
	Police Judges - 416	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**

	DEPARTMENT LINE ITEMS				NOTES AND EXPLANATIONS	
	03 Salaries	32,000		32,000	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge.	
	04 FICA	2,400		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	2,500		2,500		
	41 Departmental Supplies	-		-		
	Total Police Judges	**39,500**	**-**	**39,500**		
	City Attorney - 417	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries		150,000	150,000		Salary $ plus 2.5% merit and holiday supplement.
	04 FICA		12,000	12,000		FICA @ 7.65%
	05 Group Insurance		13,000	13,000		Health, Dental, Vision, and Life insurance.
	06 Retirement		13,500	13,500		PERS II Employer Contribution 9%
	09 OPEB		4,500	4,500		Deferred Compensation Employer Contribution 3%
	11 Telephone		2,000	2,000		$1500 cell phone cost and $500 for monthly services.
	14 Travel		1,000	1,000		Travel allowance for various trainings.
	20 Advertising/Legal Publications		1,000	1,000		Allowance for legal publications.
	21 Training & Education			-		Rolled under City Manager's office.
	22 Dues & Subscriptions		1,500	1,500		Allowance for legal subscriptions and memberships.
	23 Professional Services	225,000	(200,000)	25,000	Cost for outside legal council.	
	26 Insurance and Bonds		5,000	5,000		Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	41 Departmental Supplies		500	500		Miscellaneous office supplies.
	Total Attorney	**225,000**	**4,000**	**229,000**		

	DEPARTMENT LINE ITEMS				NOTES AND EXPLANATIONS	
	Enforcement Agency - 425	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	56,000		56,000	Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement.	
	04 FICA	4,284		4,284	FICA @ 7.65% of Salary	
	05 Group Insurance	1,140		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	5,040		5,040	PERS II Employer Contribution 9%	
	09 OPEB	1,680		1,680	457(b) Deferred Compensation Employer Contribution (3%)	
	11 Telephone	750	1,500	2,250		Allocation for new cell phone.
	14 Travel	3,000		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	1,000		1,000	Certified Mailings	
	20 Advertising/Legal Publications	1,000		1,000		
	21 Training & Education	-		-	$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		1,000	Women in Code Enforcement (WICED) Membership Fees ($35) ICC Membership ($160/yr)	
	26 Insurance and Bonds	3,800		3,800	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
	30 Contracted Services	71,100		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	3,000		3,000	Office printer, building safety month supplies, jackets, boots, code books	
	43 Auto Supplies	-		-	Under Maintenance budget	
	Total Enforcement Agency	**152,794**	**1,500**	**154,294**		
	Regional Dev Authority - 435	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	22 Dues & Subscriptions	6,600		6,600	Region 9 Assessment - Fees are going up	
	Total Regional Dev. Authority	**6,600**	**-**	**6,600**		
	Total City Administration	**1,358,022**	**11,400**	**1,369,422**		

	DEPARTMENT LINE ITEMS				NOTES AND EXPLANATIONS	
	Building Inspections - 436	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	82,300		82,300	Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement	
	04 FICA	6,296		6,296	FICA @ 7.65% of Salary	
	05 Group Insurance	1,650		1,650	Dental/Life/Vision/EAP Premiums	
	06 Retirement	7,100		7,100	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods	
	09 OPEB	1,575		1,575	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods	
	11 Telephone	1,010		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	3,000		3,000	National ICC Conference; Women in Code Enforcement Training; airfare, lodging, meals, gas	
	17 R&M Auto	-		-	Under Maintenance budget	
	18 Postage	1,000		1,000	Certified mailings for property Notice of Violations	
	20 Advertising/Legal Publications	500		500	Job posting costs	
	21 Training & Education	-		-	$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.	
	22 Dues & Subscriptions	1,000		1,000	ICC membership dues; WICA subscription	
	23 Professional Services	10,000	5,000	15,000	To cover expenses associated with inspections; compliance.	Allowance for outsourcing inspections.
	26 Insurance & Bonds	6,000		6,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
	41 Departmental Supplies	3,000		3,000	Mobile printer for vehicle, jackets, boots, building safety month	
	43 Auto Supplies	-		-	Under Maintenance budget	
	Total Building Inspections	**124,431**	**5,000**	**129,431**		

	DEPARTMENT LINE ITEMS				NOTES AND EXPLANATIONS	
	Planning & Zoning - 437	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	243,000		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).	
	04 FICA	19,000	50	19,050	FICA @ 7.65% of Salary	Increase due to additional overtime allocation.
	05 Group Insurance	31,000		31,000	Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums	
	06 Retirement	23,085		23,085	PERS II Employer Contribution (9%)	
	08 Overtime		500	500		Allocation for Permit Tech. overtime.
	09 OPEB	7,290		7,290	457(b) Deferred Comp Employer Contribution (3%).	
	11 Telephone	250		250	Director's department cell phone	
	14 Travel	8,000		8,000	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Kim - MGO Conference	
	18 Postage	1,000		1,000	Certified Mailings; Legal notices, yard sign postings	
	20 Advertising/Legal Publications	4,500		4,500	Advertising of BZA and public hearings for P/C meetings; hearing placards	
	21 Training & Education	-		-	$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration	
	22 Dues & Subscriptions	3,000		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	5,000		5,000	GIS Aerial imagery, Engineering Services, Background Checks	
	26 Insurance & Bonds	20,000		20,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
	30 Contracted Services	30,000		30,000	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;	
	31 Contracted Services - Tree Board	2,000		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	4,000		4,000	Public hearing signs, office supplies, promotional supplies	
	53 Computer Software / Tech	9,000		9,000	MyPermit Now Monthly Fees	
	59 Capital Outlay	-		-		
	Total Planning and Zoning	**410,125**	**550**	**410,675**		
	Total City Bldg Inspection, P&Z, and Enforcement Agency	**795,654**	**7,050**	**802,704**		
	Elections - 438	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	12 Printing	3,000		3,000		
	20 Advertising/Legal Publications	500		500	Publish ballot multiple times	
	23 Professional Services	-		-		
	30 Contracted Services	5,000		5,000	Poll workers for early voting and day of election.	
	41 Departmental Supplies	2,000		2,000	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers	
	Total Elections	**10,500**	**-**	**10,500**		

	DEPARTMENT LINE ITEMS				NOTES AND EXPLANATIONS	
	City Hall - 440	FY25 Approved Budget	Revision #1	Current Budget	Approved Budget Notes and Explanations	Revision #1 Notes
	3 Salaries	95,000		95,000	Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement	
	4 FICA Taxes	7,600		7,600	FICA @ 7.65%	
	5 Group Insurance	16,500		16,500	Health, Dental, Vision, Life, Employee Assistance Program	
	6 Retirement	9,500		9,500	9% Employer Contribution	
	9 OPEB	2,000		2,000	3% Deferred Compensation Employer Contribution	
	11 Telephone	18,000		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	21,000		21,000	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer	
	14 Travel Expense	2,000		2,000	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD	
	15 Repair & Main. Bldg & Grounds	12,000		12,000	Elevator Services and City Hall maintenance.	
	16 Repair & Main. Equipment	-		-		
	17 Repair & Main. Auto	-		-		
	18 Postage	3,500	500	4,000	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection	Allowance for increase in postage costs.
	19 Bldg & Equipment Rental	250,000		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	5,000		5,000	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements	
	21 Training & Education	-		-	$2,000 transferred to City Manager's budget	
	22 Dues & Subscriptions	3,500		3,500	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)	
	23 Professional Services	25,000		25,000	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.	
	24 Audit Costs			-		
	26 Insurance & Bonds	17,000		17,000	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial	
	30 Contracted Services	181,404		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 Patton 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	29,000	31,000	60,000	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allocation for credit card merchant fees.
	37 Other Fees/Taxes	1,500		1,500	Late fees	
	41 Departmental Supplies	12,000	3,000	15,000		Increase due to rising kitchen, cleaning, & office supplies costs.

	DEPARTMENT LINE ITEMS				NOTES AND EXPLANATIONS	
	43 Auto Supplies (Gas & Oil)	-		-		
	53 Computer Software / Tech	15,000		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	-		-	Covid related expenses	
	Total City Hall	**726,504**	**34,500**	**761,004**		
	Contributions/Transfers - 444	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	68 Contributions - "But For" Organizations	60,000		60,000	Citizens Fire Co. $95K and EPTA Requests $50K	
	68 Community Awards	-		-		
	68 Contributions - Revive Grant	20,000		20,000	Unspent Revive! Funding rolled over to FY24	
	68 Contributions - Façade Improvement Program	15,000		15,000		
	68 Contributions - Homeless Solutions	25,000		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	**135,000**	**-**	**135,000**		
	Parking - 571	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	41,614		41,614	Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance	
	04 FICA Tax Expense	3,300	200	3,500	FICA @ 7.65%	Increase due to additional overtime allocation.
	05 Group Insurance	9,300		9,300	Health, Dental, Vision, Life, Employee Assistance Program	
	06 Retirement Expense	3,600		3,600	9% Employer Retirement Contribution	
	08 Overtime		2,000	2,000		Allocation for parking attendant overtime.
	09 OPEB	1,400		1,400	3% Deferred Compensation Employer Contribution	
	13 Utilities	1,200		1,200	Electric Service	
	16 Repair & Main - Equipment	3,000		3,000	Parking meter repairs and maintenance	
	18 Postage	500		500		
	19 Bldg & Equipment Rental	1,000		1,000		
	20 Advertising / Legal Publications	500		500		
	23 Professional Services	-		-		
	26 Insurance & Bonds	3,000		3,000	Prof Liability, Umbrella, Automobile, Worker's Comp	
	30 Contracted Services	500		500		
	41 Departmental Supplies	5,000		5,000	Office Supplies, Batteries, Handheld Printer Paper	
	45 Uniforms	500		500	Jacket, Uniform Shirt, Patches, Badge, etc.	
	53 Computer Software/Tech	4,000		4,000	United Public Safety/T2 Annual Fees	
	Total Parking	**78,414**	**2,200**	**80,614**		

	DEPARTMENT LINE ITEMS				NOTES AND EXPLANATIONS	
	Contingencies - 699	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	Other Contributions	254,996	95,004	350,000	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.	Allowance for city wide unexpected expenses.
	Total Contingencies	**254,996**	**95,004**	**350,000**		
	Police Department - 700	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	1,532,798	5,000	1,537,798	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)	Allowance for additional promotions.
	04 FICA	50,000	1,200	51,200	FICA Tax at 7.65%	Increase due to additional overtime allocation.
	05 Group Insurance	180,000		180,000	PEIA/Health insurance increase from $9K to $12K per month.	
	06 Retirement	140,000		140,000	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)	
	07 Police Pension	64,000		64,000	Legacy CTPD Retirement System	
	08 Overtime	150,000	10,000	160,000		Allowance for unanticipated police overtime.
	09 OPEB	48,000		48,000	457(b) Deferred Compensation 3%	
	11 Telephone	48,500		48,500		
	13 Utilities	48,000		48,000	Electric and Internet Service, increase in FY254.	
	14 Travel	4,000		4,000		
	15 R&M Building & Grounds	2,200		2,200	Lights, Paint, Air Filters, Electrical supplies, Batteries	
	16 R&M Equipment	2,500		2,500	Generator Service	
	17 R&M Auto	45,000		45,000	Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc.	
	18 Postage	1,300		1,300		
	19 Building & Equipment Rental	100,000		100,000		
	20 Advertising/Legal Publications	5,600		5,600	New Hire Ads 3-6 ads in local paper	
	21 Training & Education	20,000		20,000		
	22 Dues & Subscriptions	2,000		2,000	WVCOP Dues, IACP, SRO, Journal	
	23 Professional Services	6,500		6,500	Polygraph Exams, Physical Exams, Diagnostic Imaging	
	26 Insurance & Bonds	105,000		105,000	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance	
	30 Contracted Services	48,000		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	250		250	661 George St. Ambulance Fees	
	41 Departmental Supplies	40,000		40,000	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery	
	43 Auto Supplies	65,000		65,000	Gas for Police Vehicles	
	45 Uniforms	20,000		20,000		
	53 Computer Software/Tech	29,000		29,000	CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials	
	Total Police Dept	**2,757,898**	**16,200**	**2,774,098**		

DEPARTMENT LINE ITEMS				NOTES AND EXPLANATIONS	
Police-Special Duty Crossing Guard - 704	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
03 Salaries	34,803		34,803	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA.	
04 FICA Tax Expense	2,600		2,600		
26 Insurance & Bonds	1,750		1,750		
41 Departmental Supplies	250		250	Stop signs	
45 Uniforms	500		500	Reflective jackets and vests	
43 Auto Supplies (Gas & Oil)	-		-		
Total Police - Special Duty Crossing Guard	**39,903**	**-**	**39,903**		
Total Police and Crossing Guards	**2,797,801**	**16,200**	**2,814,001**		
Dog Warden - 707	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
Contributions	1,600.00		1,600	City passes along the dog tag fees to the County	
Total Dog Warden	**1,600.00**	**-**	**1,600.00**		
Maintenance - 750	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
03 Salaries	263,643		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	21,091	400	21,491	FICA @ 7.65%	Increase due to additional overtime allocation.
05 Group Insurance	26,000		26,000	Health, Dental, Vision, Life, Employee Assistance Program	
06 Retirement	23,728		23,728	9% Employer Contribution	
08 Overtime		5,000	5,000		Overtime allowance for maintenance employees.
09 OPEB	7,909		7,909	3% Deferred Compensation Employer Contribution	
11 Telephone	3,000		3,000	Field staff equipped with cell phones	
13 Utilities	100,000		100,000	Electric (street lights), water, sewer, and internet	
14 Travel Expense	1,500		1,500	Maintain certifications; other skill enhancement training as required/proposed	
15 R&M Buildings and Grounds	14,000	20,000	34,000	General maintenance of city buildings.	Increase for elevator and HVAC repairs transfererd from capital outlay. This also includes repairs for Ortegas equipment per contract.
16 R&M Equipment	15,000		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	7,000	3,000	10,000	Regular maintenance of department vehicles.	Allocation for additional vehicle repair.
19 R&M Bldg and Equip Rental	-		-	Equipment rented as required to maintain various city buildings.	
20 Advertising	-		-	Spring and Fall Cleanup. Additional city sponsored projects as required.	
21 Training & Education	-		-	Maintain certifications; other skill enhancement training as required/proposed	
22 Dues & Subscriptions	200	300	500	Camera subscription and CDL License Fees	Additional allocation for CDL licenses.
23 Professional Services	120	380	500	CDL physicals	Additional allocation for CDL physicals.
26 Insurance & Bonds	19,000		19,000	Liability, Worker's Comp, Vehicle Insurance	
30 Contracted Services	50,000	5,000	55,000	Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt	Allowance for Happy Retreat Ash tree removal.
41 Departmental Supplies	12,000	29,000	41,000	General maintenance annual supplies.	$5000 for PPE and tree work tools. $9000 for street light replacement. $5000 for street signs and poles. $10,000 for Christmas wreaths transferred from Fairs/Festivals.

	DEPARTMENT LINE ITEMS				NOTES AND EXPLANATIONS	
	43 Auto Supplies (Gas, Oil & Tires)	23,000	5,000	28,000	Other city vehicle maintenance.	$5000 tire expenses transferred from Capital Outlay.
	45 Uniforms	10,000	(5,000)	5,000	Cintas service cost increase	Reduced due to termination of Cintas contract.
	53 Software/Tech	-		-		GoGov Work Order Software cost transferred from supplies.
	59 Capital Outlay	25,000	(25,000)	-	Elevator repairs, HVAC repairs, tires, various equipment.	$5000 transferred to Auto Supplies and $20,000 transferred to R&M Buildings and Grounds.
	Total Streets	**622,191**	**38,080**	**660,271**		
	Visitor's Center - 901	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	13 Utilities	5,200		5,200	Electric Service for Rouss Hall	
	15 R&M - Building & Grounds	-		-		
	23 Professional Services	-		-		
	30 Contracted Services	-		-		
	41 Departmental Supplies	-		-		
	66 Contributions	100,000		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	**105,200**	**-**	**105,200**		

	DEPARTMENT LINE ITEMS				NOTES AND EXPLANATIONS	
	Fairs/Festivals - 903	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	19 Bldg & Equipment Rental	-		-	No longer needed, we bought a generator.	
	20 Advertising/Legal Publications	1,800	200	2,000		Allowance for increase of Carlisle Ads costs.
	30 Contracted Services	30,000	6,000	36,000	**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)	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Gaming Trailer ($1,000)
	41 Departmental Supplies	25,000	(3,000)	22,000	**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**	**WV Fest** Water/cups ($1,500), Sinage ($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 ($2000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500) **Christmas Wreathes** - Transferred to Maintenance.
	52 Computer Software	1,300		1,300	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.	
	68 Contributions	4,000		4,000	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.	
	Total Fairs/Festivals	**62,100**	**3,200**	**65,300**		

	DEPARTMENT LINE ITEMS				NOTES AND EXPLANATIONS	
	Transfers - 960/698 SAO	**FY25 Approved Budget**	**Revision #1**	**Current Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	01 Transfers to Capital Reserve - Repaving	130,000		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	659,452	3,055,000	3,714,452	$659,452 Revenue/Loss Allowance	$3,055,000 for Jefferson Memorial Park pool.
	03 Transfers Out - Parks & Rec	120,000		120,000	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.	
	04 Transfers to Residual Fund		263,319	263,319		Transfer to Residual Fund to build up Rainy Day savings.
	11 Transfers to Capital Reserve - Table Games	850,000		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	**1,759,452**	**3,318,319**	**5,077,771**		
	General Government - 975	**FY25 Requested**			**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	Contributions	-	-	-		
	Total General Government	**-**	**-**	**-**		
		FY25 Approved Budget	**Revision #1**	**Current Budget**	**Provides for comparable year-over-year comparision of operating costs**	
	Total Expenses	**8,446,336**	**3,524,453**	**11,970,789**		
	Surplus or Deficit	**(0)**	**(0)**	**(0)**		

LGSD BR (Ver. 2020)

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-5090
Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
Fiscal Year Ending: FY25
Fund: 1
Revision Number: 1
Pages: 1 of 2

City of Charles Town
GOVERNMENT ENTITY

Person To Contact Regarding Request:
Name: Lori Nice
Phone: 304-724-3257
Fax:
Email: lnice@charlestownwv.us

101 E. Washington Street
STREET OR PO BOX

Charles Town — CITY
25414 — ZIP CODE

Municipality
Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	1,200,000	3,524,453		4,724,453
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 3,524,453

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
412	City Manager's Office	256,770	2,600		259,370
413	Treasurer's Office	400,800	2,200		403,000
415	City Clerk	93,254	1,100		94,354
417	City Attorney	225,000	4,000		229,000
425	Enforcement Agency	152,794	1,500		154,294
436	Building Inspection	124,431	5,000		129,431
437	Planning & Zoning	410,125	550		410,675
440	City Hall	726,504	34,500		761,004
571	Parking	78,414	2,200		80,614
699	Contingencies*	254,996	95,004		350,000
	NET INCREASE/(DECREASE) Expenditures		3,524,453		

APPROVED BY THE STATE AUDITOR

BY:
Deputy State Auditor, Local Government Services Division **Date**

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

EXPENDITURES (CONT'D)

City of Charles Town

LGSD: BR City of Charles Town

CONTROL NUMBER: FY25 (FY) 1 (FUND) 1 (REV#)

BUDGET REVISION REQUEST-SUPPLEMENT

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
700	Police Department	2,757,898	16,200		2,774,098
750	Streets and Highways	622,191	38,080		660,271
903	Fair Associations/Festivals	62,100	3,200		65,300
698	Transfers/Reimb. (Audit Findings)	1,759,452	3,318,319		5,077,771
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
			NET INCREASE/(DECREASE) Expenditures (this page)		3,375,799

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-716: Discussion on the Roles and Responsibilities of the Community Resource Officer

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Category: Permit
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-728: VFW Outdoor Dining Letter

ATTACHMENTS:
- 2024VFWOutdoorDiningLetter.docx

City of Charles Town

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

MAYOR
Robert M. Trainor

CITY COUNCIL

Elizabeth Ricketts

James Kratovil

Jeff Hynes

Kevin Tester

Julie Philabaum

Priscilla Rodd

Michael George

CITY MANAGER

John Nissel

July 8, 2024

WV Alcohol Beverage Control Administration
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

To Whom It May Concern,

I am writing on behalf of the City of Charles Town to provide consent for an outdoor dining space application at 116 E. Liberty Street, Charles Town, WV. This property is owned by the VFW Post 3522. The outdoor dining space and consumption of alcohol will be exclusively contained on private property and not in the city right-of-way. This consent is good from July 16, 2024- June 30, 2025.

If you have any questions regarding the City's support for the outdoor dining permit, please feel free to reach out to our Business Development Coordinator, Liz Cook. She can be reached by phone at 304-982-2944, or ecook@charlestownwv.us.

Thank you for your assistance with this request.

Sincerely,

Robert M. Trainor
Mayor

c: Liz Cook, Business Development and Downtown Coordinator
Randy Delawder VFW Post 3522 the

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-735: Charles Town Board of Parks and Recreation Application for Term Ending December 31, 2026.

ATTACHMENTS:

- Boards-and-Commissions-Application-January-2020.pdf

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 7/5/2024

- ☑ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☐ Planning Commission
- ☐ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Alden Roth

Address: 625 S. Samuel St. Charles Town, WV, 25414

Email: aldenroth@gmail.com

Phone: 304-871-3050

Length of time lived in the City of Charles Town: ~20 years total, 1994-2012 and January 2023 to present

Have you ever been a member of a local government board or commission? No

If yes, when, where, and in what capacity? _____

List present memberships in any relevant community, service, or civic associations.

Explain your interest in the board/commission and how it would benefit from your participation.

The parks in Charles Town were foundational to my youth and I want to be on the Board to ensure that the parks continue to positively impact children and adults in the community. Access to clean parks and nature is critical for mental health and so many people in the community have hobbies and interests that rely on these public spaces. I want to help improve the current parks that we have, grow the impact of the park board, and expand our public park system where possible. We have a shortage of "third places" in Charles Town, and the parks could be amplified to become a meeting place in our community. The board would benefit from my participation because I bring a great enthusiasm for community and nature, as well as lots of relevant life experience. As a small business owner, I have leadership skills and business knowledge that can positively impact the park board. As an athlete and outdoorsman, I know firsthand how much a good park system can impact individuals and the community. As someone who travels and has lived outside of WV for 10 years, I can use my experiences from afar to help improve our community.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-725-2311 or by email at citymanager@charlestownwv.us.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-737: Possible Executive Session - City Manager Annual Review Process

ATTACHMENTS:

- Evaluating-the-City-Manager.pdf
- Sample-Manager-Evaluation-Combined-Rated-by-Top-Level-Dimension.pdf
- Sample-Manager-Evaluation-Narrative.pdf
- Sample-Manager-Evaluation-Performance-Dimensions-Rated....pdf

Partnering with Local Governments to Recruit, Assess and Develop Innovative, Collaborative, Authentic Leaders

Evaluating the City Manager Best Management Practices

FCCMA Annual Conference
Orlando, Florida
June 1, 2017

Doug Thomas
Senior Vice President
Strategic Government Resources

Background

- As any Council Member or Manager who has ever conducted or received a performance evaluation knows, the process can sometimes be uncomfortable, frustrating, and/or disappointing.
- When it comes to evaluating a Manager's performance, there are no standard models to follow:
  - Often times, the process is a result of a Manager's previous practice or recommendation.
  - Others reflect a permutation of approaches that may have a long-standing history in the organization over time, but are seldom reviewed for their effectiveness.
  - Best Management Practices are a product of a thoughtful and deliberative process that reflects the importance the Council places on both communication, and the Council-Manager relationship.

Common Perceptions to Performance Reviews!





"In your performance evaluation, do you prefer if I use the term 'lazy' or 'motivationally impaired'?"

Background

Regardless what performance evaluation process a Council and Manager chooses to utilize, it is important to realize that there are many benefits that can be derived from a quality performance review process:

- Increasingly, the demands for greater public accountability and closer media scrutiny dictate that Councils be prepared to defend the compensation packages afforded Managers with a better response than “he/she is doing a great job.”
- Citizens & stakeholders are typically more interested in the results that have been attained, and having a sense that their Council and Manager are “on the same page.”

Background

In a relationship of trust and support, Council Members and the City Manager can have an honest dialogue about what is being accomplished, where the gaps may be, and how to maintain progress. Good relationships promote candor and constructive planning.



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Common Challenges

The most common challenges Managers and Councils face with the evaluation process revolve around four general areas:

1) Failure to undertake evaluations
2) Lack of a credible appraisal process
3) Lack of understanding of the Council-Manager form of government
4) Lack of communication

What is a Manager Evaluation?

1) The process of planning, reviewing, and providing feedback on the performance of the City Manager.
2) A means of demonstrating organizational accountability to citizens, employees, and local stakeholders.
3) A means of maintaining alignment between established City Council goals and achievements attained.
4) A means of determining the need for further professional development, education, or training of the Manager.
5) An element of decision regarding future compensation.

Required Components

There are two fundamental aspects of performance that must be accounted for in any legitimate Manager performance evaluation process:

1) What/Technical - Results that should be accomplished, and the extent, efficiency and effectiveness with which specific established goals and expectations can be tracked to determine success. (i.e. Fulfillment or achievement of the Mission, Goals & Objectives of the City's Strategic Vision Plan, operational effectiveness, fiscal and staff management, public relations, advocacy, etc.)
2) How/Behavioral - Leadership skills that should be demonstrated, reflecting a wide range of interpersonal and other subjective factors that are often not always easy to define, and even harder to measure. (i.e. Personal qualities such as integrity, commitment, interpersonal skills, communication and influence, financial & budgeting acumen, staff development, innovation, process efficiency, etc.)

ICMA's 18 Core Principles for Effective Local Government Leadership & Management

1. Staff Effectiveness	10. Budgeting
2. Policy Facilitation	11. Financial Analysis
3. Functional & Operational Expertise & Planning	12. Human Resources Management
4. Citizen Service	13. Strategic Planning
5. Performance Measurement/Management & Quality Assurance	14. Advocacy & Interpersonal Communication
6. Initiative, Risk Taking, Vision, Creativity, Innovation & Continuous Improvement	15. Presentation Skills
7. Technological Literacy	16. Media Relations
8. Democratic Advocacy & Public Engagement	17. Integrity
9. Inclusion	18. Personal Development

What is the Role of the Council?

1) Be familiar with all Charter provisions and Council policies that define how authority is delegated to the Manager and its proper use monitored; the Manager's role and his/her authority and accountability; constraints on the Manager's authority which establish the practical, ethical and legal boundaries within which all staff activity and decision-making will take place and be monitored; and what the Council intends for the City to achieve.
2) Review & discuss the performance instrument to be used with the Manager to ensure it meets the needs of both parties. Schedule the agreed upon frequency for the performance review(s), providing at least an annual review of the Manager's performance and achievements.
3) Maintain a balance of support and trust with a relationship of accountability with the Manager.
4) Based on the results of the comprehensive annual review, Council determines any need for further professional development, education, or training for the Manager, and ultimately adjusts compensation accordingly.

What is the Role of the Manager?

1) Review & discuss the performance instrument to be used with the Council to ensure it meets the needs of both parties.
2) Ensure that the Council has adopted an organizational Vision, Mission, Goals and Objectives that can be objectively tracked to determine progress/success as part of the performance review process.
3) Completion of a self-evaluation, providing elected officials the process by which he/she pursued organizational and individual goals, and the perceptions of both the Manager and stakeholders of his/her success or failure in meeting those goals during the review period.
4) Written compilation of individual & organizational accomplishments and challenges faced during the entire evaluation period to minimize the risk of Council focusing on whatever the most recent controversy, agenda item, or news story immediately preceded the Manager's performance review.
5) A listing of recommended goals, objectives and strategies that can serve as the foundation for discussion with the Council to establish agreed-upon desired outcomes for the subsequent review period.

Recommended Approaches

- First, talk to with your Council about the level of satisfaction with your existing process, playing close attention to your Council's wants and needs, and how you can reinforce your role and responsibilities as their Manager.
- Second, examine an array of approaches that other communities utilize, and speak with local government consultants and peers for ideas, what has worked for them, what hasn't and most importantly, why.
- Finally, determine what are some of the specifics you could recommend and implement to improve the quality of the performance review process and enhance the degree of public accountability.

Manager Accomplishments Examples

City of WILLISTON
NORTH DAKOTA

P.O. Box 1306
Williston ND 58802-1306
PHONE: 701-713-3800
FAX: 701-577-8880

DATE:

TO: City Commission

FROM:

RE: Six Month Review

Mayor and Commissioners,

My first six months as City Administrator have been both exciting and challenging. I have appreciated the opportunity to learn more about the various City departments while getting to know the staff. What follows is my attempt to highlight some of their efforts and achievements, while bringing awareness to some of the areas in need of attention.

City Departments by the Numbers:

Department	2017 Budget $	# Staff
Airport	$2,406,600	13
Auditor	$1,077,100	17
Building Safety	$1,641,707	16
CVB	$595,500	4
Economic Development	$441,808	4
Engineering	$1,297,658	12
Fire	$15,159,214	62
Library	$650,278	7
Planning & Zoning	$555,596	4
Police	$6,675,400	56
Public Works	$88,541,888	122
Total	**$115,559,049**	**317**

In my First Year Game Plan, presented during the preliminary hiring phase in fall of 2016, I proposed directing the City Administrator's office to serve three primary areas: the City Commission, City Staff, and the Public. Of the numerous initiatives undertaken for 2017-18, progress has been made on the following key items to date:

City Commission:

- Simplified commission meetings, shortened agendas
- Initiated regular update meetings with individual commissioners
- Recruited and hired HR Director Chery Pierzina
- Continued to support City/County/State relationship-building efforts

City Staff:

- Initiated regular update meetings with individual department heads
- Initiated monthly "Leadership Meetings" with all department heads at once
- Provided leadership on XWA construction project
- Assisted with develop of succession/transition plans for Public Works, Police, Airport

Public:

- Developed concepts for City logo/brand
- Completed revision of City website with Economic Development
- Initiated 'Customer Feedback' surveys on a limited trial
- Continuing to work with citizens and groups with complaints, concerns and issues with ordinances, access to staff and other issues
- Began analysis on customer service strategies in each department

My impression after one semester of work is that things in the City of Williston are healthy and running well, but there are many more pressing priorities and needs than I have the capacity to address. My schedule continues to be maxed out every day, often with meetings from the moment I start in the morning, well into the evening. In an effort to remain productive, and not just 'busy', I have attempted to strike a balance between making time for meetings, and setting time aside to complete tasks and follow up on important items for the commission. To that end, most of these first days have been spent working on XWA and City staff priorities, which is in line with what I expected. With that said, managing time and avoiding being 'stretched too thin' has been a real challenge, but one that is constantly being made easier with help from Peggy Masters and now, Chery Pierzina.

The XWA project, while challenging and complex, is on a much better track than it was in 2016. Costs are continuing to decrease and we have successfully entered the construction phase as of April. With some new members on the team, I hope to see further cost savings and time efficiencies and remain confident we can meet our goal of a 2019 fall opening.

Overall, I have found that each department is staffed with capable, caring people and while they need support from time to time, they are doing a truly fantastic job serving this city. As we discuss and establish our goals for the future, I remain confident knowing we will be successful due to the dedicated people that contribute to our community.

AIRPORT
Leader: *Anthony Dudas, Airport Director*
Commissioner: *Chris Brostuen*
Budget: $2,406,600
Staff: *13*

Synopsis of work:

It has been nearly 30 days that Anthony has been in the Director position and he continues to do a fantastic job of leading his department and meeting his operational requirements. The initial transition was somewhat stressful for Anthony as he had little exposure to the department head real and was unsure of the expectations for the position. With that said, his ability to listen and follow direction have helped in the transition and he is making an effort to engage other departments, notably HR and Public Works, for guidance and support.

Staffing continues to be a primary concern for Anthony, as the airport industry tends to be highly competitive in recruiting skilled operations officers. Anthony appears to have a good staff team that works together and follows his direction well, and he intends to fill the Assistant Airport Director position by August 1st, 2017.

Goals & Recommendations:

I have recommended to Anthony that he take some time before filling the Assistant Airport Director position, which he originally intended to fill immediately. I remain committed to working with Anthony a little more closely due to his relative inexperience at the leadership level. One of our near term future goals is to work with HR to develop a future organization chart and begin planning the staffing model for XWA. Future meetings with Anthony include performance/transition check-ins (60-day, 90-day, 6-month intervals to come) and dedicated monthly one-on-one meetings thereafter.

Chris and Anthony seem to have a great relationship and visit regularly. Although Deanette has not been involved in airport matters, Anthony may benefit from consulting with her on a periodic basis as she seems to have an effective way of engaging young professionals and has a good rapport with him.

Manager Accomplishments Examples

City of WILLISTON

Auditor / Finance
Leader: *John Kautzman, Auditor*
Commissioner: *Brad Bekkedahl*
Budget: $1,077,100
Staff: *17*

Synopsis of work:

Working with John over the past 6 months has been better than expected. John has approached working with the CA Department with a very open attitude and remains a helpful financial resource. His understanding and knowledge of the City's financial history and state-level regulations is impressive; I would doubt there is an Auditor in all of North Dakota that is as qualified as John Kautzman.

As a department, staff retention and morale continue to be a concern in daily operations. John's style of leadership is relatively strict and impersonal, which creates a formal and tense work environment that appears challenging for employees to conform to. Despite this, there has been a recent shift amongst the staff to prioritize employee-focused events (the staff held their first ever 'summer BBQ' in May) and discuss morale and other environmental topics.

The Auditor's role on the XWA project will be critical in organizing and maintaining regular grant, loan and bond payments. Currently, the XWA financial program is complex and identifies many resources, which will be difficult to track and organize.

Goals & Recommendations:

In preparation for the 2018 Budget, I intend to work with John in providing support in engaging all departments prior to their annual submittals. This years' budget submittal will be a first for multiple department heads (PW, Airport, PD, Library, CA) and some base line training and coaching will be valuable.

With regards to staff, I have noticed some desire from key staff to expand their job duties and play a more central role in the department. I hope to work with John to create a revised job description and new office for Randy Donnelly to reflect his current scope of duties, and investigate the value of creating an Office Manager position.

In anticipation of the forthcoming XWA workload, we are detailing the scope of work for consultants in an effort to ensure sufficient support is given to John for the duration of the project. Key projects for 2017-18 include continuing the City Hall redevelopment master plan and a rebranding or reorganization to a Finance Department, with John as the Finance Director.



Building Safety & Code enforcement
Leader: *Bill Tracy, Building Official*
Commissioner: *Chris Brostuen*
Budget: $1,641,707
Staff: *16*

Synopsis of work:

The Department of Building Safety has undergone significant changes over the past year, with multiple key staff positions being vacated and a rapid decline in building permit activity. Code Enforcement staff continue to work with a steady backlog of cases, while building inspectors are not nearly as busy as they were in 2014 and 2015.

Bill has been working to replace some critical positions, including that of Plans Examiner and Plumbing Inspector, but overall his department size of 16 budgeted positions appears to be excessive given the new work demand. Bill's disengaged and laid-back management style has contributed to the tendency of some inspectors to adopt an authoritative approach and respond in a heavy handed manner when dealing with the public. This has resulted in numerous verbal complaints through staff and commissioner channels. I have approached Bill on this topic and he has made some attempts to address the issue, but he would benefit from further assistance and supervision.

A Building Maintenance committee was recently commissioned in order to address maintenance demands at City-owned facilities not under any formal supervision (namely the New Armory and the Select Ford properties). This committee, lead by Bill in conjunction with staff from PW, will perform routine periodic inspections while fielding special maintenance requests from tenants and dispatching contract repairmen.

Goals & Recommendations:

With the potential for multiple new hires in the inspector pool, the next 6-12 months will be a good time to invest in customer service training. It is my intent to research this topic thoroughly with HR and the Commission to find an effective way of training and educating staff across multiple departments tasked with public permitting and inspection processes.

For the 2018 budget, we intend to take a closer look at the staff count with Bill and Chris, and evaluate contracting landscaping and building maintenance duties that are currently performed by Bill's staff.

Williston
Economic Development

Economic Development
Leader: *Shawn Wenko, Executive Director*
Commissioner: *Brad Bekkedahl*
Budget: $441,808
Staff: *4*

Synopsis of work:

Williston's Economic Development has developed an excellent reputation within the community and garners a lot of respect throughout the state. In the role of Executive Director, Shawn has shown an incredible ability to advocate for our community in an expressive, yet humble way.

Working closely with Shawn over the past 6 months has been interesting. The value of his department and their versatility is evident as we have endured a slow-down and now entered a renewed growth phase in the region. Although we have struggled to anticipate the ever-changing retail market trends, the overall game plan of promoting Williston through local business and continuing with the re-development of Sloulin Field has been maintained. Side projects such as the new City website and logo have been taken with enthusiasm by the ED staff are nearly complete.

The ED staff have struggled at times to find the right balance working with consultants and other departments and I hope to be able to work with Shawn more closely over the next 6-12 months to further evaluate this issue. Furthermore, Shawn has experienced some intense amounts of stress and pressure and has shared with me his struggles in interpreting his role on various projects and managing the personalities within the department.

Goals & Recommendations:

Further evaluation of a Public Information Officer position, with respect to Barb Peterson's position, should be a goal for the second half of 2017 in preparation for the 2018 budget. Whether it falls within this department or not, will still require careful discussion with Shawn. It is also critical for the relationship with Keith Olson to be supported, as his relationship with Shawn and department is of considerable value.

I would like to explore the possibility of expanding Shawn's responsibilities to include development and political representation for the City at selected events, in conjunction with the CA's office. While it may be too soon to consider an Assistant City Administrator position, I would like to enlist Shawn's help and participation in certain areas.

Manager Accomplishments Examples

City of Lakeland
Noteworthy Organizational Accomplishments
By Program Area
October 2013 – September 2014

Legislative Services

- Assistance to the City Commission in the development and advancement of Lakeland's Annual Legislative Agenda. The City was involved in a number of state-wide and local legislative issues, including:
  - SB 406 which was the State's omnibus economic development package. The bill contained language and a funding mechanism for Florida's Spring Training teams and cities. Specifically, the bill provided for $20 million, over 30 years, for the construction or renovation of Major League Baseball spring training facilities for cities that host one team. The bill contained a 'clawback' provision that would require the team to pay the State back in full if they leave prior to the 30-year commitment.
  - The 2014 Florida State Budget contains $24,699,440 in State Aid Funding for Public Libraries, an increase of more than $3 million. This is the first increase in Public Library funding in more than 7 years.
  - SB 1500, the 2013-14 Appropriations bill, contained $3.75 million in funding to assist the City of Lakeland in its efforts, along with Polk County, to correct the problems with the Skyview Water and Wastewater utilities and connect the private systems to the City's public systems.
- Co-Chaired the Florida City/County Managers Association's (FCCMA) Legislative Committee. Also serve on the Lakeland Chamber of Commerce Governmental Affairs Committee and the Florida League of Cities Finance, Taxation & Personnel Legislative Committee.

Environmental & Utility Services

- Completion of the $35 million Smart Grid Initiative on schedule with support from $15 million DOE grant involving the installation or roughly 120,000 smart meters, new web portal affording customers to track their energy use in a variety of ways, new web outage management system and shift-to save rate pilot project. The vast majority of customers are experiencing savings under the pilot rate program which will become part of community discussions regarding the development of a new rate design to be presented to the Utility Committee and City Commission in Fiscal Year 2014.

1

- Completed the 3-year phase in of the City's Pay-As-You-Throw "EZCan" Program which commenced in 2011. The once a week, automated trash collection system has resulted in cleaner neighborhoods, improved employee safety, increased recycling and reduced cost. The program has become recognized as an industry leader by public and private waste management entities nationally and abroad, (in both Canada and New Zealand), for driving best practices with the utilization of Radio Frequency Identification (RFID) technologies in the solid waste system.
- The successful EZCan residential solid waste program was followed up with the implementation of a single-stream recycling program in December, 2012 and the subsequent roll out of the new automated "EZCart" recycling program. EZCart involved the delivery of roughly 30,000 new recycling carts and became operational in October 2013. The new recycling program provided customers with a choice in their recycling cart size and staff also developed amendments to the program during implementation in response to customer requests for an additional period in which to select their final recycling cart size.
- Development of a new commercial automated recycling program to compliment the implementation of the new single-stream EZCart residential curbside recycling program. The commercial program will leverage synergies with the residential recycling program and increase diversion of commercial waste.
- Completed construction of the Solid Waste Division's innovative new administrative facility. The building is the City's first Leadership in Energy and Environmental Design (LEED) Gold certified facility, which was completed on time and within budget.
- Completed the second phase of the solar farm project (3.0 MW) located at Lakeland Linder Regional Airport. Between LLRA and TLC, Lakeland Electric currently has 5.5 MW of PV capacity under contract with SunEdison, generating 11,000 tons of carbon offset. The SunEdison PPA was renegotiated in FY 2013, which will result in estimated annual $500K savings at total contract build out.
- Lakeland Electric achieved a 91% satisfaction level based upon 3rd party administered customer satisfaction surveys, breaking last year's record level rating of 88%. The utility also attained first quartile performance ratings in its utility benchmark group for System Average Interruption Duration Index (SAIDI) for 77 minutes and Customer Average Interruption Index (CAII) of 63 minutes.
- Unit #5 attained an Equivalent Availability Factor of 93% (Best in Class performance for North America) and an Equivalent Forced Outage rate of 3%.
- Successful renegotiation of the successor 3-year Lakeland Electric Unit CBA with the UWUA and the inaugural 3-year CBA with the UWUA for the Water Utilities Unit.

2

- Other Lakeland Electric utility accomplishments include continuation as a low rate leader in the state; conversion in the shift to Illinois Basin coal resulting in over $8 million in fuel cost savings; evaluation and implementation of longer life turbine parts for Unit #5 resulting in a projected $5.7 million savings over the next 12 years; revised energy use web portal and redesigned website; expansion of the Power Academy to the Lake Gibson Middle School; and recognition as a Diamond Level APPA Reliable Power Provider.
- Completed Stormwater design projects including the Robson Street Drainage System Enhancement to retrofit the existing open-ditch drainage system, providing a closed (piped) system along the north side of Robson Street between Pyramid Parkway and N. Florida to relieve flooding of adjacent properties and reduce drainage system maintenance costs in FY 2014; the New Jersey Road Drainage System Improvements (Crystal Lake Drive to Edgewood Drive) to provide new street curb, storm sewer pipe and inlets along west side of roadway in anticipation of ensuing trail construction; the Wayman Street Ditch improvements to a new drainage system designed to function more effectively than the current open ditch system providing enhanced flooding protection for the neighborhood; and the Flood Control Automation Retrofit, involving the future installation of automated flood gates to replace 11 existing manual structures on City lakes.
- The Water Division completed the following notable capital projects: Williams Water Treatment Plant chlorine building improvements; filter canopy; emergency generation upgrade; and PICS System replacement. Other significant projects include the Highlands Booster Station emergency power project and bypass piping, Southwest Booster Station emergency power; Vulnerability Assessment Update; and related utility work in conjunction with the FDOT US98 S Widening (from Brooks – Edgewood).
- Wastewater Division notable projects include chlorine containment at both Glendale and Northside Wastewater Treatment Plants; design phase of the Skyview utilities acquisition; continued implementation of combined video monitoring and access control; and coordination with TECO for construction of lift station and force main at the Wetlands facility to eliminate surface water discharge and associated regulations.
- Street sweeping frequency increased from once/month to once/two weeks. Curb miles swept in FY 2013 (19,400) exceeds goal expectations by 16%, resulting in 3,300 tons of debris collected.

Administrative Services

- The FY 2013 Program Budget was recognized by the Government Finance Officers Association (GFOA) through their *"Distinguished Budget Presentation Award"* in recognition of its layout, planning, content and overall presentation. The award is bestowed on only a small percentage of public organizations.

3

Manager Accomplishments Examples

- The City adopted the Northwest Lakeland Sector (7) Plan in September 2012 and two other Plans prior to that (Southwest Lakeland and Downtown). Staff has initiated work on the next Sector Plan for East Lakeland Sector (4), which generally covers the Crystal Lake and Combee Road areas.
- The Planning Division managed several amendments over three separate Plan amendment cycles. These included review of multiple proposals to change land uses on properties located within the Oakbridge DRI; a land use change on Habitat-owned property on Old Tampa Highway; and reducing the land use intensity on property located on South Frontage Road. Annexed lands included the Habitat site, a site near the Parkway Corporate Business Park on S. Pipkin Road, and a site on Airport Rd that will eliminate an enclave.
- Initiated text changes to the Plan including a major update to the Future Land Use Element to address Healthy Communities issues as well as aging in place issues for seniors. Other text changes addressed sector planning, complete streets, creating an amendment history table and annual certification boundary, and 5-year Capital Improvements Plan updates.

Cultural & Community Services

- New furniture was purchased by the Friends of the Library of Lakeland, Inc. representing a $50,000 investment that was installed in the adult public seating areas at the Main Library. The Axis360 digital download online service was implemented for eBooks and Audiobooks, and Library staff expanded the One-to-One Technology Tutoring at the Larry R Jackson Branch Library to twice a week.
- The Lakeland Center was the recipient of Facilities Magazine *"Prime Site"* Award recognized for outstanding service to its clients and the industry. Developed the 1st phase of the conceptual design for the Jenkins Arena renovation which has resulted in a plan to repurpose the aged facility into a state of the art meeting and conference multi-purpose venue. Staff also installed an energy management program and system that will provide significant reduction in power consumption through the use of efficiencies and improved systems. Secured a contract with Free Life Church for weekly services totaling over $312,000 annually as well as major sponsorship funding from Under Armour for the 2012-13 FHSAA Championships.

Community Safety

- Successful economic reopener for Police Officers, Sergeants and Lieutenants represented by the Police Benevolent Association (PBA).
- Successful successor Collective Bargaining Agreement with Fire Fighters/Driver Engineers and Lieutenants represented by the International Association of Fire Fighters (IAFF).

10

- The LPD's K9 Unit became National Champions at the USPCA National Trial, with Officer Ted Sealey and his K9 partner Bruno winning Top Dog.
- The LPD implemented a significant reorganization which better aligns functions and the distribution of personnel. The following are the new bureaus that were created: Administrative Bureau, Neighborhood Services Bureau, Special Services Bureau and Investigative Services Bureau.
- Implemented COP DOTS within the Community Services Unit, which is designed to allow citizens to mark their personal belongings that can be read with a scanner in the event it is stolen and recovered.
- Nearing completion of the implementation of the Tiburon Records Management System. This was the second and final component of the changeover from the former Intergraph System.
- Completed the expansion project of adding an additional building at the LPD Training Center comprised of three classrooms capable of training approximately 90 individuals at one time.
- The LPD was Re-Accredited by both the Commission on Law Enforcement Accreditation (CALEA) and the Commission for Florida Law Enforcement Accreditation (CFA).
- Expansion of the City's Red Light Camera Program to include an additional top 10 intersections to address safety concerns as recommended by the LPD and the Traffic Services Division.
- Opening of temporary Dual Purpose Fire Station at LLRA last summer with resulting ISO rating change from Class 10 to a Class 3 in southwest Lakeland. Award of design contract and subsequent bidding and award of permanent station construction, with groundbreaking ceremony scheduled for November 18th with projected completion and operational status at the start of FY 2015.

Transportation Services

- Completed roughly $15 million of previously awarded grant supported capital improvements at Lakeland Linder Regional Airport including the TWY E lighting; TWY H&J and Apron/Pond; Terminal Parking; TWY P Safety Area; ILS RWY 9-27 and TWY B; Wildlife Assessment; and Doolittle Road improvements. Additionally, commenced with another approximately $14.7 million in grant supported projects including the Dual Purpose Fire Station; Secondary ARFF Truck; Doors, Gates & Access Controls; South Ramp; RWY 9-27 and TWY E1; Fuel Farm; and Air Traffic Control Tower design work. Collectively, LLRA's local participation of roughly $3.3 million leveraged almost $26.4 million in state and federal aid.

11

- Occupancy rate at LLRA is at over 92% at its overall facilities, involving a strategy of attracting and retaining key tenants and entering into longer term lease agreements.
- LLRA's Annual Part 139 Inspection was completed by the FAA with no discrepancies or violations noted.
- LLRA was one of the first airports to convert to the FAA's NOTAM Manager System allowing the issuance of real time NOTAM's.
- Considerable advocacy efforts with the FAA to retain FAA Air Traffic Controllers for the Sun-n-Fun event for $284,500, which was funded locally through joint participation from the City, Sun-n-Fun, Polk County Sports Marketing and Tourism and other funding partners. Successfully worked in tandem with other Airports to maintain FAA Controller funding in contract towers for 2013.
- Staff applied for grants through the Polk Transportation Planning Organization for trails and pathway projects totaling over $4.61 million, with most being accepted and ranked for funding by the TPO for the next updated FDOT Work Program.
- Participated in multiple meetings related to the FDOT Rail Relocation Study and exploration of alternatives, including short term projects in downtown Lakeland to facilitate bike/pedestrian movement.
- Additional work with the FDOT and CSX to prepare New York Ave Rail Grade Crossing Application, downtown future rail safety enhancements and RR Quiet Zone Application. The City remains on track to secure approval from the Federal Rail Authority for formal establishment of a Quiet Zone in downtown Lakeland.
- Installation of new Pay-by-Space machines in Munn Park and Mitchell's Coffee House parking lots.
- Designed and coordinated with FDOT for new Fire Station #7 emergency traffic signal on Drane Field Road and with the Polk County School Board for a new traffic signal accessing the Sleepy Hill Middle School.
- Implemented various Lake Hollingsworth Drive Safety Enhancements improvements including bicycle signals, green bike lanes and bike boxes, bike buffers, shoulder widening, driveway improvements, audible vibratory devices and new bike lane signs and markings. Performed "before" and "after" traffic studies to gage the effectiveness of these improvements and coordinated with the Federal Highway Administration in conjunction with the pilot project.
- Completion of sidewalk improvements along Main Street, Ingraham Ave, Lincoln Ave, McDonald Street, New York Ave, Fifth Street, Carleton Street and the Buckingham Trail.

12

Rating Example

LEADERSHIP AND MANAGEMENT

PLANNING - Ability to anticipate and analyze problems; maps effective solutions.
(Unacceptable) (Poor) (D B M Acceptable) (S Good) (K A Excellent)

Comment:

ORGANIZING - Ability to arrange work efficiently and apply resources.
(Unacceptable) (D Poor) (B S M Acceptable) (K A Good) (Excellent)

Comment:

Referring to the Council's 9-Point Strategic Visioning Goals and the City Manager's Priorities of January 6, 2013, one sees that the projected timeframes for accomplishing tasks are not being met. Understandably issues arise. It is still the responsibility of the City Manager to see that these quarterly projected timeframes are adhered to and if not, to provide an explanation as to why the goals are not being met. If it is a matter of applying more financial resources, staffing, and/or time, the Council should be updated and given the opportunity to make changes accordingly. Not having these critical conversations or touching base leads to backlog and/or unfulfilled goals, ultimately leading to dissatisfaction.

Particular areas of dissatisfaction: 1) Traffic Impact Fees delayed [2nd Quarter] - now it is a missed opportunity with one of the largest projects already vested, 2) Organizational Structure [2nd Quarter], 3) Implement Financial Software [1st Quarter], 4) Comcast Negotiation [2nd Quarter], and 5) Cell Service/Broadband Improvements [2nd Quarter]

For the Traffic Impact Fees, it would have been worth it to contract with a consultant to do the work. Poulsbo Public Works provided all the materials including the name the contracted consultant. As it is, we are missing out on Traffic Impact Fees that would have been collected as development has now picked up. It is an unmet priority that has cost the City money.

Some things seem to have taken longer than they should have. Specifically, the RFP for new software.

1. **CM should provide options for current things that have to be dropped from the work plan if CC is adding new items.**
2. **CC acknowledges that choices must be made instead of just adding new items to the list.**
3. **CC does not feel like they have adequate long range strategies**

SUPERVISION - Builds and motivates a team, provides direction, monitors and adjusts performance as necessary.
(Unacceptable) (Poor) (B M Acceptable) (D K A Good) (Excellent)

Comment:

Hosting the Employee Appreciation BBQ and actually inviting City Council Members was a good team-building event.

With recent employee departures, it is my understanding that the City Manager provided direction and employees that did not follow the direction and did not meet expectations chose to seek employment elsewhere.

I have to assume this because staff appears to be

I can't answer this

Slow to adjust performance

DELEGATION – Effectively assigns work to others and builds skills.
(Unacceptable) (Poor) (D B S M Acceptable) (K A Good) (Excellent)

Comment:

SSWM

A number of times he has stated that reports and memos that came out under his signature were prepared and released by his staff and "missed the mark"

TIMING - Makes decisions when sufficient information is available.
(Unacceptable) (D M Poor) (B Acceptable) (A S Good) (K Excellent)

Comment:

A notable improvement CM has made is the timing in which contracts come to us for approval

Water Utility discussion was quite a challenge and very time consuming. It seemed administration threw every possible obstacle in order to make the option to contract with KPUD fail. The numbers were ever changing from the first City Manager presentation to the next. All in all it was a very disappointing and dissatisfying experience.

A few positives: 1) to a citizen's credit, the City was able to correct a $75,000 error in Water Utility tax, 2) the City Manager and Council agreed the Water Utility could support a rate adjustment, 3) City Manager and Finance Director agreed that a rate reduction could be done for another utility as well.

Now as much focus as was put on Water Utility needs to be done with SSWM. By the way, SSWM was to have a comprehensive evaluation as of the 1st Quarter.

CM is very conservative and does not make decisions without a lot of data which takes a lot of time. Some of the council is satisfied with a slow moving government, while some of the council is not. CM should present options with risk so that council can decide.

1. **Would like to get CC agenda items earlier for more time to study, etc. --- Friday before Wednesday for all presentation materials instead of at the dais. CM to communicate expectations regarding ability to get presentations out in advance versus waiting for a next agenda.**

FINANCIAL MANAGEMENT - Accurately and concisely reports and projects the financial condition; management practices and policies are designed to maintain (or achieve) a sound, long range financial condition - uses debt cautiously, plans for long term replacement and maintenance of equipment and infrastructure.
(Unacceptable) (D M Poor) (B Acceptable) (K S Good) (Excellent)

Comments:

Accurately and concise reports and projects financial condition:

- The Comparable Cities Report was missing the important fact that our City has a very limited list of services whereas many of the other cities have nearly twice the services, employees, and taxing capacity.
- Financial information is presented like a mathematical word problem. Regretfully one has to read through information to find what are the actual amounts. Presenting a page that shows the decreases and increases and finally present either the under budget or over budget.
- The City does a great job of doing budget adjustments for when increases are necessary. It would be great to provide similar budget adjustments for opportunities to reprogram funds that are known will not be spent otherwise. Simply carrying this funding over to the next year creates missed opportunities.

Management practices and policies are designed to maintain (or achieve) a sound, long range financial condition

Rating Example

QUALITY OF MUNICIPAL SERVICES

Please rank each of the following direct services on progress that has been made since the City Manager came on board.

	Declined	No Change	Improved
Street Maintenance		A B	D K S M
Police Services		B S	D K A M
Parks N/A		K A B	
Water & Sewer		B M	D K A S
Planning & Zoning		K A B S M	D
Code Administration	K	A B S M D	
Animal Control		D K A B	
Construction & Engineering		K B S	D A M
Main Street		K A B S M	D
Solid Waste N/A		D K B M	
Environmental Health		K A B S M	D

NEW OBJECTIVES

List any new priorities you would like the City Council to establish for the City Manager.

List of priorities that should be given more attention:

1. Implementation of organizational structure modifications – i.e. reorganization that was scheduled for by 2nd quarter.
2. Traffic Impact Fee
3. Financial and Project Management Software
4. Move data and software into a Cloud-based system
5. Budget: Follow the Budget Calendar, Hold Council Retreat to Establish Policies, Make Budget Adjustments, and Create a Citizens Guide to the Budget
6. Negotiations with Comcast

CM has too much on his plate, so this is a hard one. It is the Council that must stop piling new, special interest work on top of the challenging list of original objectives. My "new" objective for him would be to push forward on a number of critical issues before him – in particular, a strategic plan and ensuring that the organization is adhering to the principles and goals of our Comp Plan.

- Hire City Attorney.
- Present comprehensive analysis SSWM Utility (2013 carry-forward)
- Assess and update fee schedule.
  - Traffic Impact fee (2013 carry-forward)
- Develop and launch comprehensive Communications Plan (2013 carry-forward)
  - Citizen's Guide to the Budget (one of the important elements)
- Public Safety Strategic Plan
  - Address Pendleton recommendations with frequent updates about progress.
  - Implement LEXIPOL and LeMan recommendations
- Develop and present Level of Service analysis with relevant recommendations for 2015-17 Biennial Budget.

Fix the Police Department and implement the recommendations of the Pailca and Pendleton reports.

- Since I have been on the Council we have been told that the work plan informs the budget, yet the budget is always approved prior to the council and City Manager creating a work plan. I would like to the Council to create a 2014 work plan prior to, or at least in step with, the 2014 budget process. I believe CM agrees with this and if he does I think he should be more vocal about it.

- The need to build trust was a priority when CM was hired so it's not new, but I would like to see CM be more proactive is asking people what he can do to move it along. I get the sense from CM and others, that just telling people they need to trust the City is enough.
- Planning Department
  - People are still being told 10 weeks for a SFR building permit
  - Process needs to be easier to understand for the average person
  - I'm really bothered by the fact that someone can propose a comp plan amendment that staff does not recommend, but 3 years staff will recommend an identical comp plan amendment made by a different person when there has been no change in policies used to support or deny the requested change.
  - Inconsistencies – considers reducing parking requirements and at the very same time adds, as potential work plan item, the need for a parking structure because there's already not enough parking.
- The City needs to (1) be very clear about what rules and procedures it's citizen commissions and committees are required to operate under, and (2) develop a process to ensure that committees and commissions are made aware of and understand those rules and procedures.

Benchmark cost and service level of city's services and develop goal and plan to improve.

AREAS FOR IMPROVEMENT

List any other areas in need of improvement.

1) City Manager is slow to often non-responsive to my emails.

In just reviewing emails from May until mid-July, there are over 30 unanswered emails from the City Manager. At times, I have to end up calling or walking over to City Hall to get an answer.

2) On most occasions City Manager and Staff's presentations are not included in the City Council agenda packet materials.

This puts the City Council and the Community in the position of having to consider the material on-the-fly and does not allow for City Council and the community to be ready to have an informed conversation, prepare thoughtful questions, and/or provide meaningful comments. Unfortunately at times is also feels as if it is a strategy to limit crucial conversation and not having the material prior to the meeting ends up creating some distrust.

3) Incomplete agenda packets without important documents continues

This occurred just this week with the Pendleton Report, an in-depth review of the Police Department. So the Council received it just prior to city council meeting and the community did not have it. If materials cannot be provided in time, the item should be rescheduled for a future

Rating Example

- I understand that CM wants to leave policy discussions up to the council but there have been times that during our discussions something factually inaccurate has been stated that I think CM should correct. For example, when a council member says that there has been no analysis done by staff, I think it would be appropriate for CM to correct that statement.
- I have concerns about how receptive staff has been to changes and how CM handles that.
- See above re 2014 Work Plan

Provide council with preliminary information earlier with appropriate caveats and risks

OTHER STRENGTHS

List other strengths which you feel are notable.

Seeks outside guidance from his peer group. I have noticed the City Manager's posting on ICMA asking for assistance and examples.

Thorough and Good Hiring Process. As noted above, his hires have been excellent.

Positive Language Choice. The City Manager's changing "Code Enforcement" to "Code Compliance" set a collaborative rather than punitive tone.

Focus. One of the City Manager's strengths is his persistent focus. Going into his office and seeing three white boards organized by departments with the list of tasks/targets to complete for me shows he keeps these goals ever present and is focused on seeing them be completed.

Accomplishments. Although I am disappointed by certain priorities not yet been addressed, I do see that much is being accomplished through the City Manager's leadership. My impatience is due to nearing the end of my council term. It was excruciating to see it take nearly 3 and half years to get Lexipol implemented, it will take 4 years total for City's website to be redone, and nearly 8 months to get the City to accept credit card payments.

- Permitting process is being improved.
- Public Works department is being restructured.
- Police Department now has new leadership. It has recommendations from LeMap and the Pendleton Report to implement and focus is being placed on creating and implementing a strategic plan.
- The City has completed or nearly completed large policy projects: Shoreline Master Plan, HDDP, and Water Utility improvements.

- There is greater attention being placed on public works maintenance and landscaping. The City grounds and properties look well maintained. Even many of the downtown traffic medians are being tended. The City trees are being taken care of with watering bags placed around each trunk. The dozen or so street lamps that were not working are almost all now working.
- Resolving the Rockaway Beach issues that both the City Manager and the Interim Public Works Director inherited were done in a timely and professional manner.

Ultimately, it is my hope that the City Manager has great success on Bainbridge Island and embraces the opportunities to work with the city councils and community to create positive change. In addition to getting the important foundational work of the City done, the City Manager has the opportunity to work with the city councils and community to create legacy projects such Waterfront Park, Police/Fire Station, Ferry District redesign, and the Sound to Olympics Trail. This is the place that the City Manager could enjoy interesting and creative long-term employment working, I hope, right up to his retirement. Good things to be done are never ending!

CM has enormous potential if he can be allowed to fully perform. I find him to be honest, direct, good natured, intelligent and fair. Most of the roadblocks in his way are set by Council demands, which are at times inconsistent, unclear and/or forced into tight timelines. However, CM has the power to set boundaries. I understand that in light of the recent history of this organization, it may seem unwise to appear in anyway resistant to Council demands, however, CM deserves (and I would think needs) the ability to actually perform his job. A professional must be allowed to fully use his professional knowledge and experience. A City Manager must have full control of his organization. If the Council ties one hand behind CM's back, then it loses the ability to legitimately evaluate his performance.

Ultimately, CM's decision to tolerate micromanaging, overstepping or other failures to abide by the principles of the Council Manager form of government will impact not only his experience during his tenure (and his ability to be successful) but will establish such poor practices for his successors. The cost of these poor practices is at best profound inefficiency of the organization, poor morale among staff and continuing loss of confidence by the community. At worst, the organization may fail.

For me, CM's strengths are those that prompted his hiring: broad municipal administration experience and knowledge, steady temperament and tact, energy and enthusiasm for City of Bainbridge Island. These have been well demonstrated and continue to be important for the continued growth and health of our city.

- Very approachable and easy to talk to
- Patient
- Handles different personalities well, non-reactive
- Doesn't get involved in council drama
- Has found many "housekeeping" items that were missing from our code

Rating Example

City of Lakeland
City Manager Performance Review

Reviewer: _____
Date: _____

Performance Dimension	Score	Supporting Comments
Evaluate each performance dimension from 1 to 5 using the scale below. Add supporting comments when appropriate.		
I. Fiscal Management		
• Thorough and effective preparation/management of the budget		
• Timely updates of City Commission regarding financial conditions		
• Assists the Board in establishing long-term goals		
II. Supervision and Leadership		
• Creates appropriate courses of action & achieves goals set by CC		
• Effective at setting vision and tone for labor relations		
• Plans & organizes responses to requests/complaints/concerns		
• Directs/develops effective team of staff members, encouraging decision-making, instilling confidence, & emphasizing support.		
III. Management of the Assets		
• City facilities are well-maintained and attractive		
• Infrastructure properly maintained and expanded or		
• Financial assets properly safeguarded and their value maximized		
IV. Policy and Planning		
• Effectively assists Commission in establishing long-range goals		
• Anticipates future needs & positions the org. to meet those needs		
• Provides unbiased advice/alternatives to facilitate decision-making		
V. Community Relations		
• Maintains City's image for service & professionalism		
• Maintains a liaison with private, non-governmental agencies, groups, and organizations involved in areas relating to the City.		
• Inspires attitude of helpfulness, courtesy & sensitivity among staff		
VI. Communications		
• *Verbal*: conducted in open, responsive and courteous manner		
• *Written*: understandable, succinct, and audience-appropriate		
• Facilitates flow of information to the various constituencies		
• Timely, forthright, and encourages two-way feedback		
VII. Intergovernmental Relations		
• Maintains positive relationships with other governmental units		
• Motivated to learn who, what & where of other government units		
VIII. Relationships with City Commissioners		
• Prompt and proper response to requests		
• Assists in resolving problems at the administrative level to avoid unnecessary action from the City Commission.		
• Informs the Commission of administrative developments		
IX. Management Style		
• Sound judgment (rational, reflects the known facts)		
• Creative (proactive, instigates, out-of-the-box thinking)		
• Decisive (thorough, timely, strategic perspective, etc.)		
• Impartial/open (objective, unbiased, encourages collaboration.)		

Performance Evaluation Scale

1 = Immediate Improvement	2 = Below Average	3 = Average Performance	4 = Meets Expectations	5 = Exceeds Expectations

I. FISCAL MANAGEMENT [4.64]

What I like:
Doug has my full trust and confidence. He has a handle on the budget and a great grasp on the financial and fiscal condition of the City's operations.
Excellent [job] in very tough times. Much smoother this year than last year. It (the budget workshops) worked, it was arduous, but it worked. The end result was that we understood: 1) the appropriation process/priorities, and 2) what had been done to achieve the budget projections.
The City staff buy-in on the new budget. The budget workshop efforts were very good.
I applaud Doug for what he has accomplished. Doug has done an exceptional job of managing under the pressures of the current times. He has positioned the City to operate efficiently with a knowledgeable team.
[Doug] does a good job managing fiscal resources. Reserves are at 18.5%, which is more than the 7.5% [required] by ordinance.
I am glad that [Doug] took my advice on the budget workshops.
[Doug did a] masterful job in a very difficult environment. Preparation, presentation and engagement during the budget process was the best I have experienced.

What I would like to see more of:
[I] would like to see [a presentation of] all of the reserves amounts in ALL departments/areas each year.
There is an opportunity to better engage the business and community leaders in understanding the fundamentals of the city's financial picture, how it impacts future service delivery, quality of life and the choices the community will need to make.

What I would like to see done <u>differently</u>:
I do not have much faith in Lakeland Electric's finances. I will hold the City Manager responsible.

II. SUPERVISION & LEADERSHIP [3.94]

What I like:
When I read all of the accomplishments [from the] past year, I know why we were all exhausted. It was amazing what was accomplished – my hat is off to Doug and all of his staff.
[Doug's] sustained effort, year-round, requires incredible skills.
Doug's hiring decisions – new police chief, airport director
I have seen a responsive style cautiously gathers information before responding.
[Doug made a] great selection on LPD's new police chief.
Doug leads through the use of quantifiable data such as the KSIs. I have come to appreciate his leadership style.
Overall [Doug's] performance in this area is solid.

What I would like to see more of:
Labor negotiations must produce equitable results for both union and non-union employees – the efforts/results must be more clearly communicated to the City Commissioners and all of the stakeholders.
Succession planning is still an issue – e.g., Lakeland Electric's Director position – I have heard nothing about it. Need to fill leadership positions at LE and ACM more quickly.
Occasionally it would help if Doug responded more quickly to requests regarding major issues. Examples include: workshop with the Pension Board, workshop on local purchasing preferences.
Increase delegation by priority.
More MBWA (management by walking around), building rapport with his (the City's) staff.
Too many departments are still operating in a reactive mode.
Doug will need to help his lower performing departments close the gap on the difference in their customer service focus relative to the higher performing departments. We can be nice even if the answer is "no" or "not the way it was requested".
Additionally, we must improve the realization throughout the entire organization that our stakeholders, taxpayers and customers have very high expectations and they are observing how we all handle that trust and responsibility more than ever before.

What I would like to see done <u>differently</u>:
It's based on second-hand information, but Doug needs to do less micromanaging.
Labor relations are still rocky – I am holding the City Manager fully responsible for the delays on negotiating from here on out. The City Manager sets the tone on getting the job done and [the results] being acceptable to both parties

Example

City Manager Performance Review – November 2011 6

V. COMMUNITY RELATIONS: [4.39]

What I like:

Glad to see more community involvement. Much better, [Doug] is much more visible.
There is only so much that Doug can do, and he does it well.
[Doug] is more visible and accessible. In my opinion, he has improved in this area. He is genuinely concerned about what is good for the City.
[Doug] tries, but he is not naturally comfortable in community social settings.
Great job serving 3rd term with FCCMA board of directors and being the Chair of the Legislative Committee. Great job with being appointed to the Florida League of Cities legislative committee. Great job serving on the Lakeland Chamber's Government Affairs Committee. Great job serving on the LVIM board of directors. Great job serving on the Florida League of Cities "Keys to the City" task force.
Overall good performance in this area. Doug works diligently to nurture and develop great relationships throughout the community, with his peers and various stakeholder groups.

What I would like to see more of:

Attendance at events, not necessarily board service. Be the "face" of the organization – serve in the role of CEO.
[I] still would like to see a list of Neighborhood association meetings [that Doug] attended.
The development of a more effective approach in engaging our community and business leaders so that we are closer to being on the "same page" as it relates to understanding where the city is positioned and how current decisions will affect our future.
[Doug] could improve relations with the press, subject to cautions regarding trust.

What I would like to see done differently:

No comments in this area.

City Manager Performance Review – November 2011 8

VII. INTERGOVERNMENTAL RELATIONS: [4.83] *Strongest performance area*

What I like:

Statewide involvement, regional issues (such as high speed rail authority and bridging the gap with East Polk) is great for Lakeland.
[Doug's] involvement with FCCMA and his interaction with the legislative delegation.
He is well-thought of throughout the State via his service on the FCCMA and in his relationship with the County.
[Doug] does an adequate job with other agencies, [I] haven't heard any issues otherwise.
[Doug is] doing a good job, well-respected in the region and state outside of Lakeland.
Doug has continued to excel in this area and has "stepped it up" a notch. Great job.

What I would like to see more of:

No comments in this area.

What I would like to see done differently:

No comments in this area.

City Manager's Performance Review
November 28, 2011

	Fields	Higgins	Selvage	Troller	Yates	Walker	Wiggs	Average
Fiscal Management	5.0	5.0	5.0	3.0	5.0	4.5	5.0	4.64
Supervision & Leadership	4.0	4.8	4.0	1.5	4.75	4.5	4.0	3.94
Asset Management	4.5	5.0	5.0	2.5	4.5	4.5	5.0	4.43
Policy & Planning	4.5	4.8	4.0	3.0	5.0	5.0	4.0	4.33
Community Relations	4.0	5.0	4.0	3.5	4.5	4.75	5.0	4.39
Communications	4.0	5.0	4.0	3.0	4.5	4.75	5.0	4.32
Intergovernmental Relations	4.8	5.0	5.0	4.0	5.0	5.0	5.0	4.83
Relationship w/ Commission	4.5	5.0	4.0	4.5	4.75	4.75	4.0	4.50
Management Style	4.8	5.0	4.0	3.5	4.75	4.75	4.5	4.47
Average	4.46	4.96	4.33	3.17	4.75	4.72	4.61	4.43

Prepared by L. Ross, F & B Associates, Inc.

Rating Example

SAMPLE APPRAISAL OF PERFORMANCE[1]

NAME: _____

EVALUATION PERIOD: _____

Rate Category I: 1= Exceptional; 2= Exceeds Expectations; 3= Meets Expectations; 4=Below Expectations

I. MANAGEMENT and LEADERSHIP PRACTICES (20–40%) _____

A. Elected Body Relationships

Does not surprise board; all board members are informed of organization activities, progress, and problems on a regular basis.

Is receptive to board member ideas and suggestions

Makes sound recommendations for board action

Effectively implements policy decisions of the board

Facilitates the decision-making process for the board

Follows up on all problems and issues brought to his or her attention

Is nonpartisan; does not show favoritism

Accepts responsibility

B. Organizational

Leads a smooth-running and continuously improving organization

Proposes organizational goals and objectives prior to each fiscal year

Anticipates and plans well in advance

Is progressive in attitude and action

Follows through on set plans and deadlines

Emphasizes development and enhancement of the skills of all employees

Hires and retains competent staff members who know what is expected of them

Delegates effectively

Encourages high staff productivity and demands accountability

[1] Adapted and used with permission from Gregory J. Bielawski, ICMA Senior Advisor and Illinois Range Rider, g_bielawski@hotmail.com

C. Community Relations

Is appropriately visible and active within the community

Understands and is knowledgeable about the needs of the community

Encourages and honestly considers community input

Requests feedback from the community on the performance of the organization

Provides programs and services that are up to community standards and expectations

D. Fiscal Performance

Prepares and presents a long-range financial plan, which is updated as circumstances dictate

Presents balanced annual budgets with programs and service levels clearly identified

Recognizes and manages the budget within fiscal constraints

Displays common sense and good judgment in business transactions

Seeks all available funding sources

Provides accurate and complete financial reports in a timely manner

E. Intergovernmental/Agency/Association Relationships

Participates in professional management and leadership organizations

Effectively collaborates, coordinates, and communicates with other communities, regional associations, and similar organizations

F. Communication

Responds to all requests for information in a timely and thorough manner

Speaks and writes clearly

Responds to correspondence, phone calls, and requests for information in a timely and thorough manner

Provides all necessary and required reports and records

Ensures that information of general interest is current and timely, that website is up-to-date, and that available technology is used effectively

Provides details about specific projects to those affected in a timely manner

G. Personal

Is ethical, honest, and of high integrity

Projects professional demeanor and respect in all interactions

Is cordial and approachable

Explain and support your rating—whether 1, 2, 3, or 4—and support it with specific examples

II. GOAL/TARGET ACHIEVEMENT (60–80%) ___

Rate Category II: 1= Exceptional; 2= Exceeds Expectations; 3= Meets Expectations; 4=Below Expectations

(Place the letter or number of each goal/target for the year on the appropriate line below).

___Achieved

___Partially achieved

___Not achieved

Comments:

III. SUGGESTED GOALS/TARGETS FOR UPCOMING YEAR

A.

B.

C.

IV. WHAT SHOULD THE MANAGER START DOING, STOP DOING, AND CONTINUE DOING?

OVERALL EVALUATION:_____

Board Member Name_____ Date_____

Questions to Answer When Doing Your Appraisal

1) What impressed you the most favorably about _____'s performance this past year?

2) In what areas has _____ shown exceptional performance?

3) What's your major area(s) of concern regarding _____'s performance this past year?

4) What specific recommendations/expectations do you have for _____ to improve performance?

5) What should be _____'s top three goals/targets for the next year?

Post Review Work Plan Example

City Manager Performance Evaluation Work Plan

Organizing – Ability to arrange work efficiently and apply resources. Rating 2.17

Feedback received on this item resulted in some Council Members rating performance "Acceptable" or "Poor" because progress wasn't being made quickly enough, but others rating performance in the same range because I agreed to add too many new items, which slowed progress on existing items.

To address the concerns, City Manager will:

- Work with City Council to focus resources on work that is Quadrant II type tasks (long-term development, strategic) and less time on Quadrant I, III and IV tasks.
- Provide an assessment of options for current things that may need to be dropped from the work plan if the City Council wants to add new items.
- Help the Council establish long term strategies which will provide a context for specific priorities within the work plan and help ensure that the most important things are receiving priority attention and resources.

Delegation – Effectively assigns work to others and builds skills. Rating 2.34

To address the concerns, City Manager will:

- Continue delegating and providing opportunities for staff to develop personally and professionally.
- Remind members of City Council that mistakes are part of the learning process.
- Clearly communicate expectations to staff when delegating.

Timing – Makes decisions when sufficient information is available. Rating 2.34

To address the concerns, City Manager will:

- Present options to Council with a risk assessment of each option, so that the Council can decide how aggressive they want to be and how much risk they are willing to undertake on any given item.
- Provide agenda items to the Council on the Friday before Wednesday meetings with all presentation materials included, instead of Council seeing information for the first time at the dais. If not possible and agenda item is time sensitive, consult with Mayor and communicate to Council regarding reason item needed to be placed on agenda without full backup.

1

Financial Management – Accurately and concisely reports and projects the condition; management practices and policies are designed to maintain (or achieve) a sound, long range financial condition – uses debt cautiously, plans for long term replacement and maintenance of equipment and infrastructure. Rating 2.00

To address the concerns, City Manager will:

- Bring recommended code amendment to City Council to allow City Manager to amend budget within funds
- Bring budget amendments forward when excess revenues or savings are identified.
- Maintain strong bond rating
- Maintain strong fund balances and financial condition
- Develop recommendation for equipment replacement program
- Develop reports/tools to communicate financial condition more clearly

Communication with Governing Body – Accurately interprets the direction given by the governing body; keeps you well informed with concise oral and written communication. Rating 2.34

To address the concerns, City Manager will:

- Be more proactive in communicating with members of the City Council
- Establish regular meetings with members of the City Council to discuss issues/concerns/interests
- Notify Council of key staff departures that may be of interest to the community
- Look for opportunities to share good news on positive things that are happening in the community
- Provide the Mayor and Council with "rapid response" talking points on major issues such as the landslide when a newspaper story shows up that will likely create citizen questions or discussion. Talking points should equip Council to answer questions from the citizens in a prompt and knowledgeable manner.

Leadership – Guides effectively. Rating 2.34

To address the concerns, City Manager will:

- Create a more strategic focus for the long term, and begin to actively bring forward ideas on how we get to where we want to go for the long term.
- Assess how we compare with other cities, and look for new ways to get the most out of the resources we have available.
- Continue implementation of high performance model

2

Accepts Direction – Aggressively responds to the direction of the majority of the governing body. Not sidetracked by the minority but recognizes their concerns. Rating 1.67

To address the concerns, City Manager will:

- Reinforce need for motions and votes to avoid misunderstands about direction received through consensus
- Re-state direction received to ensure accurate understanding

Operational Efficiency – Obtains the best possible end result for the money spent. Rating 2.25

To address the concerns, City Manager will:

- Develop performance measurement system for implementation in 2014
- Conduct a cost of service analysis

3

Pitfalls to Avoid

1) Council Members represent a diverse group of voices that may not be unified in their expectations of the Manager.
2) Relationships are too close, supportive, and friendly, there can be a reluctance to bring up areas of performance that need improvement and a tendency to avoid conflict.
3) If elections have taken place and the Council conducting the evaluation is not the same Council that completed the previous Manager performance review, it is important that the newly elected officials immediately be introduced to the established performance goals, measures, and evaluation process, ideally during their orientation period.
4) Compensation adjustments do not reflect the results of the annual review.
5) City Council Members often have little to no experience in performance reviews.

Pitfalls to Avoid

- A good evaluation process is designed to increase communication between Council Members and the Manager regarding his/her performance in accomplishing assigned duties and responsibilities, and the establishment of specific work-related goals and objectives. Therefore it is recommended that all members of the Council participate in the process, both by individually completing the rating instrument and by discussing their ratings collectively to develop a consensus regarding performance expectations.
- It may be useful, particularly if the Council Members are inexperienced in performance evaluation processes, to use a consultant to help the Council prepare for and conduct the Manager's evaluation.
- Once the consultant has collected the information, the consultant typically meets with the Manager to provide an overview of the results, and then facilitates a session with the Council and Manager to review the conclusions, build consensus on the ratings, and assist in developing goals for the next review period.



Pitfalls to Avoid

- When an evaluation is completed by a group of people, it is important that it reflect the consensus opinion of all members. This consensus can be accomplished by having each member individually rate the Manager, followed by a group discussion to arrive at a final consensus rating for each measure.
- During the review session, the consultant (or one Member) can facilitate a group discussion on the divergent comments to help provide clarity and agreed upon direction for the Manager to pursue in the next review period. It is important that each Member's ratings, whether positive or negative, be backed up with specific comments and examples, so that the whole group understands the reasoning behind them as part of this discussion.
- If individual comments (those that do not necessarily represent the sentiments of the Council as a whole) are to be included in the final document that will be discussed with the Manager, the Council should decide in advance whether those comments will be anonymous or attributed to the individuals making them.



Compensation Issues

Often, factors other than the performance evaluation form the basis of compensation decisions. These nonperformance considerations include:

1) The economic climate of the community and region
2) The general status of compensation decisions in the private sector of the community
3) The compensation decisions for other employees of the local government
4) A general review of the competitive position of the local government in the local government's market area
5) A comparative salary review. In summary, the performance evaluation of a Manager can provide input into compensation decisions by the Council. Ideally, but not typically, the communication value of an evaluation is best served by a periodic evaluation(i.e. quarterly or semi-annual) not directly tied to compensation.

Summary-Keys to a Successful Review

Step.1	Review & Discuss Evaluation Process	Review & discuss the performance instrument to be used, utilizing instruments that have proven to be successful elsewhere that include both Technical & Behavioral aspects
Step.2	Summary of Accomplishments & Goals for Next Review	Manager to prepare list of accomplishments for entire review period, Self-Review & suggested Goals for subsequent review
Step.3	Honest Completion of Review Instrument	Council to familiarize with Charter provisions and Policies re: Manager authority, review Manager's Summary, and be honest with grades and remarks, providing details about positives as well as areas requiring attention
Step.4	Group Review of Results & Setting of Goals	Facilitated review session to discuss the results of the Review to ensure consensus and clear direction on desired actions and performance goals going forward

Good Luck!


ASOK, YOUR WORK HAS BEEN EXCELLENT ALL YEAR.
I'M RATING YOU "POOR" SO I'LL HAVE A PAPER TRAIL IN CASE I EVER NEED TO FIRE YOU.
YOU'LL PROBABLY FEEL A LITTLE SURGE OF MOTI-VATION BECAUSE YOU GOT FEEDBACK.
www.dilbert.com scottadams@aol.com
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MEET SANTA
HAVE YOU BEEN NAUGHTY OR HAVE YOU BEEN NICE?
I DREAD THESE YEAR-END PERFORMANCE REVIEWS!
HAPPY HOLIDAYS
FROM FRANK & ERNEST
AND FROM BOB THAVES
12-21

Questions & Comments

For More Information:
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OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

City/County Manager's Name: _____

Council Member/Commissioner's Name: _____

Evaluation Period: _____ to _____

Evaluation Date: _____

Evaluation Instructions:

This form shall be completed by each member of the Council/Commission to evaluate the City/County Manager's performance in each of the areas noted below. Each member of the Board shall sign at the end of the form and forward it to the Human Resources Director. Performance levels can be noted based on the following scale:

5 – EXCELLENT:	The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.
4 – SUPERIOR:	The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.
3 – SATISFACTORY:	The incumbent consistently meets reasonable performance expectations. The individual demonstrates an acceptable degree of competence and performance.
2 – FAIR:	The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance.
1 – UNSATISFACTORY:	The incumbent frequently fails to meet minimum performance expectations.

Timeline:

First regularly scheduled meeting in October:	• Manager presents the Annual Report to the Council/Commission • Chairman distributes the City/County Manager's performance evaluation form
Second regularly scheduled meeting in October:	• Deadline for completion of the performance evaluation form • Commissioners are encouraged to meet with the manager to individually discuss their evaluation
First regularly scheduled meeting in November:	• The compilation of the manager's evaluation and any merit percentage increase recommended by the Chairman are presented for ratification by the Council/Commission

City/County Manager Performance Evaluation

Performance Dimensions:

1. Professional Skills and Expertise	Overall Rating: _____ *of 5*
a. Is knowledgeable of current developments affecting the management field and affecting local governments. b. Regularly provides accurate, comprehensive reports concerning matters of importance to the organization. c. Anticipates problems and develops effective approaches for solving them. d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical. e. Sets a professional example by handling the affairs of the organization in a fair and impartial manner.	
Comments:	

2. Council/Commission Relations	Overall Rating: _____ *of 5*
a. Carries out directives of the Board as a whole rather than those of any one Board member. b. In responding the requests for information, provides complete, accurate, and timely information equally to all Board members. c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action. d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board. e. Is willing to try new ideas proposed by Board members.	
Comments:	

City/County Manager Performance Evaluation

3. Citizen and Public Relations	**Overall Rating:** _____ *of 5*
a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus. b. Is willing to meet with members of the community and is responsive to their concerns. c. Demonstrates a dedication to service to the community and its citizens. d. Expresses information orally in a clear and concise manner when making public presentations. e. Is skillful with the news media, proactively providing information that is important to the public.	
Comments:	

4. Policy Execution	**Overall Rating:** _____ *of 5*
a. Understands, supports, and enforces the organization's ordinances, policies, and procedures. b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the Board. c. Implements Board actions in accordance with the intent of the Board. d. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. e. Helps internal and external stakeholders to achieve common objectives within the parameters of established Board policies.	
Comments:	

City/County Manager Performance Evaluation

5. Intergovernmental Relations	**Overall Rating:** _____ *of 5*
a. Promotes a positive working relationship with other governmental entities. b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives. c. Positively and effectively represents the organization and its interests when working with other governmental agencies. d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization. e. Is willing to share resources or information with other governmental agencies as appropriate.	
Comments:	

6. Staffing and Management	**Overall Rating:** _____ *of 5*
a. Recruits and retains competent personnel for County positions. b. Is aware of staff weaknesses and works to improve their performance. c. Promotes training and development opportunities for employees at all levels of the organization. d. Stays accurately informed and concerned about employee relations. e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.	
Comments:	

City/County Manager Performance Evaluation

7. Fiscal Management	**Overall Rating:** _____ *of 5*
a. Prepares a balanced budget to provide services at a level directed by the Board. b. Ensures that the budget meets the operational needs of the organization and makes the best possible use of available funds. c. Prepares the budget in an intelligent but readable format. d. Submits the proposed budget in a timely manner that allows for an appropriate review period. e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.	
Comments:	

8. Planning and Organizational Development	**Overall Rating:** _____ *of 5*
a. Works with the Board, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the organization. b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first things first" in support of its strategic plan. c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the organization's resources. d. Has a capacity for and encourages innovation. e. Reviews ordinances, policies, and procedures periodically to suggest improvements.	
Comments:	

City/County Manager Performance Evaluation

9. Leadership and Decision-Making	**Overall Rating:** _____ *of 5*
a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same. b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments. c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives. d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources. e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.	
Comments:	

10. Individual Characteristics	**Overall Rating:** _____ *of 5*
a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments. b. Ensures that all business conducted by the organization is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional. c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job. d. Has the capacity to listen to others and to recognize their interests. e. Avoids political positions, partisanship, and unnecessary controversy.	
Comments:	

City/County Manager Performance Evaluation

Summary:

Performance Dimension:	Overall Rating:
1. Professional Skills and Expertise	_____ *of 5*
2. Council/Commission Relations	_____ *of 5*
3. Citizen and Public Relations	_____ *of 5*
4. Policy Execution	_____ *of 5*
5. Intergovernmental Relations	_____ *of 5*
6. Staffing and Management	_____ *of 5*
7. Fiscal Management	_____ *of 5*
8. Planning and Organizational Development	_____ *of 5*
9. Leadership and Decision-Making	_____ *of 5*
10. Individual Characteristics	_____ *of 5*

Total Score: _____ of 50

Divide by 10 (total number of metrics)

Total Average Rating: ____ ***of 5***

Evaluator's Signature: _____ **Date:** _____

City/County Manager Performance Evaluation

Additional Narrative Evaluation:

1. In your opinion, what are the manager's top successes or achievements during the evaluation period?	
Response:	

2. What strengths has the manager demonstrated that have been most helpful to you as a council member/commissioner during the evaluation period? (Feel free to be general or include specific issues or projects which benefited from the manager's leadership.)	
Response:	

3. What performance areas would you identify as needing improvement? Why?	
Response:	

City/County Manager Performance Evaluation

4. What constructive, positive ideas can you offer the manager to enhance performance?	
Response:	

5. What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?	
Response:	

Attachment 5A

OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

City/County Manager's Name: _____

Council Member/Commissioner's Name: _____

Evaluation Period: _____ to _____

Evaluation Date: _____

Evaluation Instructions:

This form shall be completed by each member of the Council/Commission to evaluate the City/County Manager's performance during the evaluation period. Each member of the Board shall sign at the end of the form and forward it to the Human Resources Director.

Timeline:

First regularly scheduled meeting in October:	• Manager presents the Annual Report to the Council/Commission • Chairman distributes the City/County Manager's performance evaluation form
Second regularly scheduled meeting in October:	• Deadline for completion of the performance evaluation form • Commissioners are encouraged to meet with the manager to individually discuss their evaluation
First regularly scheduled meeting in November:	• The compilation of the manager's evaluation and any merit percentage increase recommended by the Chairman are presented for ratification by the Council/Commission

City/County Manager Performance Evaluation

Narrative Evaluation:

1. Does the manager possess sufficient professional skills and expertise to be successful in this organization? Please explain.	
Response:	

2. Does the manager maintain a productive and effective relationship with the Council/Commission as well as individual members?	
Response:	

3. Does the manager work well with citizens and properly address their concerns? Also, does the manager maintain a collegial relationship with the media?	
Response:	

City/County Manager Performance Evaluation

4. Does the manager understand the ordinances, policies, and procedures of the organization and cause them to be fairly enforced?	
Response:	

5. Does the manager maintain cordial and effective relationships with other local, regional, state, and federal government agencies?	
Response:	

6. Does the manager effectively recruit, develop, and retain competent personnel?	
Response:	

City/County Manager Performance Evaluation

7. Does the manager ensure that the annual budget meets the operational needs of the organization within the policy direction set by the Board? Is the manager an effective steward of the organization's fiscal resources?	
Response:	

8. Does the manager effectively plan for the future needs and direction of the organization? In addition, does the manager promote and maintain a healthy organizational culture?	
Response:	

9. Does the manager create a working environment conducive to others' success? Is the manager an effective consensus-builder?	
Response:	

City/County Manager Performance Evaluation

10. What are the manager's strongest personal traits? Are there other personal traits that could be improved to make the manager more effective?	
Response:	

11. In your opinion, what are the manager's top successes or achievements during the evaluation period?	
Response:	

12. What strengths has the manager demonstrated that have been most helpful to you as a council member/commissioner during the evaluation period? (Feel free to be general or include specific issues or projects which benefited from the manager's leadership.)	
Response:	

13. What performance areas would you identify as needing improvement? Why?	
Response:	

14. What constructive, positive ideas can you offer the manager to enhance performance?	
Response:	

15. What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?	
Response:	

Evaluator's Signature: _____ **Date:** _____



OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

City/County Manager's Name: _____

Council Member/Commissioner's Name: _____

Evaluation Period: _____ to _____

Evaluation Date: _____

Evaluation Instructions:

This form shall be completed by each member of the Council/Commission to evaluate the City/County Manager's performance in each of the areas noted below. Each member of the Board shall sign at the end of the form and forward it to the Human Resources Director. Performance levels can be noted based on the following scale:

5 – EXCELLENT:	The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.
4 – SUPERIOR:	The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.
3 – SATISFACTORY:	The incumbent consistently meets reasonable performance expectations. The individual demonstrates an acceptable degree of competence and performance.
2 – FAIR:	The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance.
1 – UNSATISFACTORY:	The incumbent frequently fails to meet minimum performance expectations.

Timeline:

First regularly scheduled meeting in October:	• Manager presents the Annual Report to the Council/Commission • Chairman distributes the City/County Manager's performance evaluation form
Second regularly scheduled meeting in October:	• Deadline for completion of the performance evaluation form • Commissioners are encouraged to meet with the manager to individually discuss their evaluation
First regularly scheduled meeting in November:	• The compilation of the manager's evaluation and any merit percentage increase recommended by the Chairman are

City/County Manager Performance Evaluation

presented for ratification by the Council/Commission

Performance Dimensions:

1. Professional Skills and Expertise	Rating:
a. Is knowledgeable of current developments affecting the management field and affecting local governments.	_____ *of 5*
b. Regularly provides accurate, comprehensive reports concerning matters of importance to the organization.	_____ *of 5*
c. Anticipates problems and develops effective approaches for solving them.	_____ *of 5*
d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.	_____ *of 5*
e. Sets a professional example by handling the affairs of the organization in a fair and impartial manner.	_____ *of 5*
Total Rating for this Performance Dimension:	_____ *of 25*
Comments:	

2. Council/Commission Relations	Rating:
a. Carries out directives of the Board as a whole rather than those of any one Board member.	_____ *of 5*
b. In responding the requests for information, provides complete, accurate, and timely information equally to all Board members.	_____ *of 5*
c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action.	_____ *of 5*
d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.	_____ *of 5*
e. Is willing to try new ideas proposed by Board members.	_____ *of 5*
Total Rating for this Performance Dimension:	_____ *of 25*
Comments:	

City/County Manager Performance Evaluation

3. Citizen and Public Relations	Rating:
a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.	_____ *of 5*
b. Is willing to meet with members of the community and is responsive to their concerns.	_____ *of 5*
c. Demonstrates a dedication to service to the community and its citizens.	_____ *of 5*
d. Expresses information orally in a clear and concise manner when making public presentations.	_____ *of 5*
e. Is skillful with the news media, proactively providing information that is important to the public.	_____ *of 5*
Total Rating for this Performance Dimension:	_____ *of 25*
Comments:	

4. Policy Execution	Rating:
a. Understands, supports, and enforces the organization's ordinances, policies, and procedures.	_____ *of 5*
b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the Board.	_____ *of 5*
c. Implements Board actions in accordance with the intent of the Board.	_____ *of 5*
d. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	_____ *of 5*
e. Helps internal and external stakeholders to achieve common objectives within the parameters of established Board policies.	_____ *of 5*
Total Rating for this Performance Dimension:	_____ *of 25*
Comments:	

City/County Manager Performance Evaluation

5. Intergovernmental Relations	Rating:
a. Promotes a positive working relationship with other governmental entities.	_____ *of 5*
b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives.	_____ *of 5*
c. Positively and effectively represents the organization and its interests when working with other governmental agencies.	_____ *of 5*
d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.	_____ *of 5*
e. Is willing to share resources or information with other governmental agencies as appropriate.	_____ *of 5*
Total Rating for this Performance Dimension:	_____ *of 25*
Comments:	

6. Staffing and Management	Rating:
a. Recruits and retains competent personnel for County positions.	_____ *of 5*
b. Is aware of staff weaknesses and works to improve their performance.	_____ *of 5*
c. Promotes training and development opportunities for employees at all levels of the organization.	_____ *of 5*
d. Stays accurately informed and concerned about employee relations.	_____ *of 5*
e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.	_____ *of 5*
Total Rating for this Performance Dimension:	_____ *of 25*
Comments:	

City/County Manager Performance Evaluation

7. Fiscal Management	Rating:
a. Prepares a balanced budget to provide services at a level directed by the Board.	_____ *of 5*
b. Ensures that the budget meets the operational needs of the organization and makes the best possible use of available funds.	_____ *of 5*
c. Prepares the budget in an intelligent but readable format.	_____ *of 5*
d. Submits the proposed budget in a timely manner that allows for an appropriate review period.	_____ *of 5*
e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.	_____ *of 5*
Total Rating for this Performance Dimension:	_____ *of 25*
Comments:	

8. Planning and Organizational Development	Rating:
a. Works with the Board, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the organization.	_____ *of 5*
b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first things first" in support of its strategic plan.	_____ *of 5*
c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the organization's resources.	_____ *of 5*
d. Has a capacity for and encourages innovation.	_____ *of 5*
e. Reviews ordinances, policies, and procedures periodically to suggest improvements.	_____ *of 5*
Total Rating for this Performance Dimension:	_____ *of 25*
Comments:	

City/County Manager Performance Evaluation

9. Leadership and Decision-Making	Rating:
a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.	_____ *of 5*
b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.	_____ *of 5*
c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.	_____ *of 5*
d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.	_____ *of 5*
e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.	_____ *of 5*
Total Rating for this Performance Dimension:	_____ *of 25*
Comments:	

10. Individual Characteristics	Rating:
a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.	_____ *of 5*
b. Ensures that all business conducted by the organization is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.	_____ *of 5*
c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.	_____ *of 5*
d. Has the capacity to listen to others and to recognize their interests.	_____ *of 5*
e. Avoids political positions, partisanship, and unnecessary controversy.	_____ *of 5*
Total Rating for this Performance Dimension:	_____ *of 25*
Comments:	

City/County Manager Performance Evaluation

Summary:

Performance Dimension:	Overall Rating:	
1. Professional Skills and Expertise	_____	*of 25*
2. Council/Commission Relations	_____	*of 25*
3. Citizen and Public Relations	_____	*of 25*
4. Policy Execution	_____	*of 25*
5. Intergovernmental Relations	_____	*of 25*
6. Staffing and Management	_____	*of 25*
7. Fiscal Management	_____	*of 25*
8. Planning and Organizational Development	_____	*of 25*
9. Leadership and Decision-Making	_____	*of 25*
10. Individual Characteristics	_____	*of 25*

Total Score: _____ of 250

Divide by 50 (total number of metrics)

Total Average Rating: ____ ***of 5***

Evaluator's Signature: _____ **Date:** _____

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-743: Payment of Bills - July 15, 2024

ATTACHMENTS:

- GENERAL FUND COUNCIL REPORT 2024 07 12.pdf
- PARKS N REC COUNCIL REPORT 2024 07 12.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
APPLE VALLEY WASTE SERVICE, INC.	7/12/24	TRASH SERVICE JUNE 2024	GENERAL FUND	NON-DEPARTMENTAL	525.00
	7/12/24	TRASH SERVICE JUNE 2024	GENERAL FUND	STREETS & HIGHWAYS	660.13
				TOTAL:	1,185.13
BLUE 360 MEDIA	7/12/24	WV CRIM & TRAFFIC MANUAL 2	GENERAL FUND	POLICE DEPARTMENT	769.08
	7/12/24	LAW ENF. GUIDE 2024-2025	GENERAL FUND	POLICE DEPARTMENT	779.03
				TOTAL:	1,548.11
BOLAND TRANE SERVICES INC	7/12/24	JULY24 HVAC 661 S GEORGE	GENERAL FUND	POLICE DEPARTMENT	457.00
				TOTAL:	457.00
CHUCK CITY LLC	7/12/24	FACADE IMPROV 302 N MILDRE	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	4,625.00
				TOTAL:	4,625.00
CINTAS	7/12/24	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	219.44
				TOTAL:	219.44
CITY OF CHARLES TOWN PETTY CASH	7/12/24	CTPD PETTY CASH REPLENISHM	GENERAL FUND	POLICE DEPARTMENT	40.00
	7/12/24	CTPD PETTY CASH REPLENISHM	GENERAL FUND	POLICE DEPARTMENT	7.21
	7/12/24	CTPD PETTY CASH REPLENISHM	GENERAL FUND	POLICE DEPARTMENT	11.64
	7/12/24	CTPD PETTY CASH REPLENISHM	GENERAL FUND	POLICE DEPARTMENT	100.46
	7/12/24	CTPD PETTY CASH REPLENISHM	GENERAL FUND	POLICE DEPARTMENT	106.97
				TOTAL:	266.28
CITY OF CT CAPITAL RESERVE	7/12/24	6/24 RACETRACK LOTTERY	GENERAL FUND	TRANSFERS	17,458.53
				TOTAL:	17,458.53
COMCAST CORPORATION	7/12/24	MAINT SHOP INTERNET 7/1-8/	GENERAL FUND	STREETS & HIGHWAYS	95.90
				TOTAL:	95.90
CHARLES TOWN UTILITY BOARD	7/12/24	108N GEORGE ST 5/15-6/15	GENERAL FUND	CITY HALL	100.67
	7/12/24	105S GEORGE ST 5/15-6/15	GENERAL FUND	CITY HALL	102.47
	7/12/24	661 S GEORGE ST 5/15-6/15	GENERAL FUND	POLICE DEPARTMENT	625.08
	7/12/24	34 N WATER ST 5/15-6/15	GENERAL FUND	STREETS & HIGHWAYS	86.98
				TOTAL:	915.20
DELTA DENTAL OF PENNSYLVANIA	7/12/24	AUGUST 2024 DELTA DENTAL P	GENERAL FUND	ECONOMIC DEVELOPMENT	22.18
	7/12/24	AUGUST 2024 DELTA DENTAL P	GENERAL FUND	TREASURER'S OFFICE	194.23
	7/12/24	AUGUST 2024 DELTA DENTAL P	GENERAL FUND	CITY CLERK'S OFFICE	62.61
	7/12/24	AUGUST 2024 DELTA DENTAL P	GENERAL FUND	ENFORCEMENT AGENCY	22.18
	7/12/24	AUGUST 2024 DELTA DENTAL P	GENERAL FUND	BUILDING INSPECTION	42.90
	7/12/24	AUGUST 2024 DELTA DENTAL P	GENERAL FUND	PLANNING & ZONING	127.69
	7/12/24	AUGUST 2024 DELTA DENTAL P	GENERAL FUND	CITY HALL	42.90
	7/12/24	AUGUST 2024 DELTA DENTAL P	GENERAL FUND	POLICE DEPARTMENT	619.19
	7/12/24	AUGUST 2024 DELTA DENTAL P	GENERAL FUND	STREETS & HIGHWAYS	66.54
				TOTAL:	1,200.42
DONALD PARRIS	7/12/24	B&O TAX PENALTY WAIVER	GENERAL FUND	TREASURER'S OFFICE	550.00
				TOTAL:	550.00
EASTERN PANHANDLE REGIONAL PLANNING &	7/12/24	FY25 REGION 9 ASSESMENT	GENERAL FUND	REGIONAL DEV AUTHORITY	6,141.96
				TOTAL:	6,141.96
ENVIRO-TECH PEST SERVICES	7/12/24	661 PEST SERVICE 6/27	GENERAL FUND	POLICE DEPARTMENT	80.75
				TOTAL:	80.75

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
EXECUTIVE EMERGENCY LIGHTING LLC	7/12/24	REPLACE 2 FRONT LIGHTS CAR	GENERAL FUND	POLICE DEPARTMENT	365.50
				TOTAL:	365.50
FRONTIER, INC.	7/12/24	RH-108N GEORGE 6/25-7/24/2	GENERAL FUND	CITY HALL	94.68
				TOTAL:	94.68
GALLS, LLC	7/12/24	CTPD SHIELD BADGE NAME TAG	GENERAL FUND	POLICE DEPARTMENT	47.06
	7/12/24	BOONIE HAT CTPD	GENERAL FUND	POLICE DEPARTMENT	42.63
				TOTAL:	89.69
GRANDMA'S DINER	7/12/24	B&O TAX REFUND OF PENALTIE	GENERAL FUND	TREASURER'S OFFICE	200.00
				TOTAL:	200.00
GRAPHTECH	7/12/24	CARLISE EVENT SPR GUIDE 24	GENERAL FUND	FAIR ASSOC/FESTIVAL	500.00
				TOTAL:	500.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	7/12/24	CAD MOBILE DATA 3/6-4/5/24	GENERAL FUND	POLICE DEPARTMENT	416.97
				TOTAL:	416.97
JEFFERSON PUBLISHING COMPANY, INC.	7/12/24	6/26 NPH BZA2024-05 M ROPE	GENERAL FUND	PLANNING & ZONING	43.38
	7/12/24	6/26 NPH SLD2024-01 CHRIS	GENERAL FUND	PLANNING & ZONING	52.58
	7/12/24	6/26ZMA 2024-02 TRI STATE	GENERAL FUND	PLANNING & ZONING	29.58
	7/12/24	6/5 WEEKLY EVENT CALENDAR	GENERAL FUND	CITY HALL	69.50
	7/12/24	6/12 WEEKLY EVENT CALENDAR	GENERAL FUND	CITY HALL	69.50
	7/12/24	6/19 WEEKLY EVENT CALENDAR	GENERAL FUND	CITY HALL	69.50
	7/12/24	6/19 AD FOR BIDS; LIBERTY	GENERAL FUND	CITY HALL	115.74
	7/12/24	6/26 WEEKLY EVENT CALENDAR	GENERAL FUND	CITY HALL	69.50
	7/12/24	6/26 NPH PT 1 ADMIN CODE	GENERAL FUND	CITY HALL	46.86
	7/12/24	6/12 ORDER PROCLIMATION PD	GENERAL FUND	POLICE DEPARTMENT	76.38
				TOTAL:	642.52
ROBERT E. JONES, M.D.	7/12/24	PD OFFICER PHYSICAL	GENERAL FUND	POLICE DEPARTMENT	120.00
				TOTAL:	120.00
KONICA MINOLTA BUSINESS SOLUTIONS	7/12/24	WEBEX SERVICES 7/1/24-7/31	GENERAL FUND	CITY HALL	392.24
	7/12/24	WEBEX SERVICES 7/1/24-7/31	GENERAL FUND	POLICE DEPARTMENT	461.04
				TOTAL:	853.28
LINCOLN NATIONAL LIFE INSURANCE COMPAN	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	ECONOMIC DEVELOPMENT	1.32
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	ECONOMIC DEVELOPMENT	1.32
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	ECONOMIC DEVELOPMENT	1.32
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	CITY MANAGER'S OFFICE	2.64
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	CITY MANAGER'S OFFICE	2.64
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	CITY MANAGER'S OFFICE	2.64
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	TREASURER'S OFFICE	3.96
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	TREASURER'S OFFICE	3.96
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	TREASURER'S OFFICE	3.96
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	CITY CLERK'S OFFICE	1.32
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	CITY CLERK'S OFFICE	1.32
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	CITY CLERK'S OFFICE	1.32
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	ENFORCEMENT AGENCY	1.32
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	ENFORCEMENT AGENCY	1.32
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	ENFORCEMENT AGENCY	1.32
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	BUILDING INSPECTION	1.32
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	BUILDING INSPECTION	1.32
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	BUILDING INSPECTION	1.32

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	PLANNING & ZONING	3.96
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	PLANNING & ZONING	3.96
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	PLANNING & ZONING	3.96
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	CITY HALL	1.32
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	CITY HALL	1.32
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	POLICE DEPARTMENT	22.44
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	POLICE DEPARTMENT	22.44
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	POLICE DEPARTMENT	22.44
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	STREETS & HIGHWAYS	9.24
	7/12/24	EAP PREM FEES 7/1/24-9/30/	GENERAL FUND	STREETS & HIGHWAYS	10.56
				TOTAL:	137.28
MARLIN BUSINESS BANK	7/12/24	PD&CITY COPIER RENTAL	GENERAL FUND	CITY HALL	515.98
	7/12/24	PD&CITY COPIER RENTAL	GENERAL FUND	POLICE DEPARTMENT	280.00
				TOTAL:	795.98
MILLENIUM INSURANCE GROUP INC	7/12/24	AUG24 MILLENIUM PREMIUM	GENERAL FUND	CITY HALL	1,800.00
				TOTAL:	1,800.00
NATIONAL ASSOCIATION OF CHIEFS OF POLI	7/12/24	FY25CHIEF POLICE MAGAZINE	GENERAL FUND	POLICE DEPARTMENT	60.00
				TOTAL:	60.00
NEWMAN'S LAWN CARE	7/12/24	B&O TAX REFUND FOR PENALTI	GENERAL FUND	TREASURER'S OFFICE	300.00
				TOTAL:	300.00
PI TAX PREP	7/12/24	B&O TAX REFUND FOR PENALTI	GENERAL FUND	TREASURER'S OFFICE	250.00
				TOTAL:	250.00
POSTMASTER- CHARLES TOWN	7/12/24	100-SELF-STICKING POSTAGE	GENERAL FUND	PARKING	136.00
				TOTAL:	136.00
POTOMAC EDISON COMPANY, INC.	7/12/24	661 ELEC SERV 6/1/24-7/1/2	GENERAL FUND	POLICE DEPARTMENT	4,082.06
				TOTAL:	4,082.06
DONALD B RICE TIRE CO INC	7/12/24	CAR#26 TIRES	GENERAL FUND	POLICE DEPARTMENT	591.20
				TOTAL:	591.20
SOUTH CENTRAL PLANNING & DEVELOPMENT C	7/12/24	MYPERMITNOWFEES JUNE 2024	GENERAL FUND	CITY HALL	730.00
				TOTAL:	730.00
STAGECOACH PRODUCTION SOUND & LIGHTIN	7/12/24	2024WV FEST STAGE/SOUND/LI	GENERAL FUND	FAIR ASSOC/FESTIVAL	4,000.00
				TOTAL:	4,000.00
STAPLES ADVANTAGE	7/12/24	BINDERS AND WEEKLY PLANNER	GENERAL FUND	CITY MANAGER'S OFFICE	165.78
	7/12/24	PADS,PAPER,FOLDERS, SHARPI	GENERAL FUND	TREASURER'S OFFICE	10.58
	7/12/24	SCISSOR.LABLE MAKER,HOLE P	GENERAL FUND	TREASURER'S OFFICE	61.31
	7/12/24	PADS,PAPER,FOLDERS, SHARPI	GENERAL FUND	ENFORCEMENT AGENCY	15.27
	7/12/24	BINDERS AND WEEKLY PLANNER	GENERAL FUND	PLANNING & ZONING	19.48
	7/12/24	PADS,PAPER,FOLDERS, SHARPI	GENERAL FUND	CITY HALL	44.49
	7/12/24	PADS,PAPER,FOLDERS, SHARPI	GENERAL FUND	CITY HALL	5.21
				TOTAL:	322.12
STEPTOE & JOHNSON PLLC	7/12/24	LEGAL SERVICES MAY 2024	GENERAL FUND	CITY ATTORNEY	13,958.90
				TOTAL:	13,958.90
SUSTAINABLE STRATEGIES DC	7/12/24	JUNE24 BASE RETAINER	GENERAL FUND	CITY HALL	2,400.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	2,400.00
LYLE C TABB & SONS, INC.	7/12/24	BOX RENTAL FEES JUNE 2024	GENERAL FUND	STREETS & HIGHWAYS	225.00
				TOTAL:	225.00
TEK ADVISORS	7/12/24	JUNE 2024 TECH SERVICES	GENERAL FUND	CITY HALL	9,104.91
				TOTAL:	9,104.91
TROPHIES R US, INC.	7/12/24	2024 CAR SHOW TROPHIES	GENERAL FUND	FAIR ASSOC/FESTIVAL	4,636.45
				TOTAL:	4,636.45
TYLER TECHNOLOGIES, INC	7/12/24	INSITE TRANS FEES 4/1-6/30	GENERAL FUND	TREASURER'S OFFICE	510.00
	7/12/24	INCODE SUBSCRIPTION	GENERAL FUND	TREASURER'S OFFICE	210.70
				TOTAL:	720.70
U.S. POSTAL SERVICE	7/12/24	FY25 PO BOX 14 RENTAL FEE	GENERAL FUND	CITY HALL	182.00
				TOTAL:	182.00
UNITED WAY OF THE EASTERN PANHANDLE, I	7/12/24	TEEN COURT FEES JUNE 2024	GENERAL FUND	NON-DEPARTMENTAL	485.00
				TOTAL:	485.00
VITAL SIGNS PLUS, INC.	7/12/24	SIGN, COROPLAST	GENERAL FUND	PLANNING & ZONING	24.00
				TOTAL:	24.00
WV STATE TREASURER'S OFFICE	7/12/24	MUNC COURT FEES JUNE 24	GENERAL FUND	NON-DEPARTMENTAL	5,202.78
				TOTAL:	5,202.78

========== FUND TOTALS ==========	
001 GENERAL FUND	88,170.74
GRAND TOTAL:	88,170.74

TOTAL PAGES: 4

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: 7/12/2024 THRU 7/12/2024

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
CBP ENTERPRISES	7/12/24	JUNE24 MOWING EVITTS RUN	PARKS & REC	PARKS & REC		960.00
	7/12/24	JUNE24 MOWING HAPPY RETREA	PARKS & REC	PARKS & REC		920.00
	7/12/24	JUNE24 MOWING CRAIG HILL W	PARKS & REC	PARKS & REC		940.00
	7/12/24	JUNE24 MOWING JMP	PARKS & REC	PARKS & REC		1,580.00
	7/12/24	JUNE24 MOWING WILLINGHAM K	PARKS & REC	PARKS & REC		1,180.00
					TOTAL:	5,580.00
CHARLES TOWN UTILITY BOARD	7/12/24	801 S MILDRED ST 5/15-6/15	PARKS & REC	PARKS & REC		1,018.92
					TOTAL:	1,018.92
FRONTIER, INC	7/12/24	JMP PHONE SERV JUNE 24	PARKS & REC	PARKS & REC		73.85
					TOTAL:	73.85
POTOMAC EDISON COMPANY, INC	7/12/24	JMP MEMORIAL 6/1-7/1	PARKS & REC	PARKS & REC		8.79
	7/12/24	JMP ELEC SERV	PARKS & REC	PARKS & REC		964.39
					TOTAL:	973.18

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

207	PARKS & REC	7,645.95
	GRAND TOTAL:	7,645.95

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: 7/12/2024 THRU 7/12/2024

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: 07/15/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-730: Infrastructure Committee Meeting Report - June 24, 2024

ATTACHMENTS:

- Infrastructure Report_ June 2024.pdf
- ADA Transition Plan Workshop hosted in CT- June 2024.pdf

City of Charles Town

Infrastructure Committee

June 2024 Report

I. CALL TO ORDER: *Wednesday, June 24 at 4:30 PM at City Hall*

Persons Present: Elizabeth Ricketts (*late*), Priscilla Rodd, Jim Kratovil;
Staff: John Nissel, Jim Wysong; Liz Cook

II. UNFINISHED BUSINESS

2024-643: Park Street and Surrounding Area - Traffic Flows and Parking

Elizabeth Ricketts submitted proposed printed notices for residents of Tater Hill regarding the suggested traffic flow changes after a walk-through/research by the committee. The committee members will hand distribute these notices and ask that the Council approve a Public Hearing as part of the Council meeting on August 5th, 2024

Recommendation: *Advertise a Public Hearing (newspaper, website, door hangers) for 8/5/2024 to receive feedback from the public on the proposed traffic changes to Park Street, Higgs Blvd, and Maple Ave.*

2024-644: Stormwater Issues and Updates

- **Liberty Street project** is out to bid. Planning for work to begin in August. This project should include the addition of the two previously recommended Stop signs along Liberty Street.
- Greenway Engineering will soon provide a proposal for an estimate on a citywide **stormwater study** (excluding newer developments which had stormwater requirements to meet during construction.)
- Depot District - **jetted** line during planned CTUB maintenance at North Mildred Street.
- Elizabeth Ricketts and John Nissel toured **Fisherman's Hall** last week to discuss stormwater issues at the site.

No action.

2024-645: ADA Transition Plan

This item was to discuss the "ADA Compliance in Public Right of Way" Workshop scheduled for June 25 with HEPMPO, LTAP, and WVDOT at Charles Washington Hall.

No action.

See attachment on workshop

2024-646: Wayfinding Signage

RFP is still being worked out. No additional updates.

2024-647: Updates on Current Projects

Liz Cook provided an update on the proposals for N. Charles Street and showed the committee members the concept boards. A survey is currently open and available for public feedback. The Infrastructure committee would like to consider repaving/remarking parking in the 100 block of S. Charles as well as the 200 block of N. Charles in coordination with any future construction on 100 block of N. Charles.

No action.

III. NEW BUSINESS

2024-648: Maintenance Director Report

The maintenance team of Charles Town continues to do amazing work on both events and day-to-day projects. In addition to their typical workload, the team has also been handling cleaning of City Hall and 661 while the city seeks a new contact. They have been busy with getting and keeping the pool up and running. Of note, the light pole on the 200 block of W. Washington Street is currently tied up in insurance litigation.

No action.

2024-649: Connect CT Work Order App Requests

This item came from a request by Maintenance Director, Jim Wysong regarding a work order put through the Connect CT application.

Tabled. No action.

2024-650: Ann Street - Traffic and Parking - *Referral from City Council*

On March 18, 2024, public comment to the City Council included a suggestion from a resident of Ann Street regarding traffic patterns and parking issues on Ann Street. This item was referred to the Infrastructure Committee by the City Council on April 1st. There has been in-fill development leading to more traffic and on-street parking. Staff will look into additional planned in-fill development. Committee members will walk the site to consider chicane parking, one-way traffic, no parking areas and other traffic calming options.

No action.

IV. ADJOURNMENT at 5:39 PM

V. INFORMATION ONLY

Next meeting: July meeting CANCELED - unless deemed necessary to reschedule
Monday, August 26th at 4:30PM at City Hall

ADA Compliance Workshop Charles Town June 2024













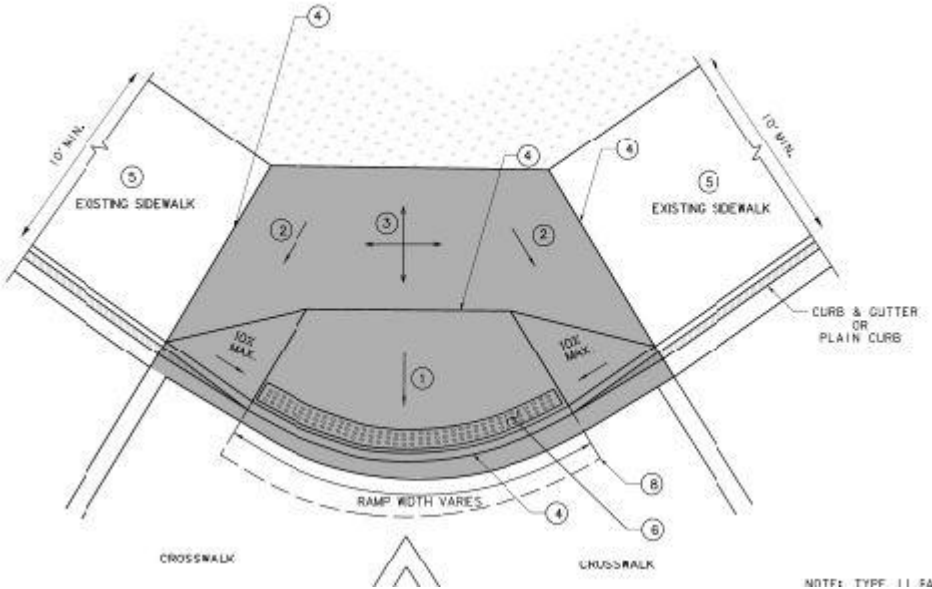
ADA Compliance in the Public Right of Way Workshop
Key Takeaways:

- West Virginia is **#1** for percent of population living with a disability
- Accessibility is required by law!
- Protruding objections into the ROW - things (including signs, trashcans, planters, utility poles, planters, etc.) 4” max horizontally into pedestrian area.
- Pedestrian access routes should be continuous 48’ minimum width with a slope no steeper than 5% or road grade
- Cross slope challenges with private-right-of-ways
- Best practices for materials: concrete in the opedetrain zone, textured surfaces reserved for furniture zones and border areas
- Alterations trigger requirements to install or upgrade curb ramps in ROW– this includes PAVING!

Public Right-of-Way Accessibility Guidelines

ADA Compliance in the Public Right of Way Workshop
Curb Ramp Basic Requirements

1. Max Grade: 8.3%
2. Max Cross Slope: 2.1%
3. Minimum Width: 48”
4. Level landing at top of ramp for turns
5. Flared sides with max slope of 10%, if ramp is in pedestrian circulation path
6. Flush transitions (no lips)
7. Detectable Warning Surface



What's next?

- Charles Town needs to conduct a Self-Evaluation and develop a Transition Plan:
- HEPMPO has started the process of identifying curbs in the ROW of Charles Town. Thank you to Michaela!
- A city staff lead will need to be chosen.
- Describe the methods available to address the barriers to accessibility.
  - Identify physical barriers and limits - DATA collection.
- Provide public notice and create a way for residents/visitors to make complaints.
- Document current state of compliance (laws passed over 30 years ago).
- Develop internal design standards/specifications/details.
- Approve a schedule and funding plan for implementation.
- Monitor and document progress.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/15/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-734: Charles Town Utility Board Meeting Minutes - May 22, 2024

ATTACHMENTS:
- 2024.05.22 UB MINUTES.pdf

Charles Town Utility Board
Regular Board Meeting
May 22, 2024

The Charles Town Utility Board held a regular meeting on May 22, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; Jeff Whitten, Board Member; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker, Legal Counsel.

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of May 8, 2024 Regular Meeting Minutes

The Chairman called for changes or corrections to the May 8, 2024 regular meeting minutes.

Action: **Motion made by Mr. Stocks, second by Mr. Pierson, the Board unanimously approved the May 8, 2024 minutes as presented.**

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron.

OLD BUSINESS

Jefferson Crossing Pump Station Agreement

Mrs. Stolipher mentioned the Board approved the negotiation and coordination with the owners of the Jefferson Crossing Development to assume the operation and maintenance of the pump station behind Martins. The owner has accepted the upgrade costs of the pump station totaling $53,425.00. Mrs. Stolipher provided the draft agreement detailing the transfer of ownership for the Board to review. The Board provided comments.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the Acquisition Agreement with Bridge33 Capital for the Jefferson Crossing pump station.**

NEW BUSINESS

June Board Meeting Schedule

Mrs. Stolipher requested canceling the June 12th board meeting due to a family vacation. The next meeting is scheduled for June 26th.

Action: **Motion made by Mrs. Parker, second by Mr. Whitten, the Board unanimously approved canceling the June 12th meeting and take care of all business at the June 26th meeting. Mr. Pierson amended the motion, second by Mr. Whitten, to include the scheduling of a special meeting if necessary. The Board unanimously approved the amended motion.**

River Intake Inspection Report

Mrs. Stolipher provided the inspection report by Walker Diving Underwater Construction, LLC for the underwater cleaning and inspection of the river water intake structure, noting recommendations for the replacement of bolts to be taken care of at the next visit.

Action: **No action required by the Board.**

FEMA Funding – Inflow and Infiltration Studies

Mrs. Stolipher was made aware of FEMA grant money that will assist local utilities with inflow and infiltration studies. She worked with Region 9 to get a package submitted for this grant money as this would be beneficial to the Utility.

Action: **No action required by the Board.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided a progress report on the Renewal and Replacement project, the completion of fencing around the sewer plant and maintenance shop area, drafting the Consumer Confidence Report for the water systems and the continued effort by GDF drafting updated water, sewer and pump station specifications for the Utility. Mrs. Stolipher also mentioned an updated Revenue and Expense report will be uploaded to the packet.

Action: **No action required by the Board.**

Chairman Report

The Chairman had no updates.

Action: **No action required by the Board.**

APPROVAL OF BILLS

May 22, 2024

Action: **Motion made by Mr. Stocks, second by Mr. Pierson, the Board unanimously approved the payment of the bills.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting.

Action: **Motion by Mr. Pierson, second by Mr. Stocks, the Board unanimously adjourned the meeting at 4:19 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, June 26, 2024 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary